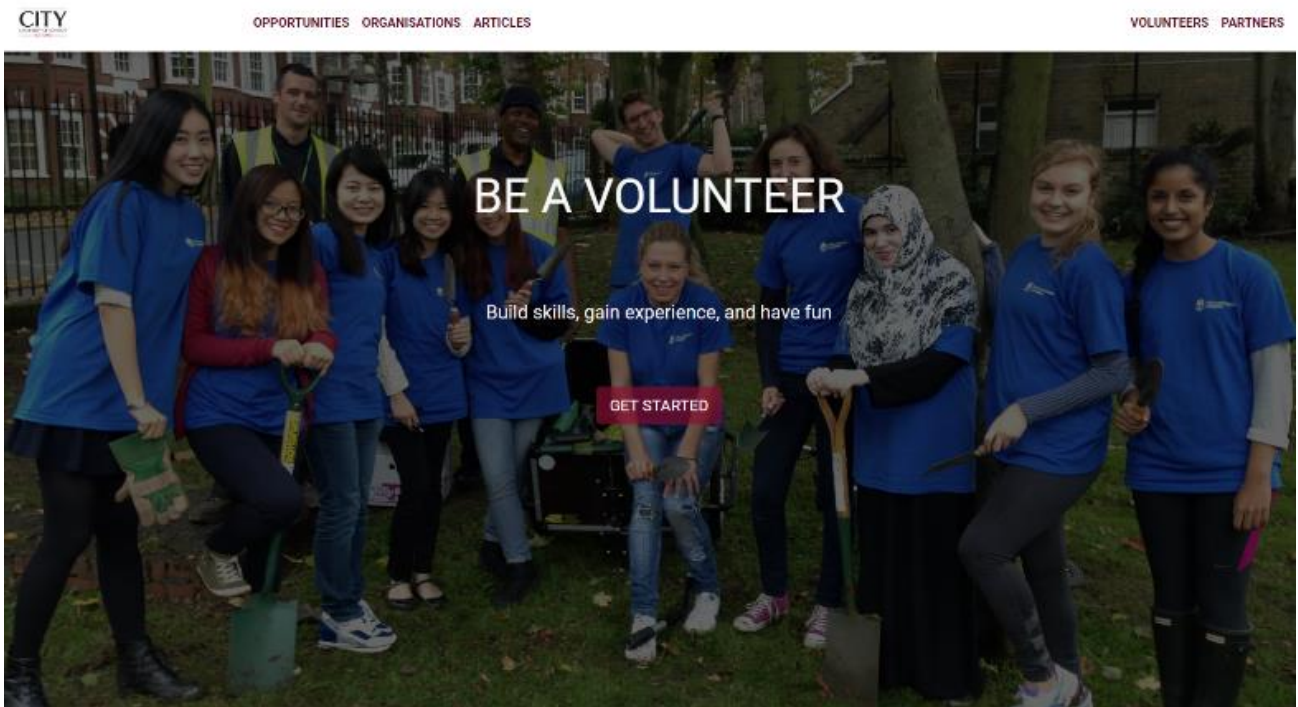


USER MANUAL FOR ORGANISATIONS

Welcome to City Volunteering! Below is some information to help get you set up and ready to start sharing your volunteering roles with our volunteers.

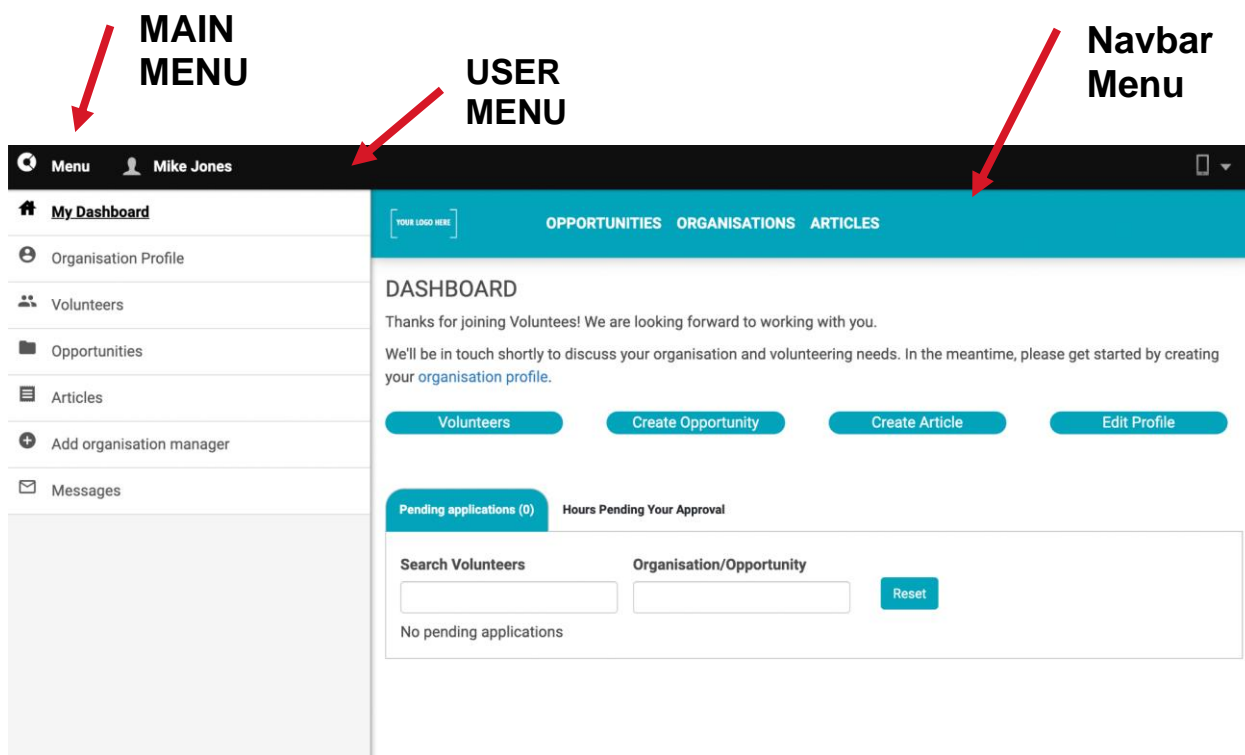
 **LOG IN
TO
START**



Login using your email address and password. Follow the link for 'Partners' If you can't remember your password, enter your email address, and click "forgot password?" to reset it. If you are logging in for the first time with an existing account, you will need to reset your password to get started.

Registering for the first time? Simply click "Register" and fill in the "create new account" information. After submitting your details you'll be sent a validation email. After validating your email, you'll be able to log into your account and create your organisation profile and start posting opportunities and articles to our volunteers.

NAVIGATION: Once you are logged in you will be taken to your dashboard. On the dashboard you will see any pending items that need your attention as well as quick links to the most commonly visited pages.



- **User Menu** - clicking on “view profile” will take you to your personal profile on the site where you can update your contact details and personal information. This is related to you as an individual user. This is also where you will find the “logout” button.
- **Main Menu** - here you will see links to all the pages to manage your profile.
- **Navbar Menu** - here you will see links to all the publicly available pages on the site.

Getting started

STEP 1: UPDATE PROFILE

In order to get started, you need to fill out the profile for your organisation. This must include a logo, header image and the required information indicated with a “*”. After you have done this and your profile has been approved by the City Volunteering team, your organisation will appear on the organisation page and you can post your opportunities and articles to our members. All opportunities will need to be approved by the City Volunteering team before being added to the opportunities page.

On your dashboard click “Edit profile”, then “Click here to edit your organisation profile”, here you can complete all your organisation details.

STEP 2: POST OPPORTUNITIES

In order to post your opportunities, go to the “opportunities” page from the main menu or click the “create opportunity” quick link from your dashboard. You need to complete all the required boxes in order to submit the opportunity for approval. We’d recommend adding as much detail as possible here. After posting your opportunities, they will need to be approved before being promoted on the City Volunteering site. You will be notified once your opportunities have been approved by the City Volunteering Team and added to the opportunities page. You will receive a notification every time a new volunteer registers for your opportunities and you can track all your volunteers through the “view applicants” link.

STEP 3: APPROVE HOURS

Volunteers might upload their volunteering hours to the portal to track all the great work they are doing with your organisation. If you are listed as an approver on the hours, you will receive an email requesting your approval. Simply click the button in the email to review and approve the hours. You will be helping volunteers to gain credit for their work.

If you have any questions you can contact us at volunteering@city.ac.uk