



Register your Organisation
Promote Volunteer Opportunities

The aim of this guide is to support volunteer-involving organisations delivering services in Islington to register on Team Kinetic, the new Islington Volunteering platform, and promote their volunteering opportunities.

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Register your organisation

You will need to register your organisation (Opportunity Provider) with Volunteer Centre Islington before you submit any volunteering opportunities:

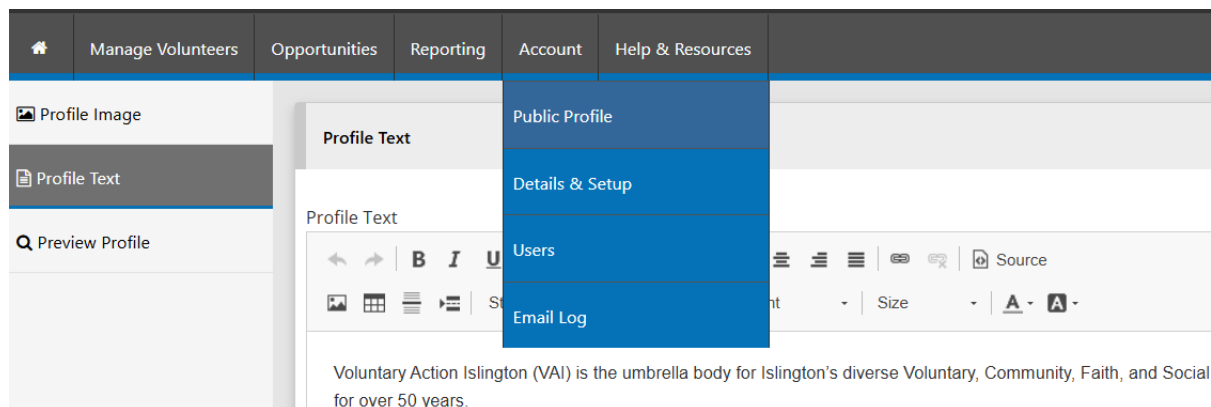
- Go to <https://volunteer.vai.org.uk/volunteers/registration-provider>
- Fill in your organisation name and contact details. The email address will be the log in for the platform and contact details for volunteers (any notification from the online platform will be sent to that address). Additional users can be added to your organisation after completing the registration.
- Enter your organisation's postcode and select the address from the drop down. You can move the green figure on the map to more accurately show your location.
- Briefly describe the purpose of your group / organisation (data added from this field will be only visible to Volunteer Centre Islington staff)
- Who are your beneficiaries? You can check more than one option
- Select your organisations size, where you deliver your services, the policies your organisation has in place, whether there is a dedicated person supporting volunteers in your organisation
- Confirm you have read and understand that Volunteer Centre Islington doesn't vet potential volunteers on behalf the organisations.
- Create your password to log in (12 characters long minimum)
- Marketing email: If you opt in you will receive Volunteer Centre Islington updates re volunteering fairs, volunteer managers forum or any relevant information related to volunteering in Islington.
- Confirm you are happy with our terms and conditions
- and... click register.

We ask these questions to gather information on the organisations using our services. Only the contact details go public.

- Check your inbox, you should have received an email with a verification link to the email address you used to register. Click the link to verify your email and be taken to the log in page. Now your organisation is registered.
- Log in with your details.
- You will be taken to your organisation dashboard. You will see a message letting you know that your organisation will need to be approved by the Volunteer Centre Islington team before it is public on the platform. We aim to approve organisations within a week, maximum (in the meantime, you can edit your profile and add opportunities).

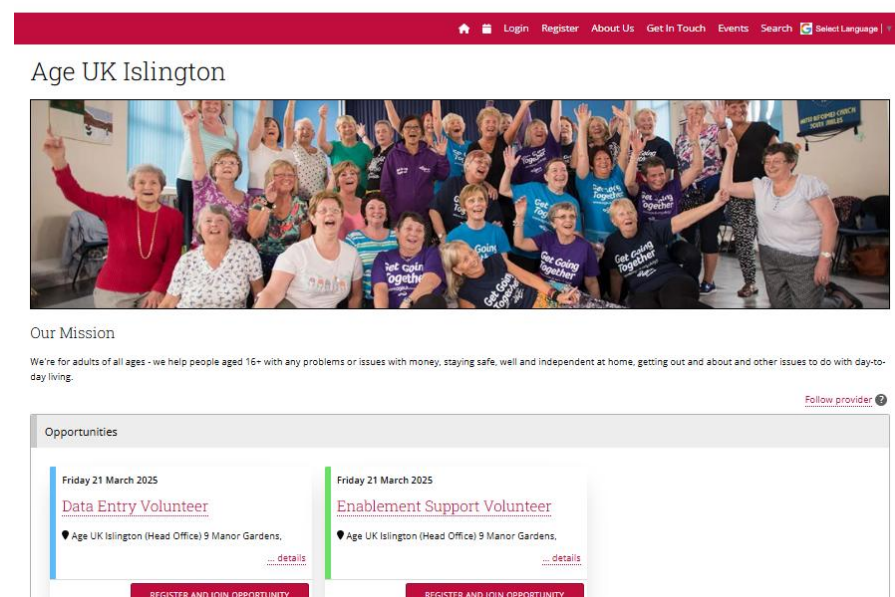
Create your organisation's public profile

Once registered, you will need to create your organisation's public profile. [Log in](#):



On the top menu, click 'Account' and then 'Public Profile'. Check the options on the left-hand side panel:

- **Profile image:** this is the image which will be at the top of your organisations public profile. Click 'new image', then choose an image that represents your organisation, click 'Open' and 'Upload image'. You can move, centre the image and 'Save'. You can choose your image later or not add an image.
- **Profile text:** here you can write information about your organisation to let volunteers know what your organisation does and why they should get involved. Remember to 'Save' any changes. You can also upload images to the text box.
- **Preview profile:** see what your profile looks like to volunteers and update it as many times as need it. You can also share the URL and use this profile as a website to let people know about your organisation. When you have approved volunteering roles they will appear under your profile.



profile image

profile text

vol. opportunities

Update your organisation's details

On top menu bar click on 'Account, then 'Details and Setup' to update your organisation's details, like address, contact details or any details you would like to amend from your initial registration.

Create additional user log ins

Your organisation's main user will be receiving all the system notifications but you can add extra user log ins to your account. For example, for a second person to manage your account. On top menu bar click on 'Account, then 'Users' and on the left hand side panel click on 'Add accounts'. Insert full name, login email, password and save.

All the new users will be able to [log in](#) as providers and get access to the organisations (provider) dashboard.

Create volunteer opportunities

[Log in](#) and go to your dashboard on the top menu, click 'Opportunities' and then 'Create Opportunity'

Fill in the form details as follows:

- Opportunity Name: a brief title for the volunteer opportunity which will let volunteers know instantly what the role is about.
- Opportunity Description, you might like to include:
 - Why volunteers are needed?
 - What are you trying to achieve with their support?
 - Volunteers tasks & responsibilities
 - Time of commitment
 - Whether volunteers will be asked to complete or provide: application form, ID check, DBS check, reference, interviews, etc
 - Inclusive volunteering details. How you can support people with additional needs or any groups you particularly welcome or have resources to support

The first paragraph will be shown in the search tool, make sure it sounds interesting!

- Benefits and perks: this might include things like access to training or qualifications, supervision with a volunteer manager, volunteer socials (expenses details can be added later)
- Skills required: any skills volunteers should have to successfully apply to the role e.g. personal qualities or specific skills
- What category best describes this opportunity?
Pick one category which best suits this opportunity

- Tags: select or add any tags relevant to the opportunity. For example, tags relevant to a befriending volunteer role might be 'older people', 'mental health', 'isolation and loneliness'. Start typing your tag and if it's already created it will come up.

Click 'Next - Opp image' to be taken to the next page

Add your opportunity image

Images are really important to help a volunteer find your opportunity. Make sure they are clear and good quality and help a volunteer understand what they will be doing.



Upload a new image (1200 by 300 pixels is the perfect size)

No file chosen

Or click to choose one of your past images



Select opportunity badges

☐ Weekend / Evenings	☐ Volunteer from home	☐ Summer volunteering	☐ Over 16
☐ Under 16	☐ Family volunteering		

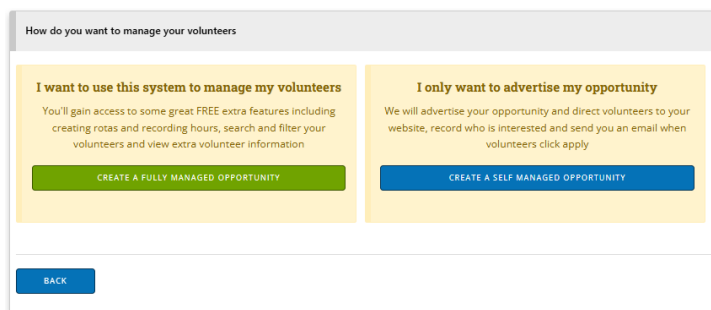
- Add your opportunity image: choose an image from your files that is relevant to your volunteering opportunity, click 'Open' and 'Upload image'. You can move, centre the image and 'Save'. You can choose your image later or not add an image, although it will make your opportunity more interesting.
- Select opportunity badges: badges are another way to help volunteers recognise whether a role is suitable for them:
 - Weekend/ Evenings – this role takes place at weekends or in the evenings
 - Summer volunteering – volunteering which is taking place over the summer months
 - Over 16 – volunteering roles which are open to people over 16
 - Under 16 – volunteering suitable to people under 16
 - Family volunteering – volunteering where volunteers can bring their children
 - DBS Check – DBS check will be required to volunteer for that role
 - No DBS Check required – DBS checks won't be required for that role

▪ 'Where is your opportunity based'?

Select either:

- Pick the location: enter the location's address. If the role takes place at different locations in the borough you can also enter Islington. Enter travel information for directions
- You can do this opportunity from anywhere: for roles open to remote volunteering and click next.

Selecting 'A Fully Managed Opportunity'



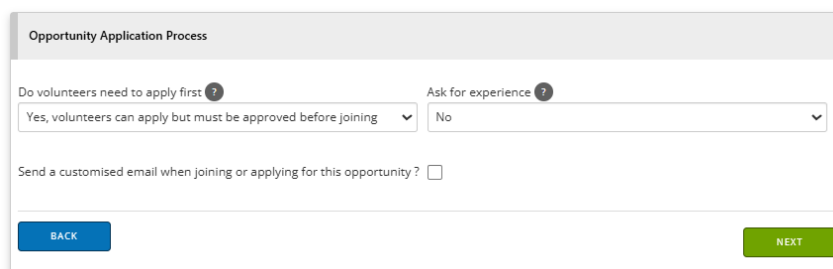
'How do you want to manage your volunteers?'

We recommend you select:

Fully managed opportunity: this will give you the full range of tools to manage your volunteers from within the volunteer platform. You will receive notifications when potential volunteers register their interest in your opportunities and track your roles views. You will also be able to log your volunteers' hours and keep all your volunteer's documents in one place (if needed).

If you select 'Self-managed opportunity' this means your role advert will direct potential volunteers to your own volunteer management system or to an information page on your website. You will not be able to track registrations of interest, role views, restrict your opportunities to certain age groups etc.

Selecting 'Fully managed opportunity' will let you define how the volunteer joins the opportunity, it covers the following areas:



- Do volunteers need to apply first?
 - ‘Yes, volunteers can apply but must be approved before joining’: if you select this option volunteers will be allowed to register their interest in volunteering. They will need to go through your checks and processes before becoming a volunteer with you. For example, an interview, DBS or training.
 - ‘No, volunteers can immediately join the opportunity’: This is useful for volunteer roles where the volunteers need no vetting e.g. a litter picking day where you are happy for any members of the public to attend
- Ask for experience: only select ‘Yes’ if you would you like volunteer applicants to be prompted to write a few sentences on why they are interested in the role whilst registering their interest.
- Send a customised email: When the volunteer indicates they are interested in the role, they will be sent an automated email confirmation from the system. If you prefer to send a customised email linked to the opportunity to include instructions or a personalised message, tick the box and type your preferred wording.

Opportunity Restrictions

Opportunity Restrictions

Do you want to allow everyone access to your opportunity?

You can restrict by things like age, background checks etc.

NO

YES

Minimum Age

Maximum Age

Maximum sessions ?

16

leave blank for no maximum

(leave blank for no maximum)

Must be linked to provider to join

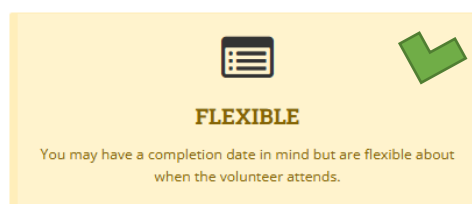
No

NEXT

- Select ‘No’ if your volunteer role is open to everyone.
 - Select ‘Yes’ This allows you to restrict your volunteer opportunity to specific age groups, or volunteers who have taken part in a number of sessions with you already. E.g. if your volunteer role is focussing on youth volunteering you may want to restrict applicants to be under 25.
- Provider linked volunteers: You can choose to only allow applications from volunteers that are already linked to your organisation. This option is only useful if your organisation already has a group of volunteers that regularly take part in opportunities for you.

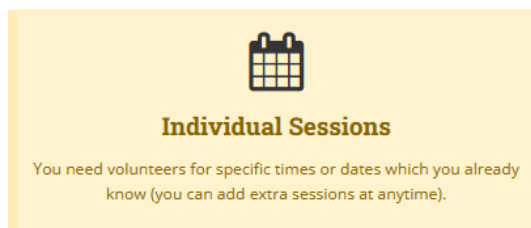
- Expenses
‘Are expenses payable in this opportunity?’ If you click yes, you will be asked to give more information, for example your limit for travel expenses, whether you can provide food expenses, etc.
If you don’t pay expenses for this opportunity then just click ‘Next’
- Promoting and sharing
 - ‘Hide opportunity from search results and make secret’: this allows you to hide your role from the public search page, for example if you would like to offer the role to select volunteers.
 - ‘Is the opportunity accessible?’: Is this role accessible for people who have physical mobility issues such as those using walking aid or needing a wheelchair accessible premises
 - ‘Is this opportunity part of a larger event?’: Organisations can specify that volunteer roles are part of events. For example, a community festival may have different volunteering roles e.g. marshals, handing out water. If you already have the event created then you will see it in this dropdown list when creating the opportunity (you will first need to create the event and then when creating volunteer roles link the event. Please, see 'Creating events').
- Opportunity Documents: Upload any files you would like approved volunteers to be able to access such as a volunteer agreement, volunteer handbook, application form, map to a location.
- Post opportunity options:
 - ‘Allow volunteers to upload files to an opportunity?’: This will allow volunteers to upload any files such as completed surveys or photos, once a volunteering opportunity has passed.
 - ‘Add a post opportunity survey link’: You can attach a survey link to your opportunity allowing volunteers to complete the survey after they have joined the opportunity. In order to use this feature you must first create a survey using your survey software (eg. SurveyMonkey or Google Forms), then copy the link to the survey into this section of the create opportunity form.

Opportunity sessions and dates



Choose Flexible opportunity if you don't have fixed date or times for the volunteer role, or you will arrange the volunteers hours around their availability.

You will need to choose a start date and end date, as well as a date for closing sign ups. You will also need to pick the maximum number of volunteers for the role (this information is not visible to volunteers and a waiting list system will kick in when all roles are filled).



If you know exactly when the volunteer needs to attend and want volunteers to join these sessions in the platform, then create the session/s using the 'Individual Sessions'. If you add multiple sessions then it will ask the volunteer to select which sessions they can attend, creating a form of rota against the opportunity.

- 'Add sessions individually' if you have irregular pre-arranged sessions.
- 'Add a recurring session' if you have a regular session that happens at the same time each week or month you can. E.g. a regular gardening group.

You will need to choose a start time and the duration. You can then choose which days this repeat on. For the 'Ends after' you can choose to end it after a certain number of occurrences, a specific date or after 12 months. You will also need to pick the maximum number of volunteers for the role (this information is not visible to volunteers and a waiting list system will kick in when all roles are filled).

- Confirm that the opportunity is fully compliant with our guidelines, you are fully insured for volunteer activities (if applicable) and volunteers will be adequately trained to perform their duties

Create opportunity!

You will be taken to the volunteer opportunity summary page. The role will remain closed (invisible to volunteers) until it is approved by Volunteer Centre Islington

We aim to approve roles within a maximum space of a week. If you have any questions or concerns, please contact marta.aparicio@vai.org.uk

Create an Event

You can create events to bring together volunteering roles which are part of the same event. For example, if you are holding community festival you might have many separate volunteer roles e.g. litter picking, serving food and drinks. By creating an event you will be able to group volunteering opportunities under this event.

On the top menu, click 'Opportunities' and then 'Create an Event'

You can follow the steps process to create events [here](#).

Update you volunteer opportunities

On the top menu 'Opportunities' click on 'Opportunities'

You will have all your opportunities listed. Access the volunteering opportunity you would like to deal with by clicking 'Manage' You will be taken to the opportunity dashboard. Here you can see useful information about your volunteering opportunity, as well as editing and managing it.

Left-hand side panel options relevant to editing your opportunity are:

- **Sessions:** if you chose 'flexible sessions' when creating the opportunity, here you can edit the start and end date for the opportunity. If you chose individual sessions when creating the opportunity, it will display all created sessions for the opportunity and allow you to assign volunteers to specific sessions. You can also add new sessions.
- **Details:** where you can edit the opportunity's details, such as role description, title, etc.
- **Location:** shows the location of the opportunity and lets you edit it.
- **Restrictions:** displays the restrictions you've set for applying to the opportunity (e.g., age) and allows you to edit them.
- **Convert and Copy:** allows you to switch the opportunity from a Flexible Opportunity to a Session-Based Opportunity (or vice versa) and create a copy with adjusted session dates.
- **Delete:** removes the opportunity from the system permanently; it cannot be recovered once deleted.

Other options that you might use later whilst managing applicants and approved volunteers:

- **Applicants:** shows lists of new applicants awaiting for approval, approved applicants and denied applicants.
- **Volunteers:** shows list of approved volunteers, waiting list and volunteers that have stopped volunteering for this role, along with their details.
- **Log Hours:** Enables you to record the hours for each volunteer, providing an accurate measure of their volunteer time for this opportunity.
- **Feedback:** feedback log from volunteers about this opportunity and from your organisation to volunteers.
- **Chat room:** you can chat with volunteers linked to this opportunity using this option.
- **Uploaded Docs:** if you enable approved volunteers to upload any files such as completed surveys or photos once the opportunity has passed, those documents will be shown here.
- **Post Opportunity:** allows you to add post-opportunity documents and survey links.
- **Downloadable Docs:** allows you to upload any files you would like approved volunteers to be able to access such as a volunteer agreement or handbook, application form, map to a location or expense forms.

- Sharing: this option is not enabled.
- Promote: provides quick links to share the opportunity on Facebook, Twitter, Pinterest, LinkedIn, and via email. Also includes a link to the opportunity for easy copying and pasting.
- Download CSV: Downloads a CSV file containing opportunity data, which can be opened in Microsoft Excel.

The aim of this guide is to support you when registering on Team Kinetic, the new Islington Volunteering platform, and to promote your volunteering opportunities online.

The new platform won't be live for volunteers until 1st of April when they will start registering. If you are planning to manage your volunteers through the platform you will need to download our guide 'Manage your volunteering program with Volunteer Centre Islington platform' from April.

If you need further support registering your organisation or creating opportunities in the new system, please contact marta.aparicio@vai.org.uk