How to Guide

How to register as a volunteering provider on www.volunteering.chester.ac.uk

This is a quick guide to help you utilise our Volunteering website but if you have any further questions please email volunteering@chester.ac.uk or phone 01244 511550.

The Volunteering Team, University of Chester

Step by Step Guide

WHEN REGISTERING YOU WILL NEED YOUR PUBLIC LIABILITY INSURANCE AND A COPY OF YOUR HEALTH AND SAFETY POLICY. ANY PROBLEM WITH THESE PLEASE CONTACT US
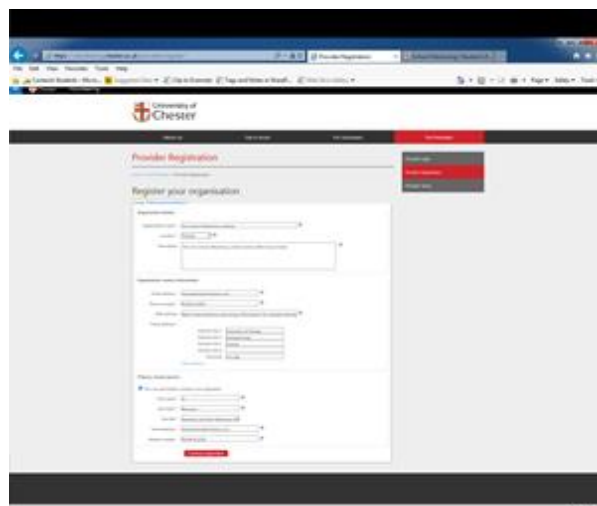
Registering as a Provider

1. Select Provider Area
2. For first time users select Volunteering Providers Registration (After this your password should be set up and you can just login.)

There are two stages to registration; the first stage requires submitting the basic information to set you up as a group on the Volunteering website.

Firstly we need;

- Organisation Name
- Location (This is to which Campus you wish to offer opportunities – the options are Chester, Shrewsbury, Warrington or All)
- Description (In no more then 200 characters please give a brief description of your organisation)
- Organisational contact information
- Primary contact person details

3. Once done, please click continue registration. You will then be directed to our Provider Agreement. Please read this carefully as it outlines what we expect from a Provider as well as what you can expect from us.
    Once read you will then need to tick the agreement. If you are unable to meet all the criteria of the terms and conditions please contact us.
4. You will then need to set up a password of between 6 and 30 characters INCLUDING A CAPITAL LETTER AND A NUMBER. You will need this to get back on the website.
5. Then select Continue Registration.
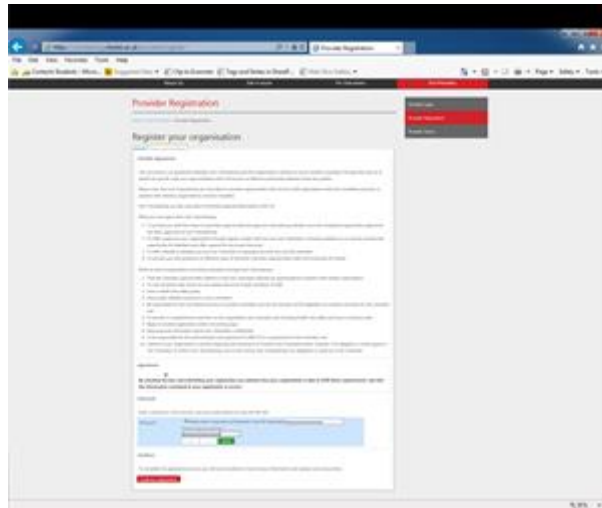
6. You will then be asked further questions about your opportunity. Please work through these and press continue at each stage. If you have a logo please add this by remembering to click Browse and then Update.
    When you reach the end of the Policies page and press Continue a message will then appear saying Changes Saved, this is as far as you can go at this stage. This will then be emailed to us to be reviewed. This will be looked at by us asap but by 10 working days at the latest. Once approved you will receive an email telling you this and you can move onto step 6.
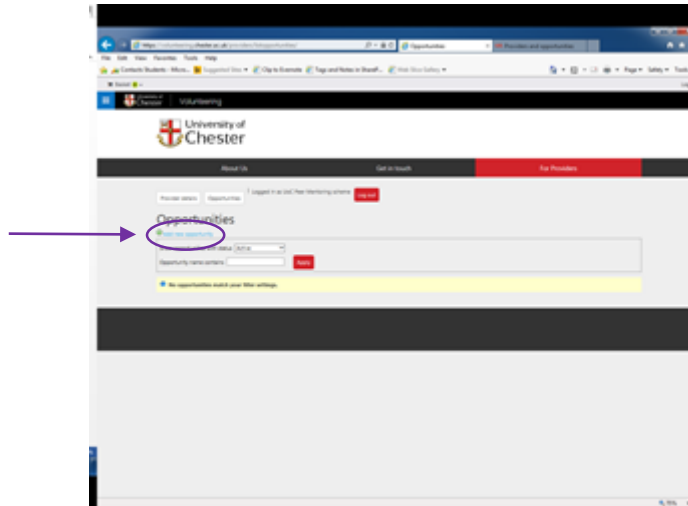   *YOU WILL NEED YOUR PUBLIC LIABILITY INSURANCE AND A COPY OF YOUR HEALTH AND SAFETY POLICY FOR THESE SECTIONS. ANY PROBLEM WITH THESE PLEASE CONTACT US*
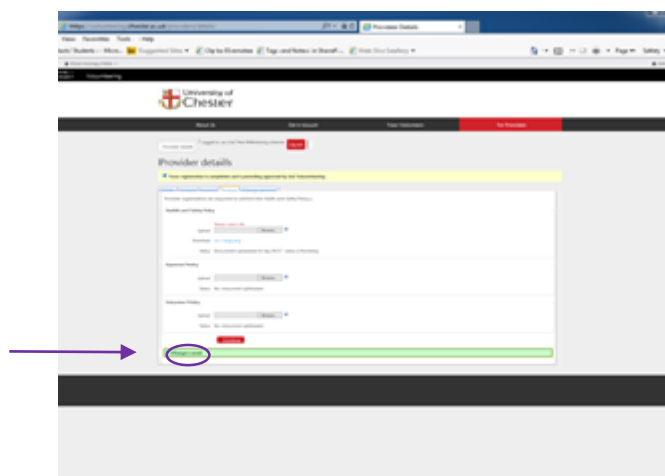
7. Once approved you will then be free to add as many opportunities as you wish!
   Adding an Opportunity

   Click on Add new opportunity

8. When adding a new opportunity you will then be asked various questions about your opportunity. On the Dates/Applying page – if your opportunity is ongoing please leave the activity dates blank. If there are specific application dates please put these in or else leave it blank. You will be asked to enter a message to be included in the acknowledgement email sent to volunteers when they apply. This is where you can put a link to an application form or you can just write a short email thanking them for applying and with further information about the application process i.e. if they need an interview etc.

After each page click next.

When you get to the final page click Save Changes.

This will then be emailed to us to be reviewed. This will be looked at by us within 10 working days.

If your organisation has more than 1 opportunity please keep following steps 6 and 7. You can also add one-off opportunities to this.
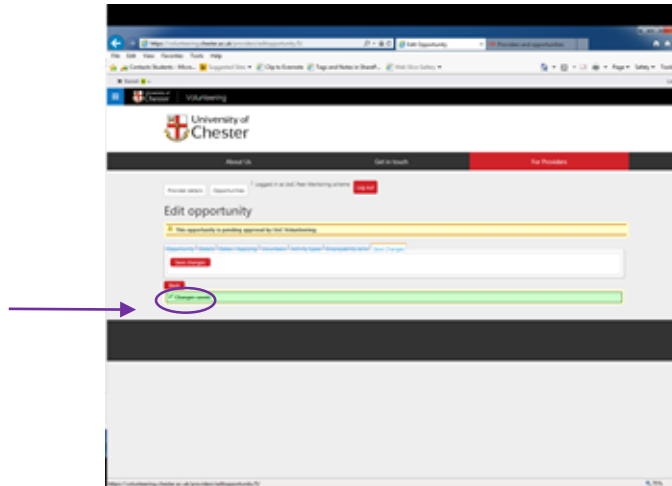
9. Once your opportunity is approved by us it's listed and volunteers can now apply for this! If someone applies you will then be notified of their interest. Please email them ASAP but ideally within 10 working days.

PLEASE NOTE NO CONTACT DETAILS WILL BE SEEN BY STUDENTS. IF YOU WOULD LIKE STUDENTS TO SEE THESE PLEASE ADD THESE INTO THE EMAIL BOX.

What to do when a volunteer is interested in your opportunity?

1. You will be notified via email of this and we would ask you to contact them within 10 working days.
2. To find out their contact details log back into the system and select the opportunity the student is interested in and select Volunteers
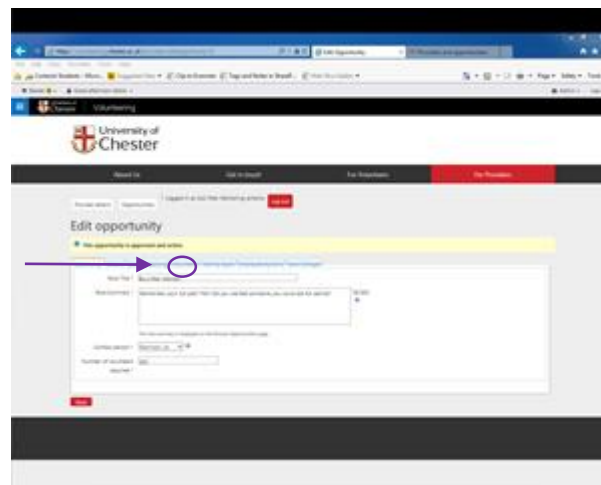
3. You can then contact them, invite them to an interview etc.

Accepting a student…
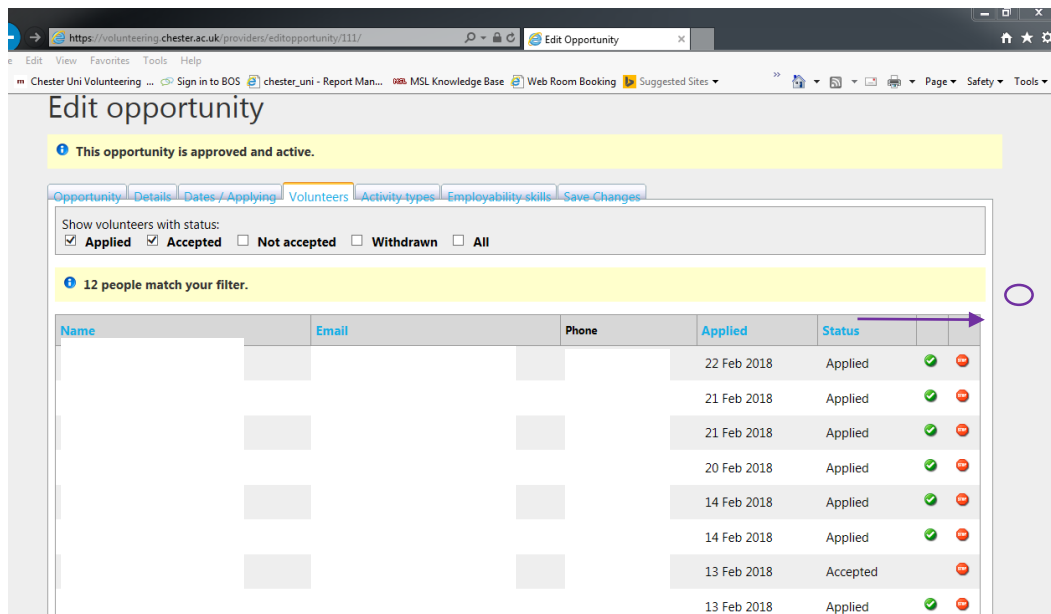
4. Once they start volunteering (or not) with you please revisit this page and select either accepted or rejected so we can track them. This is also really good for students as when accepted it will show up on their profile and they can recorded next to your opportunity.

If you forget your password please email us to reset.

If contact names change or you want to add more contacts you can do this by logging onto the For Providers page

If your opportunity no longer requires volunteers please email us to delete this.

If you have any questions about this system please contact us.