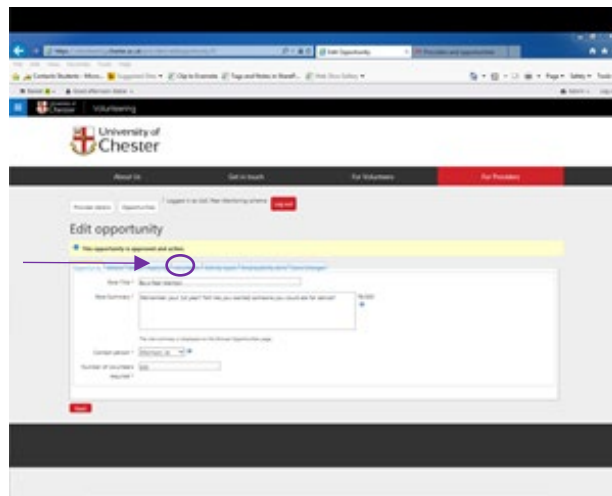




How to Guide

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" from the tabs list



3. You can then contact them, invite them to an interview etc.

Accepting a student...

Edit opportunity

This opportunity is approved and active.

Opportunity | Details | Dates / Applying | **Volunteers** | Activity types | Employability skills | Save Changes

Show volunteers with status: Applied Accepted Not accepted Withdrawn All

12 people match your filter.

Name	Email	Phone	Applied	Status		
			22 Feb 2018	Applied		
			21 Feb 2018	Applied		
			21 Feb 2018	Applied		
			20 Feb 2018	Applied		
			14 Feb 2018	Applied		
			14 Feb 2018	Applied		
			13 Feb 2018	Accepted		
			13 Feb 2018	Applied		

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 record hours to your specific volunteer role.

**If you forget your password please email us to reset.*

**If contact names change 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.