



How to Guide

How to register a Volunteer activity/role on www.volunteering.chester.ac.uk

All University of Chester volunteering is administered through the volunteering website. This allows students access to all of the great services we offer in one place; including recording hours, gaining recognition and awards and searching for opportunities. As an external organisation, you can create your own profile, to which you can upload volunteer opportunities for students to apply to.

This is a quick guide for those who have registered onto the system but need to add activity/ies (roles). If you have any further questions please email volunteering@chester.ac.uk or phone 01244 51550.

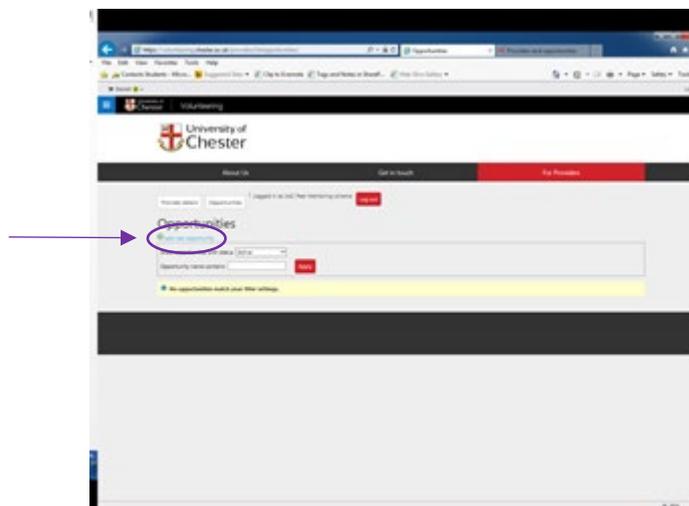
The Volunteering Team, University of Chester

Step by Step Guide

Adding an Activity/Role

Log back into the system (if you have forgotten your password, drop us an email and we can reset it)

Click on Add new opportunity



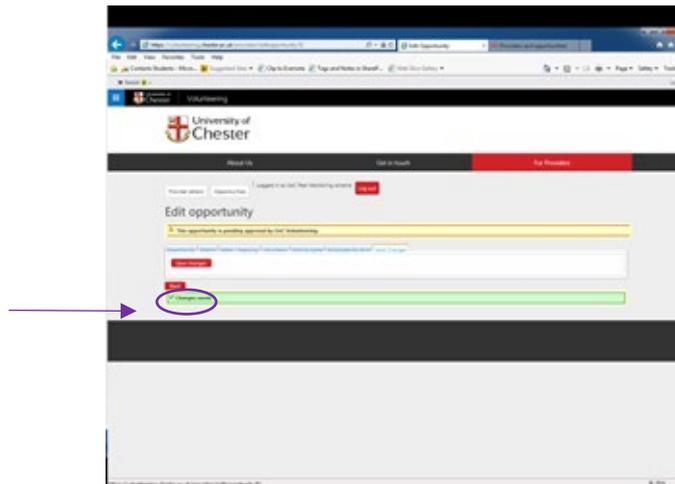
1. When adding a new opportunity you will then be asked various questions about your opportunity. On the Dates/Applying page – if your opportunity is ongoing please leave the activity dates blank. If there are specific application dates please put these in or else leave it blank. You will be asked to 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.***

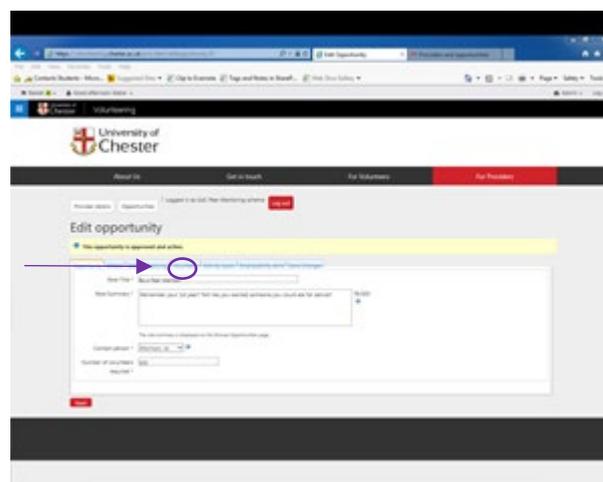


2. Once your opportunity is approved by us it's listed and volunteers can now apply for this! If someone applies you will then be notified of their interest. Please email them ASAP but ideally within 10 working days.

****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.
4. Once they start volunteering (or not) with you please revisit this page and select either accepted or rejected so we can track them.

**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.