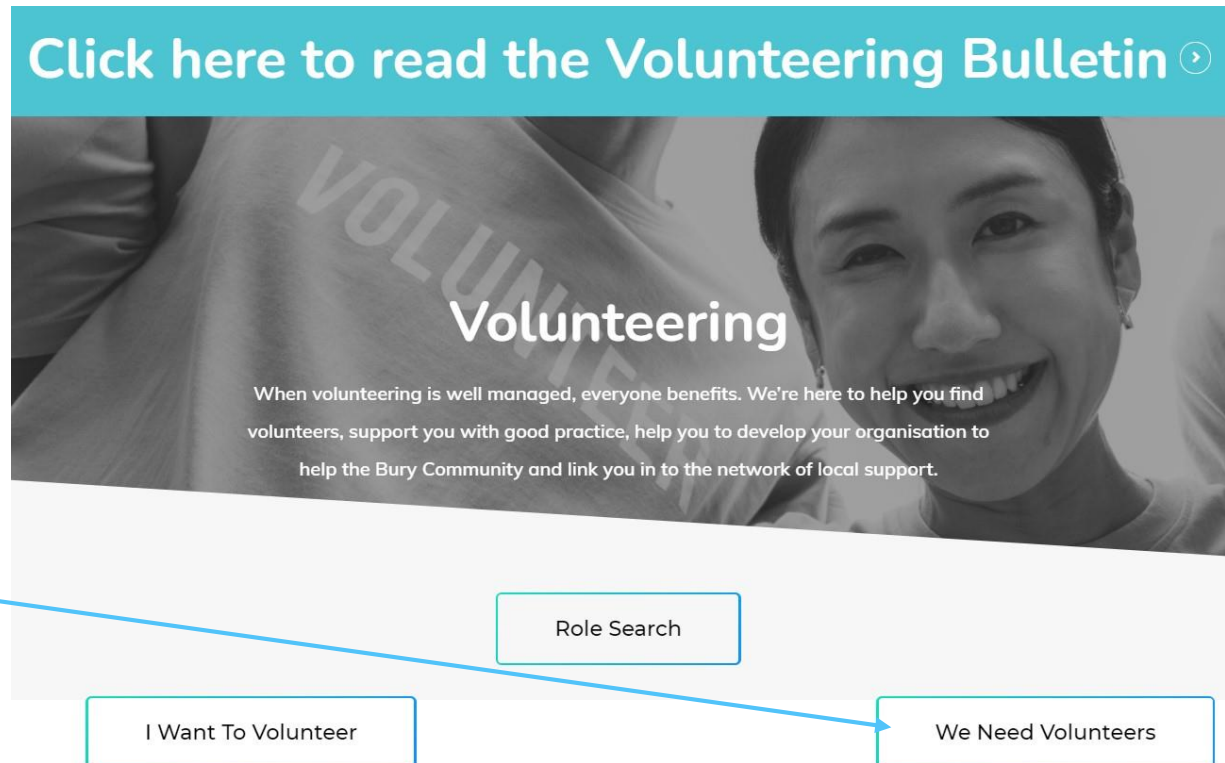


Bury Volunteer Bank Guide (Organisations)

How to register your organisation on the Volunteer Bank

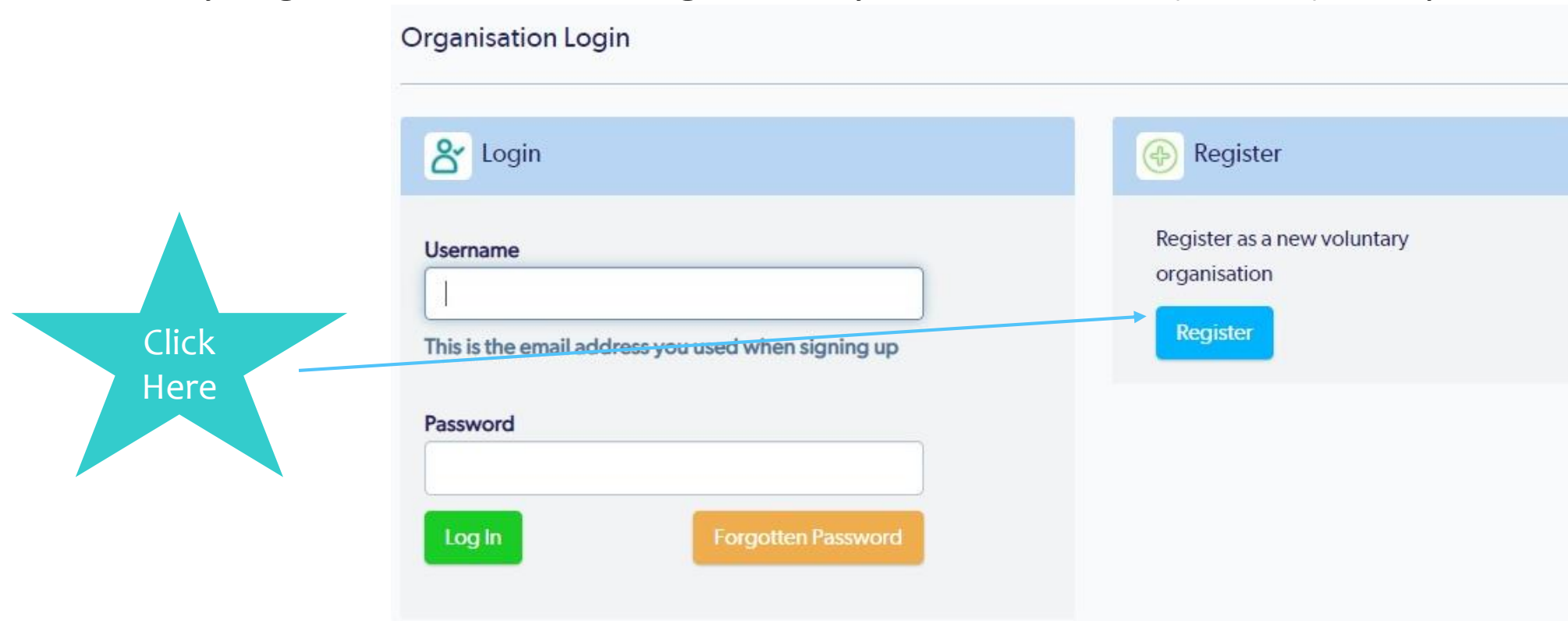
How to register your organisation on the Volunteer Bank

- Visit our Bury VCFA Volunteer Page www.buryvcfa.org.uk/volunteering/
- Click 'We Need Volunteers.'



How to register your organisation on the Volunteer Bank

- Click 'Register as a new voluntary organisation' to create your registration
- Already registered? You can login with your username (e-mail) and password



The screenshot shows the 'Organisation Login' page. On the left, the 'Login' section has a 'Username' field (with a note 'This is the email address you used when signing up') and a 'Password' field. Below these are 'Log In' and 'Forgotten Password' buttons. On the right, the 'Register' section has a 'Register' button. A teal star with the text 'Click Here' and an arrow points to the 'Register' button.

Organisation Login

Login

Register

Register as a new voluntary organisation

Register

Click Here

Username

This is the email address you used when signing up

Password

Log In

Forgotten Password

How to register your organisation on the Volunteer Bank

- Enter your name, e-mail address and create password followed by 'Save'.

- Enter your name, email address and create your own password.
- Click 'Save'

Sign Up

First Name

Surname

Email Address for Login

Confirm Email Address

Password

Confirm Password

Save

How to register your organisation on the Volunteer Bank

- Complete your organisation profile

- Please enter the organisation name and complete all the fields on the profile page, e.g. address, service, client group, areas.

Organisation Profile

You have been registered.

Organisation

Select your organisation - this will automatically complete most of the information below.

Type your organisation name in the box below to bring up a list of matching organisations.

If you are not already on the list, completing this form will add it to our database.

Organisation

Voluntary Action

Third Sector Essentials - GIO Project

Voluntary Action Barnsley

Voluntary Action Calderdale

Voluntary Action Charnwood

Voluntary Action Epping Forest

Voluntary Action Kirklees

Voluntary Action Leeds

Building

House Number

Street

Town

County

Postcode

Phone

How to register your organisation on the Volunteer Bank

The profile form asks for/includes information on:

- **Contact details** of your organisation. This is the main contact point for your organisation – often the reception or admin contact. NOTE - you are able to enter the volunteer contact details of the role when you add/edit roles
- **Aims and activities** of the organisation
- **Client groups** you work with
- Areas of **interests** that your organisation fits into. This will directly influence the search results when volunteers search for and enter their 'areas of interest'
- Once the information is completed, Click '**Save**'

How to register your organisation on the Volunteer Bank

1. You have now successfully registered your organisation and will receive an email notification that your registration is pending and will be reviewed by the Volunteer Centre (Bury VCFA Volunteering).
2. Once we have approved your organisation you will receive an email confirming your registration has been approved.
3. **You can now login and begin to add volunteer opportunities!**

If you have any further questions or queries
please contact us!



Contact

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