**For first time login to your Be Collective Account**

You will be asked to confirm your DOB – this is because you must be aged 16+ to use Be Collective!

A short tour of the Be Collective site will appear

Click on Profile

* agree to terms and conditions
* add your profile picture if you wish
* update your cover pic
* Add any information you want to add about yourself, skills, experience etc – this information is shown on your personal Social Record this is private unless you choose to share it)

 **If at any time you get a bit lost on the site:**

* clicking on ‘Dashboard’ in the left hand column will take you back to your own personal page
* clicking on ‘groups in the left hand column will show you the groups that you manage

**Update your group details** – click on groups in the left hand column, select the group you want to update and click ‘edit’

Follow the tabs at the top of the screen to

* Update information about your group
* Add your location
* Add the causes your group supports
* Create an application form for your group – you can also create an application form when adding opportunities.
* Upload your logo and page header

**Update your opportunities**

If you had opportunities previously advertised on [www.volunteernow.co.uk](http://www.volunteernow.co.uk) they will have transferred over to your new account but will be in draft form. You will need to confirm your opportunity details before you can publish to the new system.

To find your draft opportunities, click on the opportunities tab (just under your header image), then click either ‘all’ or ‘drafts/pending’