

PLEASE CHOOSE WHICH ACCOUNT SUITS BEST: Individual OR Organisation

TO CREATE AN INDIVIDUAL TRAINING ACCOUNT:

- Wwww.volunteernow.co.uk and click on Login (top right corner).
- Choose Login page—click on Training Login.
- On the next page, under Register—enter your email address, choose Individual, create a password then re-enter the password (there are certain requirements). You can choose to click to receive VTraining newsletter but you must click 'I understand that by registering on Volunteer Now I am agreeing to the Privacy Policy/GDPR statement' to move on.
- Click Create Account.
- Next screen is your Account Dashboard—scroll down to Add Your Details, complete the relevant fields (you must fill in most fields) and click Save.
- The next screen is your Account Dashboard again, just with completed fields.
- You will receive a welcome email from Volunteer Now & Volunteer Now Enterprises Ltd.

Once you have created an account, go to the [Courses Scheduled](#) page and book onto the course you want to attend or click here to view [instructions on how to book onto a course](#).

TO CREATE AN ORGANISATION TRAINING ACCOUNT:

- Wwww.volunteernow.co.uk and click on Login (top right corner).
- Choose Login page—click on Training Login.
- On the next page, under Register—enter your email address, choose Organisation, choose Sector, create a password then re-enter the password (there are certain requirements). You can choose to click to receive VTraining newsletter but you must click 'I understand that by registering on Volunteer Now I am agreeing to the Privacy Policy/GDPR statement' to move on.
- Click Create Account.
- Next screen is your Account Dashboard—scroll down to Add Organisation Details, complete the relevant fields (you must fill in most fields) and click Save. You also need to add Student(s) **but click save under Add Organisation Details first**.
- Complete the fields under Add a Student and click Add Student. You can add as many Students as required.
- The next screen is your Account Dashboard again, just with completed fields.
- You will receive a welcome email from Volunteer Now & Volunteer Now Enterprises Ltd.

Once you have created an account, go to the [Courses Scheduled](#) page and book onto the course you want to attend or click here to view [instructions on how to book onto a course](#).