

VOLUNTEER NOW'S

OPPORTUNITY SEARCH PLATFORM

A step by step guide for volunteers



be collective

How to find a volunteering opportunity

Open <u>www.volunteernow.co.uk</u> and go to the Opportunity Search page. This can be found under the main banner on our home page...



or at the bottom of any section of our website ...

Search For Volunteering Opportunities **Q**

Once on the opportunity search page, you have a number of options...

What are you looki	ng for?	(Where are you?	
befriending		Holywood Rd, Belfast BT4 1SB, UK		10mi V Find opportunities
			Include remote	
				Clear search
COVID	-19			See volunteering opportunities >
Filter by	<u>Clear filters</u>			Sort by Relevance 🗸
Cause	~		Befriending Volunteer	• Anywhere
Skills	~	MS Society	MS SOCIETY NI	9 -
Suitable for	~		Spare an hour or two a week to support a pers	on

If you are not sure what type of volunteering you would like to do, we recommend that you start simply by entering your postcode in the location box, along with the distance you are prepared to travel (no other filters) and then click search.

To see opportunities closest to you first, change the 'Sort By' option to 'distance' or you can sort by 'newest' if you prefer.

You can also use additional filters to the left hand side to chose what general type of volunteering you want to do, or what skills you want to use/gain.

You have the option to add a specific word or phrase in the 'What are you looking for' box, but please note this is dependent on your spelling matching the spelling on the opportunity!

To reset your search, click on 'clear search' or if you have added filters click 'clear filters'.

To view more details, click the opportunity you're interested in.

To register, click 'apply now' in the opportunity details and, if you haven't already done so, register your details on the Be Collective platform (see next page). Once you've registered, your details will be forwarded to the organisation advertising the opportunity and they will come back to you with more information.



Registering on the Be Collective platform

When you have found an opportunity you want to apply for, you will be then prompted to set up your account on Be Collective. (If you already have one, simply click 'sign in now' from the bottom of the screen)

Fill in your details and click on 'I'm ready to make a difference'

The Volunteer Now Volunteer Portal is powered by Be Collective.	First name			
powered by be conective.	Your first name here			
Now you can easily find the right volunteering opportunity in Northern Ireland. Easily search by causes, organisations and opportunities.	Last name Your last name here			
Learn more about Be Collective	Tour last name here			
Contribute to Northern Ireland, support the	Email address			
organisations and causes you care about	Your_email@aol.com			
Grow your experience and skills, all verified in a downloadable Social Record	Password			
Make friends with shared values and have fun	••••••• Show			
while volunteering!	Date of birth			
If you've ever wanted to make Northern Ireland a remarkable place, there's never been a better time to	Day 🗸 Month 🗸 Year 🗸			
start.	I would like to receive communications from Be Collective			
	I'm ready to make a difference			
	Register using:			
	Already have an account? Sign in now.			

Make sure you tick to 'receive communications' so that you can receive messages through the Be Collective platform.

You will receive an automated email from Be Collective to activate your account.

Once your registration is complete, your details will be sent to the organisation who advertised the opportunity you're applying for and they will contact you with more information.



Your Be Collective account

Within your volunteer account on Be Collective you can see details of the opportunities you have applied for, your existing volunteering and your Social Record which keeps a record of all your volunteering history, hours volunteered and a Social CV that you can download and print.

Find out more about your Social Record at: https://help.becollective.com/en/article/what-is-the-social-record

How to sign in to your Be Collective account

Go to www.volunteernow.co.uk and click 'login'



Click on 'Volunteering Login'



You will be brought to the sign in page on Be Collective where you can log in or sign up if you haven't already created an account.

If you have forgotten your password click 'I forgot my password' and it will send an automated email to the address you registered with.





You will be taken to your dashboard where you can click on each tab along the top of the page (highlighted in yellow) and fill in as much or as little information as you want.

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B Welcome Clara My dashboard What's new?®		#HelpEachOther Clara O'Ca , Northern Ireland	illaghan	CK		6. I
), Search		Summary My volunteering Profile Sc	cial record Fundraising Rewards and certificates	Settings		
Find an opportunity						
Find a group		Overview Personal Management	Actions	Things you can do		Volunteering on Be Collective?
Find an event		36 Groups I'm a member of 4 applications pending	c;) •	Find a volunteer opportunity	⊘	Take a tour with us
Manage Manage my groups	6	2 Opportunities I'm volunteering for 1 application pending Event I'm involved in	You have no pending actions	Find a group to join Create an event))	
Manage my events Need help?		C Events in the past	Volunteering suggestions	Create a group Shared with me) 0	ગ્રહ્યું કે
Visit help centre Contact customer support		Days Hours Minutes	Bereavement Volunteers Cruse Bereavement Care - Newry and Moume, Armagh and Duncannon Southern Neutring Team Leader	Proxis Core Mental Health Befrier	Go te	vate Windows System firew work special activate record ows. Start planting the seeds and watch your social secord may. Completion the

If you want to peronalise your page, click on 'Profile'. You can upload a profile picture and you can also edit your banner at the top of your page and either choose one of the pre-loaded pictures or upload one of your own.

Any messages you receive through the Be Collective platform can be accessed by clicking the little icon at the top of your screen.



To get back to your own page at any time, click 'My Dashboard' from the grey column to the left of the screen.

You can search for volunteering opportunities through the Be Collective platform as well as through the Opportunity Search on <u>www.volunteernow.co.uk</u>. To do this, either select 'find an opportunity' from the left hand panel or if you know what you're looking for enter the text in the green search bar along the top.

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ESICI INCOM	Show	Location
8 Welcome	Opportunities Groups Events	Belfast, Northern Ireland, United Kingdom 🗴 10mi 🗸
My dashboard		Include remote
What's new?©	Skills gained $ imes $ Causes $ imes $ Suitable for $ imes $	
Q Search		Sort by Relevance v
Find an opportunity		
Find a group Find an event	Opportunities shared with me (344)	Show 🗸
Manage O Manage my groups		
Manage my events	COVID-19	See volunteering opportunities >
Need help? Visit help centre	Ulster GAA Young Leaders 2021 Ulster GAA	Activate Windows

Need Help?

There's a whole selection of help items available by clicking 'visit help centre' from the left hand column or click here: <u>https://help.becollective.com/en/im-a-volunteer</u>

If you need any assistance, email <u>info@volunteernow.co.uk</u> and we can give you a hand, or if you would like to talk to one of our team please phone 028 9023 2020 and a team member will be in touch.