



VOLUNTEER NOW'S

OPPORTUNITY SEARCH PLATFORM

A step by step guide for volunteers

How to find a volunteering opportunity

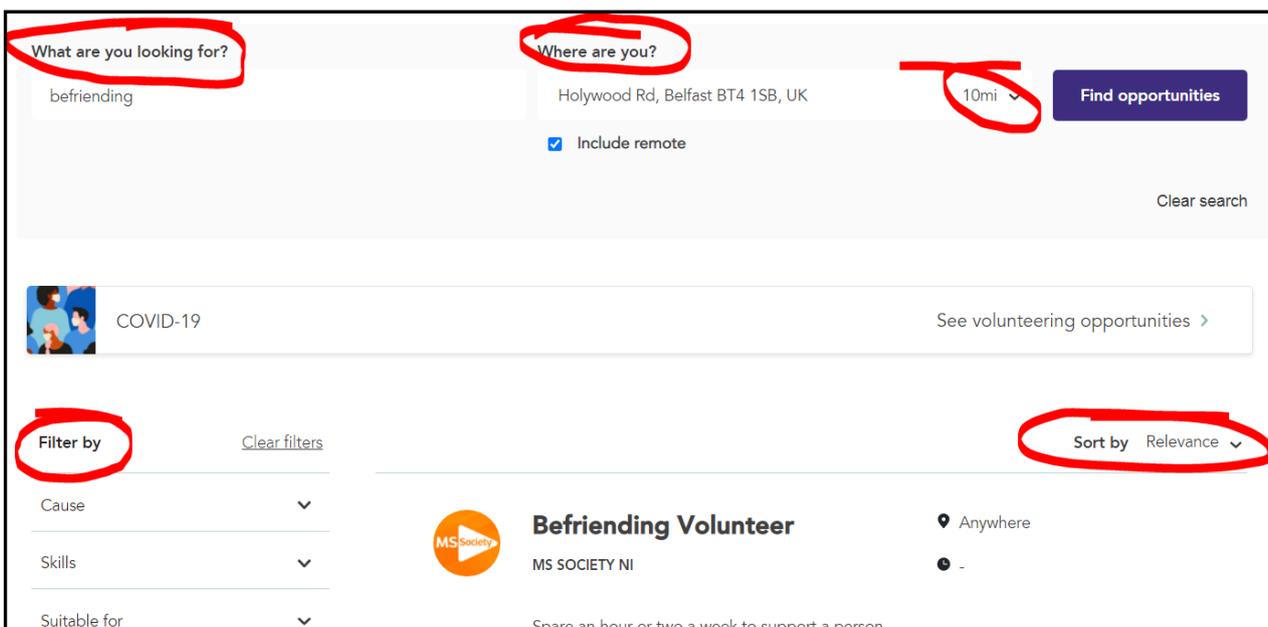
Open www.volunteernow.co.uk and go to the Opportunity Search page. This can be found under the main banner on our home page...



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



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



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.

Now you can easily find the right volunteering opportunity in Northern Ireland. Easily search by causes, organisations and opportunities.
[Learn more about Be Collective](#)

-  Contribute to Northern Ireland, support the organisations and causes you care about
-  Grow your experience and skills, all verified in a downloadable Social Record
-  Make friends with shared values and have fun while volunteering!

If you've ever wanted to make Northern Ireland a remarkable place, there's never been a better time to start.

First name

Last name

Email address

Password
 [Show](#)

Date of birth
Day Month Year

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.

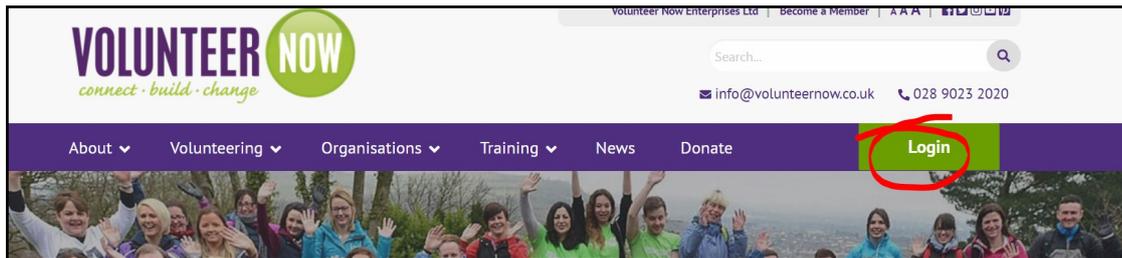
Your Be Collective account

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.

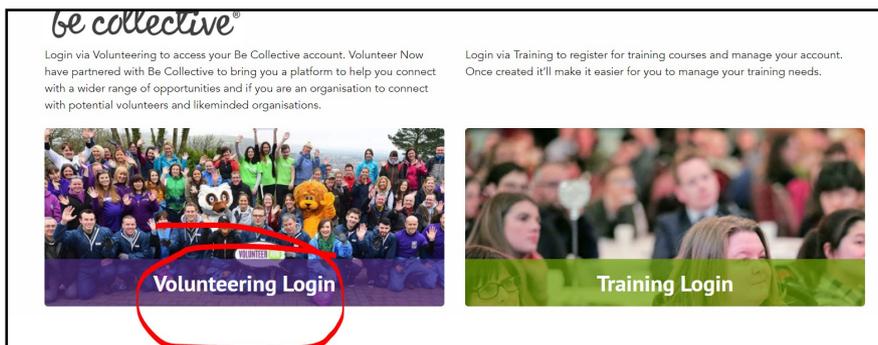
Find out more about your Social Record at: <https://help.becollective.com/en/article/what-is-the-social-record>

How to sign in to your Be Collective account

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



Click on 'Volunteering Login'

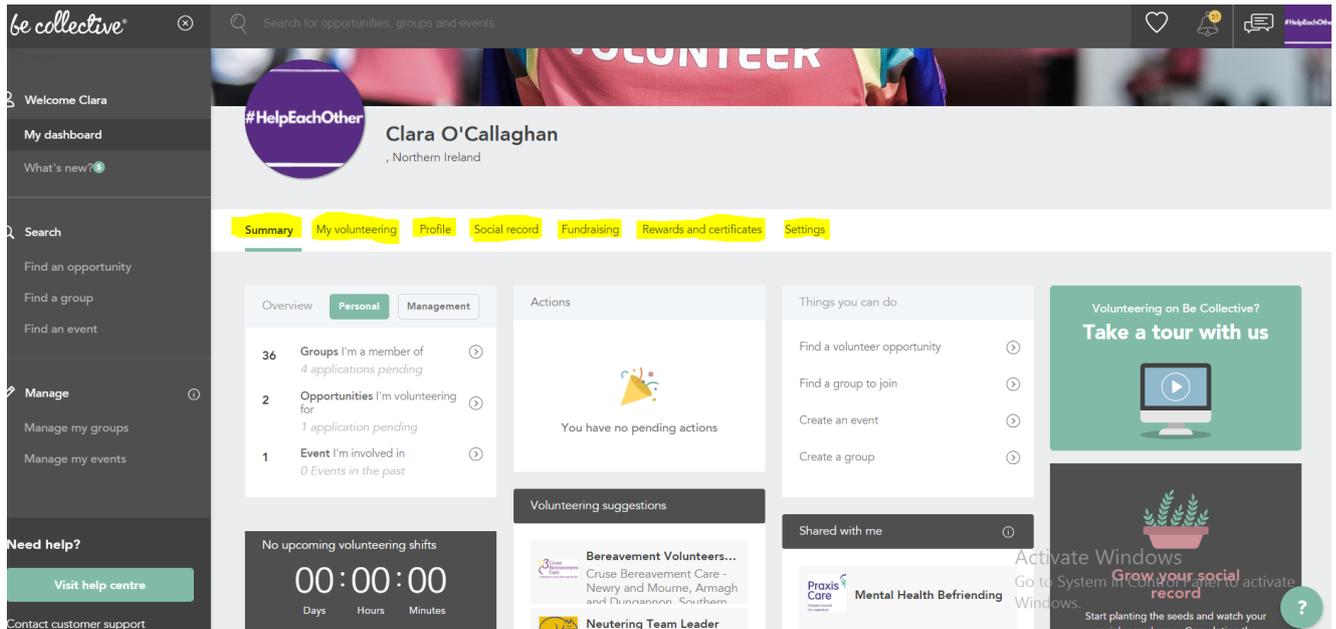


You will be brought to the sign in page on Be Collective where you can log in or sign up if you haven't already created an account.

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

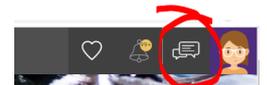
A screenshot of the 'Sign into Be Collective' form. The form includes a 'Region' dropdown menu set to 'United Kingdom'. There are input fields for 'Email address' and 'Password'. Below the 'Email address' field is the text 'Email is a required field'. Below the 'Password' field is the text 'Password is a required field'. A green 'Log in' button is circled in red. Below the button are social media icons for Facebook and LinkedIn. At the bottom, there are two links: 'I forgot my password' (circled in red) and 'Sign up' (circled in red).

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.



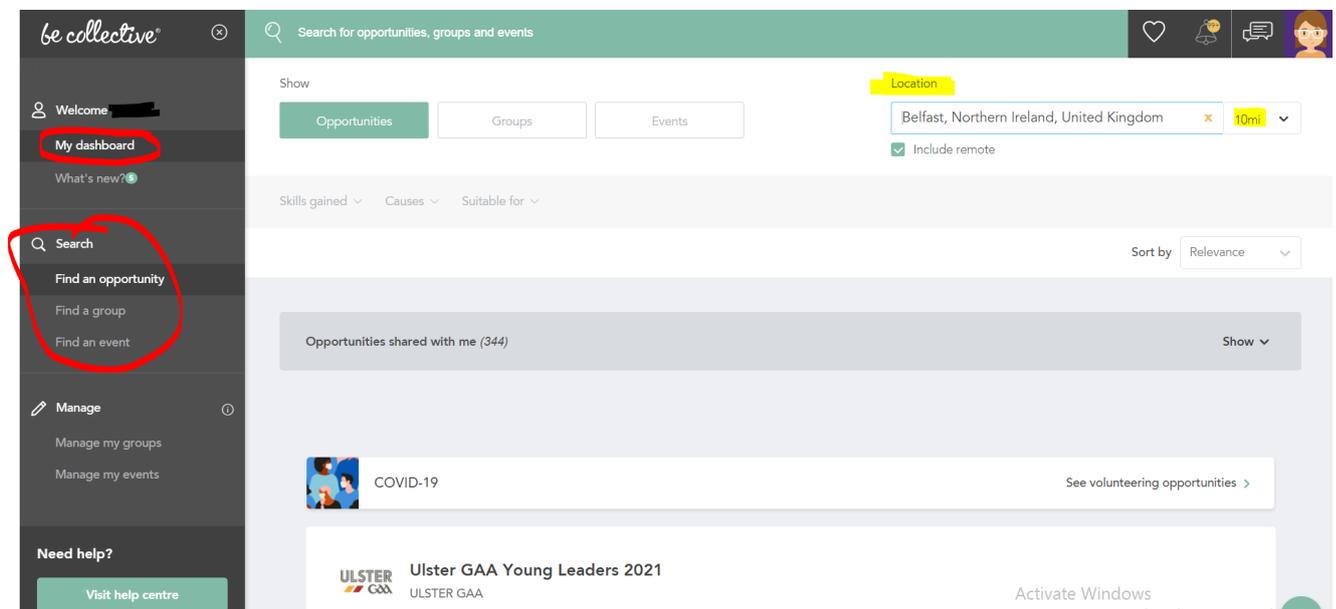
If you want to personalise your page, click on 'Profile'. You can upload a profile picture and you can also edit your banner at the top of your page and either choose one of the pre-loaded pictures or upload one of your own.

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 www.volunteernow.co.uk. 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.



Need Help?

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

If you need any assistance, email info@volunteernow.co.uk 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.