



VOLUNTEER NOW'S

Opportunity Search Platform

A STEP BY STEP GUIDE
FOR YOUNG VOLUNTEERS

What is Be Collective?

Volunteer Now has partnered with Be Collective to bring a dedicated online platform for volunteering to Northern Ireland. The platform supports volunteers through the volunteering process and helps connect more people with a wider range of opportunities. 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.

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Getting Started & Searching for opportunities

Open www.volunteernow.co.uk and go to the Opportunity Search page. The link 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 🔍

Once on the opportunity search page, you have a number of options but start with a basic search using your location and how far you can travel.

The screenshot shows the 'What are you looking for?' search interface. A red circle highlights the 'Where are you?' dropdown menu, which currently shows 'Antrim BT41, UK' and has a checked box for 'Include remote'. Another red circle highlights the distance dropdown menu, which is set to '10mi'. A third red circle highlights the 'Sort by' dropdown menu, which is set to 'Distance'. The 'Find opportunities' button is also visible. At the bottom left, there are links for 'Filter by' and 'Clear filters'. At the bottom right, there is a 'Clear search' link.

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 choose 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!

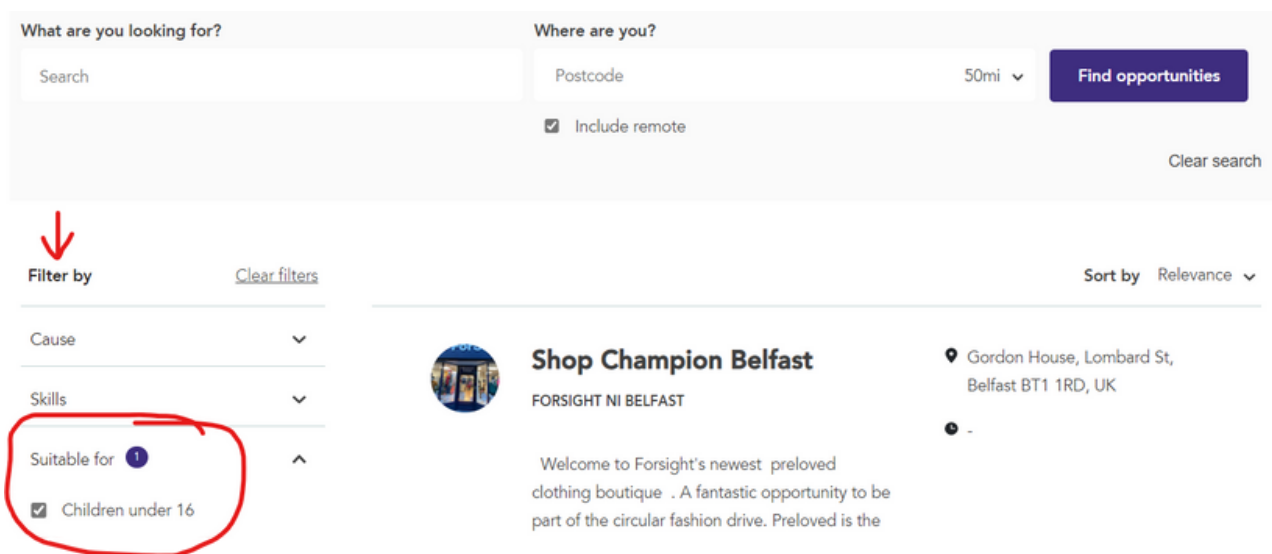
To reset your search, click on 'clear search' or if you have added filters click 'clear filters'.

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.

I'm under 16 how do I know it is suitable for me?

On the Opportunity Search use the filters to the left - select 'suitable for' and choose 'children under 16'.

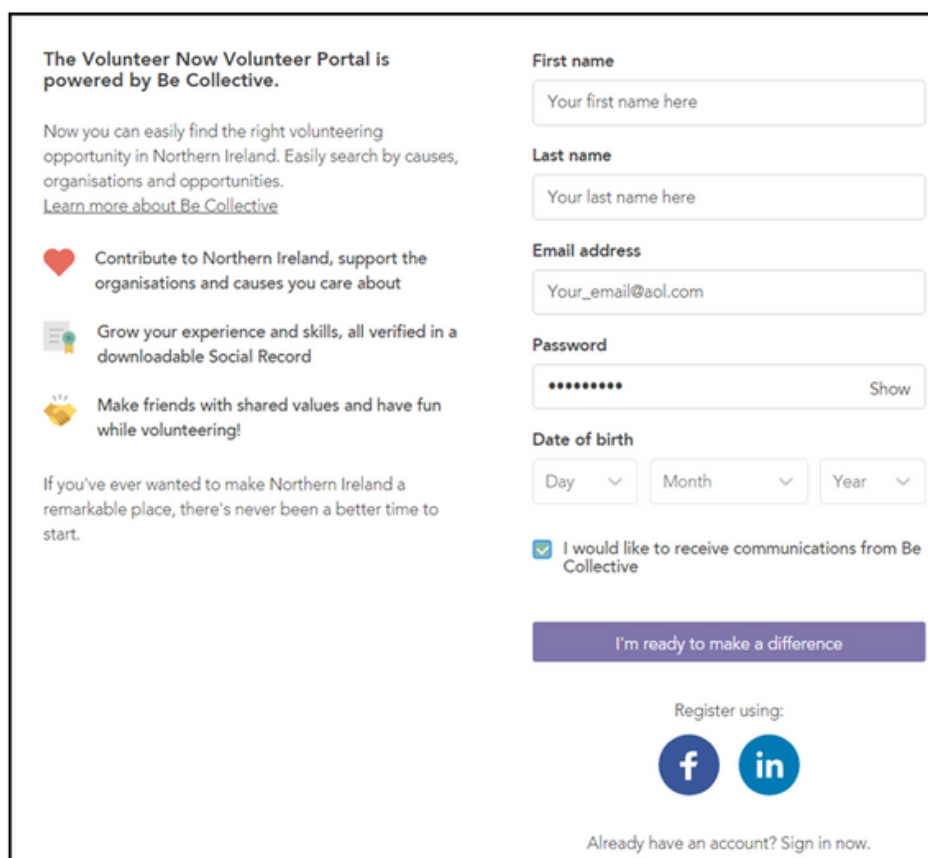


The screenshot shows the 'Opportunity Search' interface. At the top, there are search fields for 'What are you looking for?' (with a 'Search' button) and 'Where are you?' (with a 'Postcode' field, a '50mi' radius dropdown, and a 'Find opportunities' button). Below these is a checkbox for 'Include remote' and a 'Clear search' link. On the left, under 'Filter by', there are dropdowns for 'Cause', 'Skills', and 'Suitable for'. The 'Suitable for' dropdown is highlighted with a red circle and contains a checkbox for 'Children under 16'. A red arrow points to the 'Filter by' section. On the right, there is a listing for 'Shop Champion Belfast' with a profile picture, name, location (Gordon House, Lombard St, Belfast BT1 1RD, UK), and a description: 'Welcome to Forsight's newest preloved clothing boutique. A fantastic opportunity to be part of the circular fashion drive. Preloved is the...'. A 'Sort by' dropdown is set to 'Relevance'.

Registering for an opportunity

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 screenshot shows the 'The Volunteer Now Volunteer Portal is powered by Be Collective.' registration form. On the left, there is a welcome message: 'Now you can easily find the right volunteering opportunity in Northern Ireland. Easily search by causes, organisations and opportunities. [Learn more about Be Collective](#)'. Below this are three bullet points: 'Contribute to Northern Ireland, support the organisations and causes you care about', 'Grow your experience and skills, all verified in a downloadable Social Record', and 'Make friends with shared values and have fun while volunteering!'. At the bottom left, it says 'If you've ever wanted to make Northern Ireland a remarkable place, there's never been a better time to start.' On the right, there are input fields for 'First name', 'Last name', 'Email address', and 'Password'. Below these is a 'Date of birth' section with dropdowns for 'Day', 'Month', and 'Year'. There is a checkbox for 'I would like to receive communications from Be Collective' which is checked. At the bottom right, there is a purple button labeled 'I'm ready to make a difference'. Below the button, it says 'Register using:' followed by Facebook and LinkedIn icons. At the very bottom, it says '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.

If you are under 16

If you are under 16 you will be asked for a parent/guardian or a trusted adult to register also creating a family group. This is our way of keeping you safe as you volunteer and making sure that the roles are suitable for you. **It is easiest to set up the family group first** before you create your profile and register for an opportunity. (You can direct your parent/guardian to this help article: [What is a family group?](#))

What happens next?

If your parent or guardian approves your application, it will be sent to the group advertising the opportunity and you'll receive an email and notification.

You will also automatically become a group member. This means the group manager will be able to contact you through your parent or guardian in the future with any volunteering updates. You'll also be able to keep up with any future opportunities the group posts that are suitable for your age group.

If your parent or guardian decide not to approve your application for any reason, it will be cancelled and the group won't see it.

How to sign in to your Be Collective account

Go to www.volunteernow.co.uk and click 'login' (top right corner).

Select 'Volunteering login'. This will bring you 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*'. Be Collective will send an automated email to the address you registered with so you can reset your password.

be collective®

Login via Volunteering to access your Be Collective account. Volunteer Now have partnered with Be Collective to bring you a platform to help you connect with a wider range of opportunities and if you are an organisation to connect with potential volunteers and likeminded organisations.

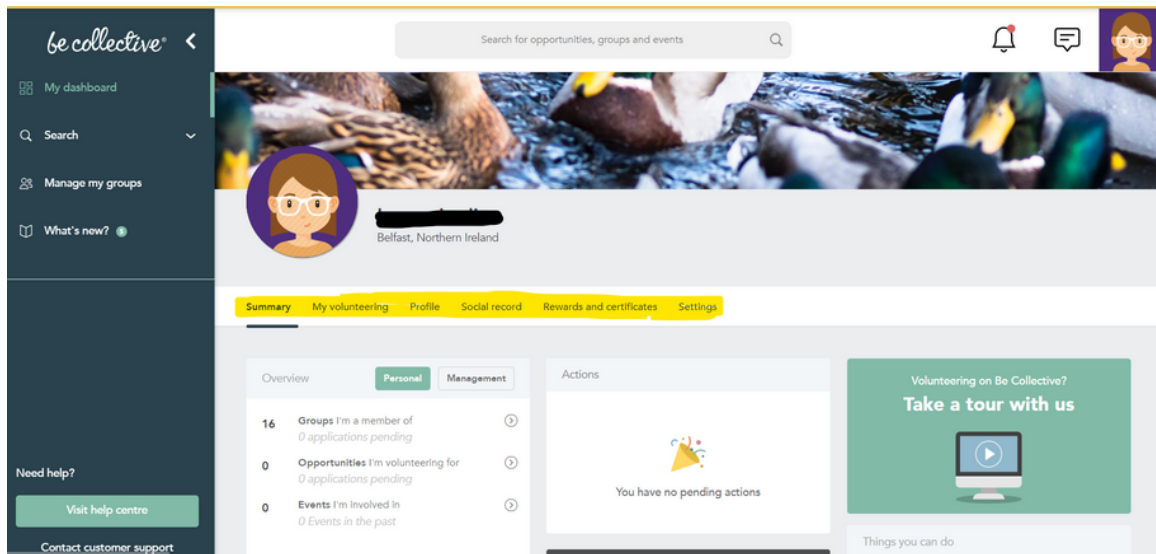


Login via Training to register for training courses and manage your account. Once created it'll make it easier for you to manage your training needs.




Your Be Collective page

Once you've signed in to your account on Be Collective, 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.

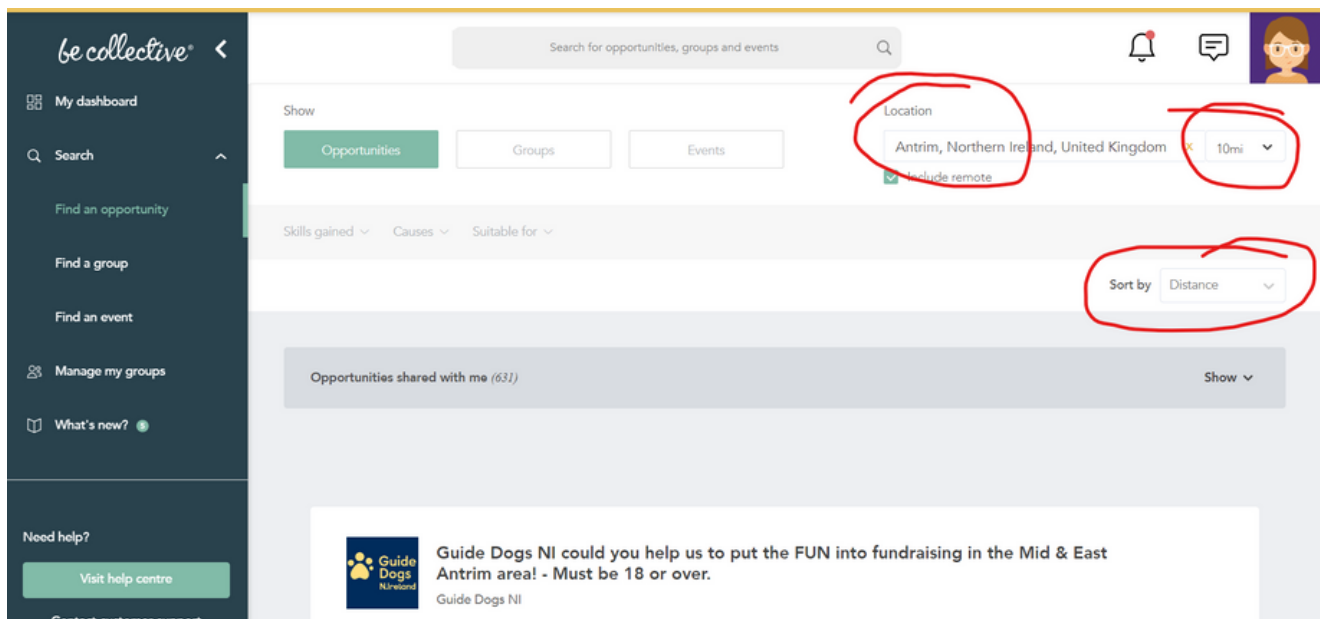


If you want to personalise your page, click on 'Profile'. You can upload a profile picture and you can also edit your banner at the top of your page and either choose one of the pre-loaded pictures or upload one of your own.

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.



Volunteer Now Impact Awards

Volunteer Now launched the Impact Awards in June 2021 to recognize all young volunteers for your commitment.

Certificates awarded monthly for 50, 100 and 200 hours (more may be added!). Recognition is available for those aged 11 to 25 years.



How do I get recognition?

You need to be volunteering with an organisation registered on Be Collective. You'll see within your profile that your hours automatically total for you so all you need to do is to join the Volunteer Now Impact Awards group!

Joining Volunteer Now Impact Awards

Search for the group 'Volunteer Now Impact Awards' through the search on Be Collective or [click this link](#) and ask to become a member.

Sharing Hours

Make sure you share your hours with us so that we can see how many you have done. Only verified hours will be included. These are hours approved by your organisation.

You can do this through your settings tab:

Share total volunteering hours

Share hour with below groups



Volunteer Now Impact Awards

Off



On

How do I receive my certificates?

Every month we will send certificates to volunteers who are ready to receive their recognition for one of our certificates. You don't need to do anything at all!

You will receive a notification in your messages box notifying you of your recognition

They will also be stored in your certificates tab ready for downloading and saving as you wish. It will also be in your social record!

Summary My volunteering Profile Social record **Rewards and certificates** Settings

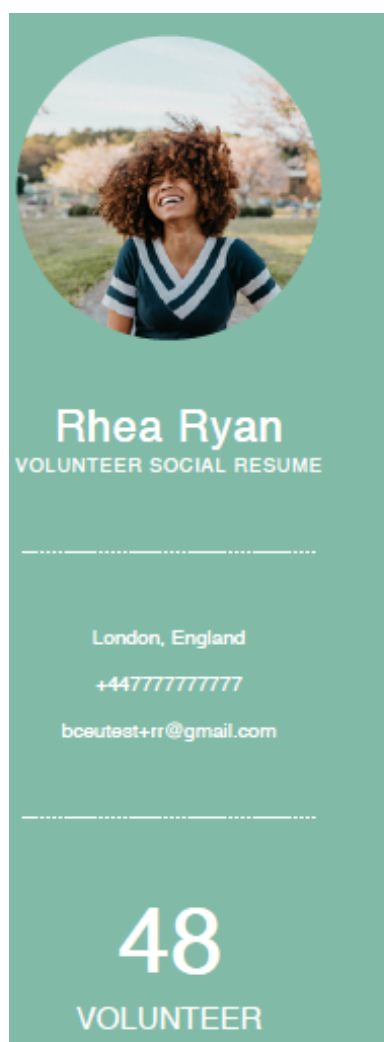
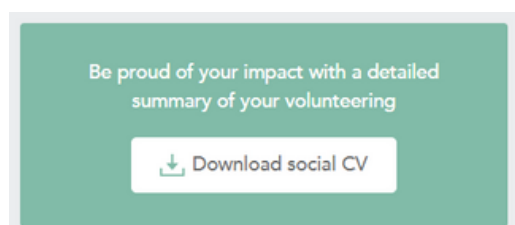
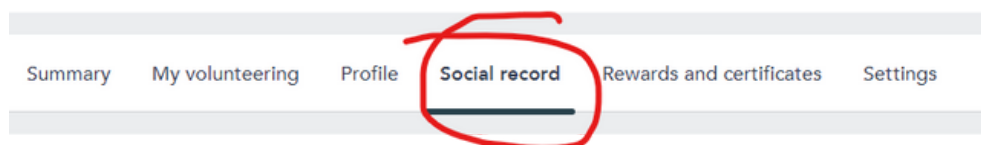
Rewards and certificates

Redeemed & requested (0)	Declined (0)	Certificates	
Certificate	From	Received	Action
RECOGNITION AWARD	Volunteer Now Impact Awards	15/09/2021 9:36am	View

What is my Social Record?

Your social record on Be Collective brings all your information together including the skills gained, training undertaken, certificates awarded as well as your volunteering journey.

It also turns into a social cv which you can export and share with who you wish.



VOLUNTEERING

Date	Hours	Opportunity
February, 2021 (ongoing)	4	Social Media Volunteer
January, 2021 (ongoing)	30	Local Sports Coach Volunteer
January, 2021 (ongoing)	14	River Clean-Up Volunteer

ABOUT ME

I am passionate about helping out in my local community and hope to make the world a better place by giving time where I can.

SKILLS / EXPERIENCE

Experience
Interactive/Social Media/SEO

Unverified
Advocacy, Dog walking

Need help?

There's a whole selection of help items available by clicking 'visit help centre' from the left hand column or [click here](#).

Or if you need any assistance, email info@volunteernow.co.uk or fill in the [contact form on our website](#) and we can give you a hand.