



VOLUNTEER NOW'S

Opportunity Search Platform

A step by step guide for
PARENTS/GUARDIANS
of YOUNG volunteers

What is Be Collective?

This guide is to support parents/guardians/trusted adults enable their young child/person (aged under 16) to find a meaningful volunteering opportunity on Volunteer Now's opportunity search platform which is powered by Be Collective.

Volunteer Now and Be Collective wish to keep young volunteers as safe as possible as they volunteer so all young people under the age of 16 must have a parent/guardian/trusted adult also registered on the platform and the family group enables you to manage volunteering activity effectively.

This guide will take you through the steps and Be Collective have also wonderful guidance on their platform: [Family groups](#)

Volunteer Now encourages everyone to volunteer and age shouldn't be a barrier to being able to make a meaningful difference to a chosen cause.

We recommend that **before a young person registers on the platform** a family group is established by a parent/guardian/trusted adult. A young person under the age of 16 will not be able to register for an opportunity without consent.

Getting started on the Be Collective Platform

Go to www.volunteernow.co.uk/choose-login/ and select 'Volunteering login'

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 to support organisations 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.



You will be brought to a sign in page on Be Collective where you sign up (if you have done so already and can't remember your password you can click the 'I forgot my password' button for support).

When registering, make sure you tick to 'receive communications' so that you can receive messages through the Be Collective platform.

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

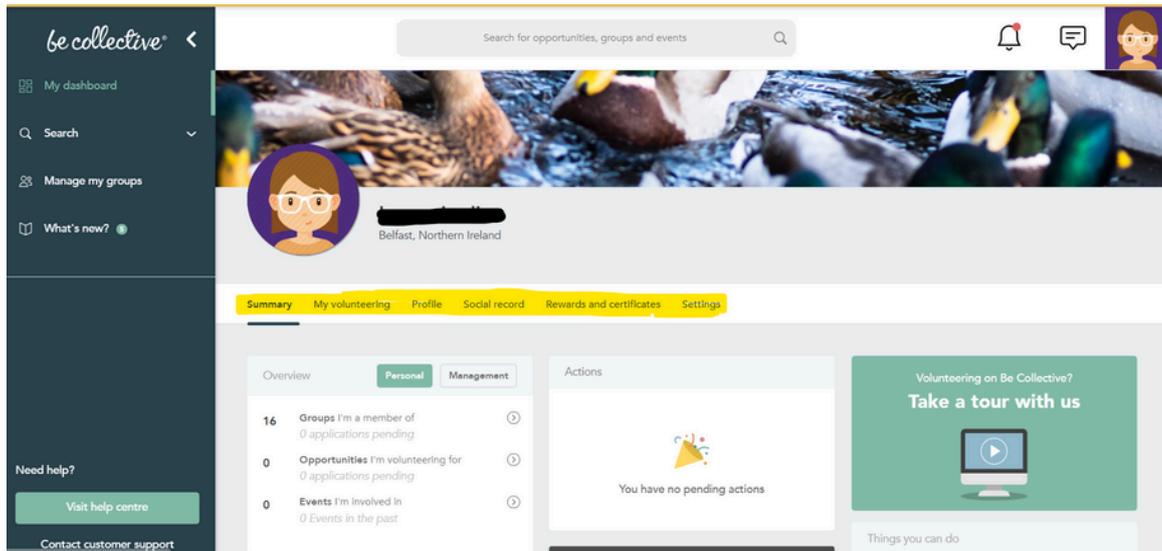
I would like to receive communications from Be Collective

Register using:

Already have an account? [Sign in now.](#)

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.

Creating a Family Group

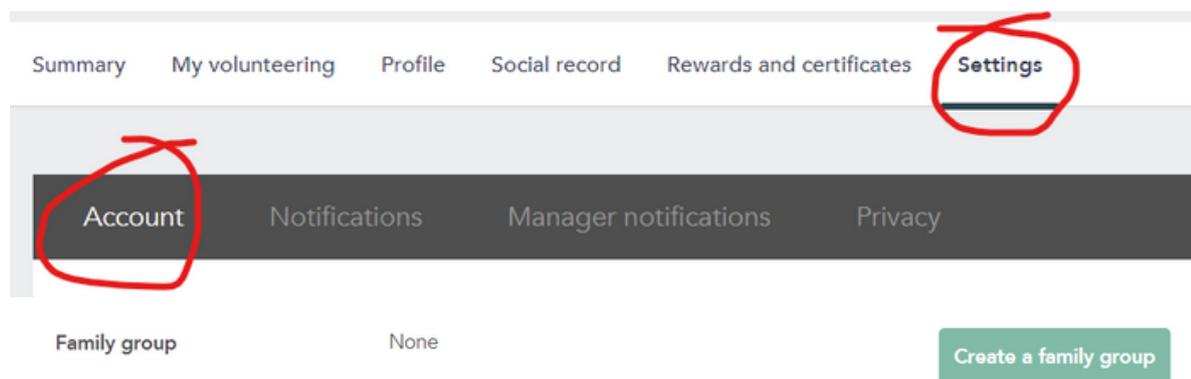
Once you create your profile, you can set up your family group.

There is great guidance in the Be Collective help centre: [How do I create a family group](#)

Here is a little overview for you:

To create a family group, go to your personal summary page on Be Collective and click the Settings tab.

Scroll down and click 'Create a Family Group'



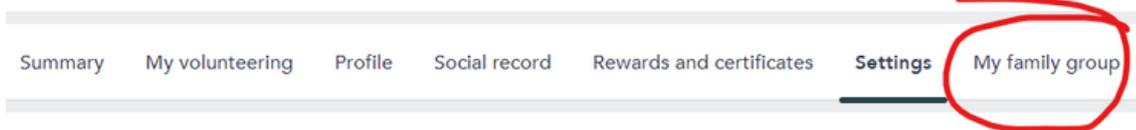
Read the guidelines in the pop-up carefully. If you'd like to proceed, click 'Create a family group'.

You will then be asked to name your family group. This can be something like 'The Roberts Family'. When you're happy with the name, click 'done' to create your family group.

You can then go ahead and add members to your family group. These members can be of any age but for those who are under 16 you will receive notifications when they apply for opportunities and they will need your approval before their application can proceed. Any correspondence from the organisation will also be sent to you.

Adding Family Members

To add a child to your family group, open the My Family Group tab on your Be Collective dashboard. Click the '+ Add a member' button which will open the Add Member pop-up.



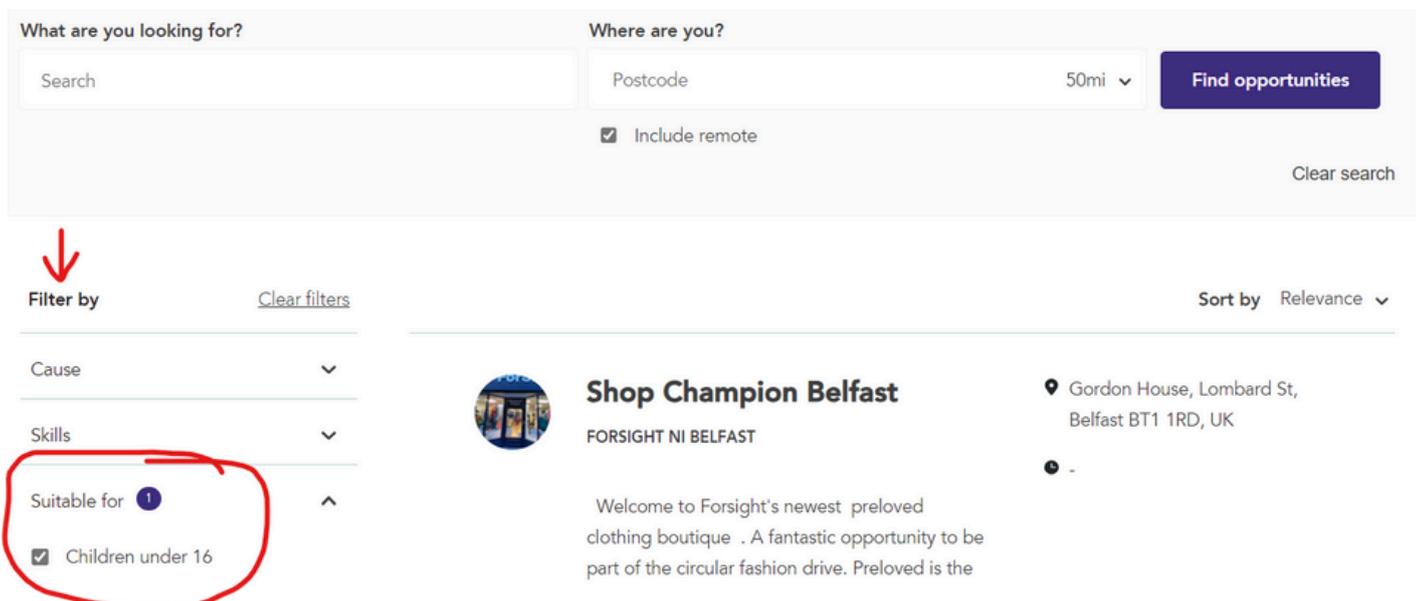
You can then add your family member/s. If they have already registered on Be Collective they will receive a notification that they've been added to your family group.

Finding a volunteer opportunity for under 16's

Young volunteers can either use the Opportunity Search on Volunteer Now's website **or** the search on Be Collective - all applications go through the Be Collective platform.

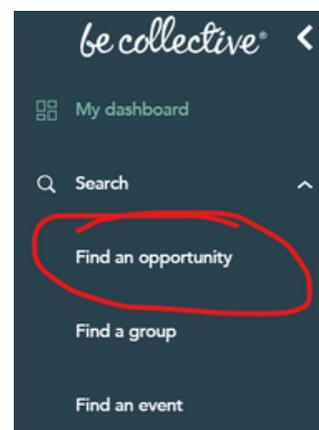
Searching via Volunteer Now's website:

On the [Opportunity Search](#) use the filters to the left - select 'suitable for' and choose 'children under 16'.



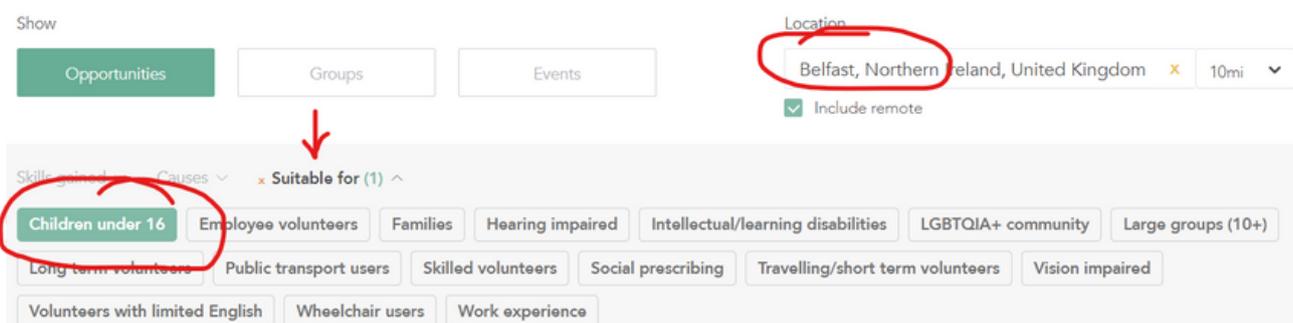
Searching via Be Collective:

Using the dashboard to your left, click 'Search' and then 'find an opportunity'



Select your location from the drop down list.

Click 'suitable for' and select 'children under 16'. Opportunities displayed will state their minimum age requirement.



Registering for an opportunity

When your family group member has found an opportunity and registers for it, you will receive a notification that they have done so.

You will need to go into your family group and approve the opportunity for them if you feel it is suitable. If not you can say no and the application will be removed and their application will not be forwarded to the organisation advertising the role.

Any correspondence regarding the opportunity will go through the parent/guardian and not directly to the young person.

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.

Volunteer Now Impact Awards

Volunteer Now launched the Impact Awards in June 2021 to recognize all young volunteers for their 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 volunteers get recognition?

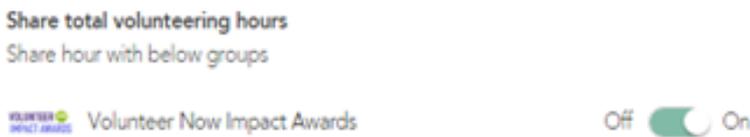
Volunteers need to be volunteering with an organisation registered on Be Collective. They'll see within their profile that their hours automatically total for them so all they need to do is to join the Volunteer Now Impact Awards group!

Joining Volunteer Now Impact Awards

The volunteer needs to 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

Volunteers must share their hours with us so that we can see how many they have done. Only verified hours will be included. These are hours approved by the organisation they are volunteering with. Volunteers can do this through their settings tab:



How do volunteers receive their certificates?

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

Volunteers will receive a notification in their messages box notifying them of their recognition. They will also be stored in their certificates tab ready for downloading and saving. It will also be in their social record!

The Social Record brings all their information together including the skills gained, training undertaken, certificates awarded as well as keeping a record of their volunteering journey.

It also turns into a social cv which can be exported and shared with whoever they wish.

