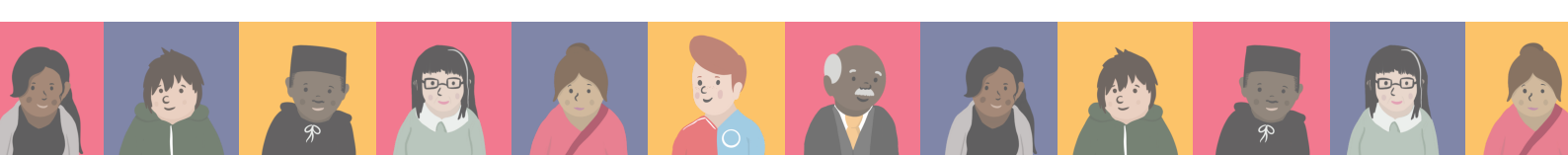


HOW-TO GUIDE: Volunteer Centre Manchester

Reviewing applicants and updating volunteer statuses





This guide will cover:

- * Checking your volunteering opportunities
- * Reviewing applicants
- * Updating volunteer statuses

Checking your volunteering opportunities:

Checking your opportunities for new applications on a regular basis is highly recommended. Our system allows you to review volunteer data and respond to your applicants.

Once logged in, click on 'Our Opportunities & Volunteers'. This can be done either via the Organisation Menu to the left of your screen or the box located in the centre of the screen.

Organisation Menu

- [Dashboard](#)
- [Our Opportunities & Volunteers](#)
- [Add a Volunteering Opportunity](#)
- [Help and Support](#)
- [Edit my password](#)
- [Logout](#)

Welcome!

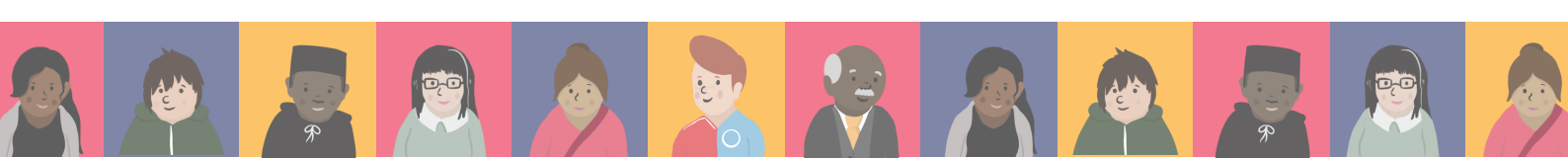
Welcome to Volunteer Centre Manchester

From this dashboard, you can access everything you need to take advantage of our offer and services.

If you would like to re-activate an expired volunteering opportunity, please email us at info@volunteercentre.co.uk with the name of the role so we can make it active.

The dashboard features five main action buttons arranged in a grid:

- Our Opportunities & Volunteers**: A red button with a black cartoon avatar of a man wearing a cap. This button is circled in red.
- Add a Volunteering Opportunity**: A blue button with a group of diverse cartoon avatars.
- Help and Support**: A dark blue button with a cartoon avatar of a man with a mustache.
- Edit my contact details**: A pink button with a cartoon avatar of a woman with dark hair.
- Logout**: An orange button with a cartoon avatar of a woman with glasses.



On this page, you are presented with two categories: Live opportunities and Expired opportunities.

Our opportunities

Below is a list of your active and past volunteer opportunities. *Click the download button to export these as a spreadsheet.*

To view all of the volunteer applicants for a role, click on "View my volunteers" on the corresponding opportunity.



Live Opportunities

Opportunity	Expiry Date	Description	
Bean keeper	5 April, 2023 - 00:00	This is a test opportunity, please do not apply!	View my volunteers

Expired opportunities

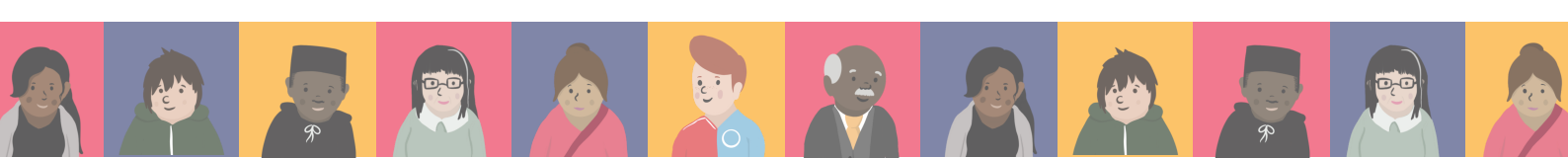
Opportunity	Expiry Date	Description	
Jumping Bean Trainer	1 November, 2017 - 17:00	Every dreamed of training highly athletic jumping beans within a circus environment? Its your lucky day! If you feel you can offer 1 hour a week to keep our jumping beans in peak condition please apply below.	View my volunteers

Live opportunities: These have been verified by a VCM administrator and are currently viewable by anyone accessing the Volunteer Centre Manchester website. This category also provides some basic information relating to the role, such as: title, role description and expiry date.

If you would like to remove an opportunity from public view, please contact the Volunteer Centre Manchester team at info@volunteercentremanchester.co.uk or on **0161 830 4770**.

Expired opportunities: These are your volunteer opportunities which have had their end dates elapse. These opportunities are no longer visible to the public though you can still access the applicants data.

If you would like an expired opportunity to be active again, please contact the Volunteer Centre Manchester team at info@volunteercentremanchester.co.uk or on **0161 830 4770**.



From here, you are also able to export the list of both active and past volunteer opportunities as a spreadsheet. Simply click the blue button to do this.

Our opportunities

Below is a list of your active and past volunteer opportunities. *Click the download button to export these as a spreadsheet.*

To view all of the volunteer applicants for a role, click on "View my volunteers" on the corresponding opportunity.



Live Opportunities

Opportunity	Expiry Date	Description	
Bean keeper	5 April, 2023 - 00:00	This is a test opportunity, please do not apply!	View my volunteers

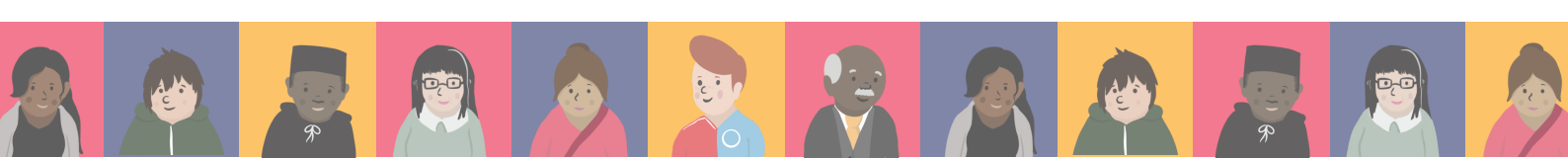
Expired opportunities

Opportunity	Expiry Date	Description	
Jumping Bean Trainer	1 November, 2017 - 17:00	Every dreamed of training highly athletic jumping beans within a circus environment? Its your lucky day! If you feel you can offer 1 hour a week to keep our jumping beans in peak condition please apply below.	View my volunteers

Reviewing applicants:

To access a full list of applicants per opportunity, locate the appropriate role and select the 'View my volunteers'.

Bean Farmers	30 November, 2016 - 09:00	Do you have a green thumb? Like growing your own food? why not help us farm our beans!	View my volunteers
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Once redirected to the 'Our Volunteers' page, you will be able to view basic information relating to your applicants, including contact details and reason for applying.

Our Volunteers

You can update a volunteer's status to reflect any changes including hours logged, training received or referred to another organisation.

Select the CSV button below to export a list of your volunteers, including their full contact details and reasons for applying.

Volunteer's Name	Telephone	Email	Postcode	Register Date	Status	
King Picker	0123 456 7890	maccatwork@yahoo.com	m4 1le	1 Apr 2015 - 15:42	: Stopped Volunteering	Update Status



CSV

Once again, you are able to export this as a spreadsheet. Click the 'CSV' button to do this.

Updating volunteer statuses:

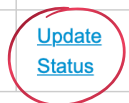
By utilising our volunteer management system, you are able to upload opportunities, record applicant's data and manage volunteer information from a single location, ensuring you manage your volunteer application process in a more streamline manner.

Our Volunteers

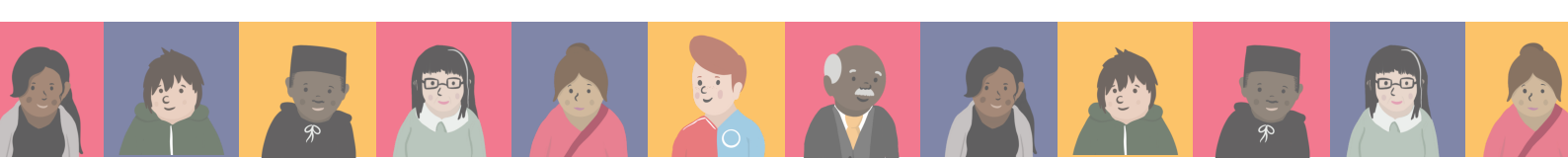
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CSV



Once redirected to the page shown below, please select the correct option from the 'Participant Status' drop box.

Update Participant Status

In this section you can let us know which volunteers that registered for your opportunity, completed volunteering and who didn't and how many hours they volunteered for you. To let us know who attended or did not show with you please update the 'Status' option. To update the number of hours that the volunteer completed please enter the number of hours in the 'Total current hours volunteered' box. To demonstrate any added value your opportunity has offered, please let us know if your volunteers have received any certificates, awards or accredited training.

Participant Status - select -

Total number of hours volunteered 0

Certificated /awards achieved NVQ 2 Saxophony

Training given
Food Hygiene

Has volunteer left your organisation Yes No

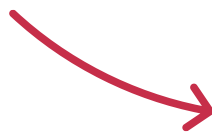
Please provide further information here:

Has the volunteer gained employment? Yes No

Please provide further information here:

Save

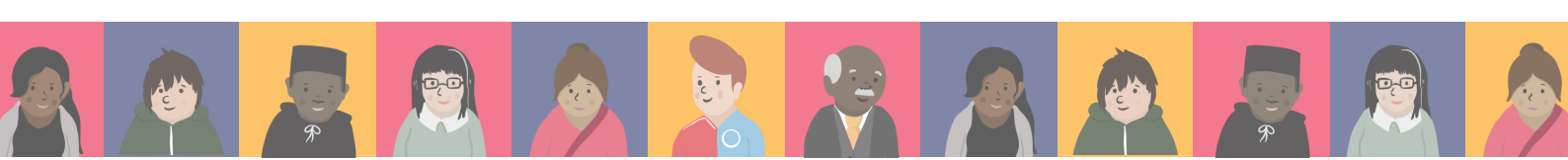
From these options, you are able to track the progress of all applicants.



You are also able to track the number of hours given by the volunteer. This is useful if you want to acknowledge and give recognition for any milestones reached (e.g. 50/100 hours volunteering).

Total number of hours volunteered 0

- ✓ - select -
- Attended
- No-show
- Stopped Volunteering
- Initial contact made with Volunteer
- Interviewed volunteer
- Attended / Placed
- Started volunteering with us
- Not a suitable volunteer
- Referred back to Volunteer Centre
- Referred to another organisation
- Stopped volunteering with us



Entering and updating volunteer information relating to training and qualifications gained by volunteers is a similar process to volunteer hours. Add in details and click save.

Certificated /awards achieved

Training given

You are also able to provide details once a volunteer has moved on from your organisation; this could be a space to include volunteer feedback, any references and if the volunteer gained employment or placements due to experience gained at your organisation.

Has volunteer left your organisation? Yes No

Please provide further information here:

Has the volunteer gained employment? Yes No

Please provide further information here:

Clicking save will take you back to the 'Our Volunteers' page.