



## How to register?

### Step 1: Your Profile

Go on [JMSU website](#) and register as a student using your normal University log-in details. Once you have signed into the website you will need to navigate to your volunteering profile. This is accessed by hovering over your name in the top right hand corner and selecting 'Your Account/Profile'.

### Step 2: Register as a volunteer

- a) Go to <https://www.jmsu.co.uk/volunteering> and click on register as a volunteer and click on **Step 1** and fill out the Volunteer enrolment form. Fill out your personal data and Next of Kin contact details.

## Volunteers Enrolment

You're just a few steps away from getting involved with volunteering and applying for opportunities. We need to collect the additional information below to your website account in order to create your full volunteering profile. Please note the details you enter below will be viewable by the union volunteering team and volunteering organisations who list opportunities on this website when you start applying for positions

Hi, Sarah Latham

### Term time address details [\[Hide -\]](#)

Street Address *
Address Line 2
City *
State
PostCode *
United Kingdom *

### Contact Details

Mobile Number

Phone Number

Please note it is mandatory for you to provide at least one contact number.

### Emergency Contact

First Name \*

Last Name \*

Mobile Number

Phone Number

Please note it is mandatory for you to provide at least one contact number.

Health and Wellbeing Details

This information is being collected as in some instances it may affect a volunteers ability to undertake a role. Please note this information will be shared with the Volunteering Organisations you apply for

Do you have any medical conditions that we should be aware of ?

- Yes No

Do you have a disability, health problem or any additional needs we should be aware of ?

- Yes No

Further Details

This information is being collected to get your volunteering specific details. This will help us define your policies and serve you better.

Course \*

[Text input field]

Terms and Conditions

- I would like to have my voluntary work listed on my Higher Education Achievement Record (HEAR).
\* By registering to use this volunteering service I have read and agree to the terms and conditions and privacy policy.

REGISTER AND SET UP YOUR PERSONAL PROFILE

b) Fill out Areas of Interest, Activities I'd like to do, Skills I have, Skills I'd like to learn, availability and further information. This information can be edited anytime in your Volunteering Profile.

Please take your time to fill in this information. We are collecting it so that we know what you want from your volunteering experience and how to improve the JMSU Volunteering service for you.

Thank you for enrolling for volunteering. Just a few more questions and you're good to go!



Please select which areas of interest you'd like to volunteer for. This will help us and volunteering organisations / projects match opportunities to your interests. Check as many as you wish. At least one option is mandatory. You can amend your selections at any time via your volunteer profile page. (At least one is mandatory)

- Animals and Wildlife, Arts and Culture, Business and Leadership, Campaigning and Fundraising, Children and Young People, Creative and design, Disability, Domestic Violence, Drugs and Addictions, Education, Elderly Care, Employment, Ethics, Environmental and Conservation, Events and festivals, Film and Technology, Faith and Religion

Thank you for enrolling for volunteering. Just a few more questions and you're good to go!



Please select what type of activities you'd like to do when volunteering. This will help us and volunteering organisations / projects match opportunities to your activities list. Check as many as you wish. At least one option is mandatory. You can amend your selections at any time via your volunteer profile page. (At least one is mandatory)

- Administration, Advice and Support, Arts and Music, Building and Construction, Buddying, Counselling and Mentoring, Business, Campaigning and Fundraising, Caring, Catering and Cooking, Committees and Trustees, Driving, Events and Stewarding, Finance, First Aid, Gardening and Conservation, General Help

c) For the 'Skills I Have' section please click 'Add evidence' and attach evidence of the skills that you have. Organisations that you apply to will be able to see these skills reflections.

Thank you for enrolling for volunteering. Just a few more questions and you're good to go!



Please select which skills you already have. This will help us and volunteering organisations / projects match opportunities to your skillset. Check as many as you wish. At least one option is mandatory. You can amend your selections at any time via your volunteer profile page.  
 (At least one is mandatory)

- Administration and Clerical
- Communication
- Confidence
- Creative and design
- Driving
- Event Planning
- Financial Planning
- Initiative
- Interpersonal
- IT, Computers and Web Skills
- Leadership and Management
- Listening
- Literacy and copywriting
- Marketing
- Mediation
- Mentoring and counselling

Don't forget to add supporting evidence to grab the attention of the Volunteering Organisation. Upload any files that you have that support your example. This could be a picture, video, or document.

Thank you for enrolling for volunteering. Just a few more questions and you're good to go!



Volunteering is the perfect opportunity for you to learn new skills as well as put your existing skills into practice. Select which skills you'd like to develop through volunteering below. Check as many as you wish. At least one option is mandatory. You can amend your selections at any time via your volunteer profile page.  
 (At least one is mandatory)

- Administration and Clerical
- Communication
- Confidence
- Creative and design
- Driving
- Event Planning
- Financial Planning
- Initiative
- Interpersonal
- IT, Computers and Web Skills
- Leadership and Management
- Listening
- Literacy and copywriting
- Marketing
- Mediation
- Mentoring and counselling

d) Fill in your availability.

Thank you for enrolling for volunteering. Just a few more questions and you're good to go!



Check the days and times on the calendar to select your general availability. This won't limit the opportunities available as you can still apply for any opportunity on any given day.

Select All	MON	TUE	WED	THU	FRI	SAT	SUN
MORNING	<input checked="" type="checkbox"/>						
AFTERNOON	<input checked="" type="checkbox"/>						
EVENING	<input checked="" type="checkbox"/>						

Prev

Save & Next

e) Fill in your personal statement. Please be specific if there is a particular type of volunteering that you would like to do.

 This information is being collected to get your preferences in volunteering opportunities. This will help us provide you with opportunities of your interest.

Use this space to write a personal statement on why you want to become a volunteer.

Prev

Finish

### Step 3: Apply for an Volunteering Opportunity

Go onto the Volunteering Opportunities and browse for a volunteering role.

You can search according to your interests, availability, skills you have, skills you want, and the dates of the opportunity.

Do a 'one-click apply' to apply for this role.

**APPLY FOR THIS OPPORTUNITY**

You will then get confirmation on the webpage:-

[About Us](#)   [Advice](#)   [What's On](#)   [Get Involved](#)   [Change Things](#)   [#BlackLivesMatter](#)

[Back](#)

Thank you for registering your interest in this opportunity.

Your application has successfully submitted to the volunteering team. Your application will be reviewed shortly. We may be in touch to discuss this in more detail and ask some further questions by email or phone.

You will receive a confirmation email when a decision has been reached on whether you have been successful in your application.

#### **Step 4: Wait for contact from the volunteering organisation**

The volunteering organisation or union department will get in touch with you about the next steps for your application. They might need you to register through their website or may invite you to interview.

**Hi Sarah Latham ,**

**Congratulations!** Your application for **Sports Committee Member** has been approved. You will be contacted by the opportunity organiser with information on the next steps soon.