



Welcome to JMSU volunteer platform! We hope you find it a useful tool to recruit and manage your volunteers. All JMSU students are able to register to apply for you opportunities. When you register opportunities with us we are also able to advertise them via social media. This guide will take you through registering your organisation and uploading opportunities to the website in a clear step-by-step manner.

If you've finished the guide and still have questions, do get in touch with us at jmsuvolunteering@ljmu.ac.uk.

How to register your organisation?


Step 1: Registering

Go to [JMSU website](#), hover over the Volunteering tab and select 'Information for Organisations' from the drop down menu. Click '**Register as an organisation**' from the left-hand menu. Have your organisation details to hand as you will need them – scroll down to see information you will be asked for.

Do upload a picture and note the advised dimensions 200px x 100px.

Do make use of the formatting tools to make your organisation description clear and attention grabbing.

Organisation / Project details

 This information is being collected to get additional details of your organisation. This will help us define your policies and serve you better.

☐ Please upload a copy of your Public Liability Insurance document here. *

☐ Please upload a copy of your Employers Liability Insurance here. *

☐ Please upload a copy of your Safeguarding Policy here if you have one. This is a necessity if you are looking to recruit students to work with children or vulnerable people.

☐ Please upload a copy of your Equal Opportunities Policy or Statement here. *

☐ Please upload a copy of your Health and Safety policy here. *

If you are already a registered user of the website for any reason you will need to use a different email address.

Once you have completed the spam check you will then be redirected to the home page with a message saying your organisation has been submitted for approval. You will also receive an email acknowledging your application.

Hi Sarah Latham,

Thank you for registering. Union admin will now verify your registration, you will be sent a confirmation email as soon as this is complete. You can then start uploading your opportunities and viewing and verifying applicants.

As soon as JMSU staff approve your application you will receive email confirmation with a link to uploading and managing your opportunities. You may be directed to home page, in which case click 'Log in' and use your email address and password to do so.

Hi Sarah Latham,

Your registration has been approved. You can now start uploading your opportunities and viewing and verifying applicants [here](#).

Step 2: Registering Opportunities

Registering Opportunities Once you've logged in, hover over your name at the top of the page to see a drop down, and select '**Manage Opportunities**'. You can then view all active opportunities, and add new ones.



New Opportunity									
Opportunity Title	Date Created	Approved/Declined	Status	Action	Active Registration	Pending Registration	Number of Volunteers declined	Total number of Registration	Approved Timesheets
	↑								

When you create your opportunity it will automatically be set to 'live', but you can switch to 'draft' if you want to save and come back to it. Scroll down to see the information you will be asked to input.

Sports Committee Member

Sports Committee Role x

Opportunity listing title *

Sports Committee Member

Please select areas of interest for this opportunity *

Sports Committee Member

Please select the volunteer activity *

Sports Committee Member

Number of Volunteers required *

200

Quota

300

Search listing Text *

Key Responsibilities *

Mention key responsibilities that this opportunity entails for the volunteer.

Every Club must have a Committee. The structure of a committee varies, but as a minimum there should be a Captain/President, a Vice Captain/Vice President and a Treasurer. Other Committee roles can be allocated according to need (e.g) Communications Officer, Social Secretary etc.

Mandatory Skills

If the role requires skills that are essential tick all that apply



Desirable Skills *

Please check all that apply.



Skills the volunteer can gain *

Please check all that apply.



When can you do this role

When can you do this role

- ☐ One-off opportunity ☒ On-going opportunity

Mandatory Skills

If the role requires skills that are essential tick all that apply

- | | | |
|---|--|--|
| <input type="checkbox"/> Administration and Clerical | <input type="checkbox"/> Marketing | <input type="checkbox"/> Project Management |
| <input type="checkbox"/> Communication | <input type="checkbox"/> Mediation | <input type="checkbox"/> Public Speaking |
| <input type="checkbox"/> Confidence | <input type="checkbox"/> Mentoring and counselling | <input type="checkbox"/> Research |
| <input type="checkbox"/> Creative and design | <input type="checkbox"/> Negotiation and influencing | <input type="checkbox"/> Reviewing and evaluation |
| <input type="checkbox"/> Driving | <input type="checkbox"/> Non-discriminatory | <input type="checkbox"/> Sales |
| <input type="checkbox"/> Event Planning | <input type="checkbox"/> Non-judgemental | <input type="checkbox"/> Teaching and training |
| <input type="checkbox"/> Financial Planning | <input type="checkbox"/> Numeracy | <input type="checkbox"/> Team Work |
| <input type="checkbox"/> Initiative | <input type="checkbox"/> Office IT (Word, Excel etc) | <input type="checkbox"/> Telephone |
| <input type="checkbox"/> Interpersonal | <input type="checkbox"/> Planning and organising | <input type="checkbox"/> Time Management |
| <input type="checkbox"/> IT, Computers and Web Skills | <input type="checkbox"/> Positive attitude | <input type="checkbox"/> Networking |
| <input type="checkbox"/> Leadership and Management | <input type="checkbox"/> Practical | <input type="checkbox"/> Opportunity and Recognition |
| <input type="checkbox"/> Listening | <input type="checkbox"/> Presentation | <input type="checkbox"/> Self Management |
| <input type="checkbox"/> Literacy and copywriting | <input type="checkbox"/> Problem solving | |

The skills you select will show up in search listings. Try not to list too many mandatory skills – this could put off volunteers.

Minimum commitment level

Once a week

Select a minimum commitment level you expect a volunteer to give to this opportunity. This will help the volunteers make a better decision of choosing whether to apply or not.

Start Date *

18-08-2020



Please enter the first date when this recurring opportunity will commence.

End Date

01-07-2021



Enter an end date when the recurring opportunity ends. If there is no end date leave blank.

Start Time



End Time



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

Location

☐ Is this virtual opportunity ?

Check this box if the volunteer does not need to visit a specific location.

Please enter the postcode of where this opportunity take place

Liverpool, UK

Your postcode will be pinned to Google Maps for volunteers to see

Our volunteers have reported limited use of the 'availability calendar' so be aware that filling in this section is optional.

Publish Settings

Who can view this listing ?

☒ Public

☐ Registered Volunteers

Start Date **End Date**

Please enter the start date for the listing to display in search results Please enter the end date for the listing to display in search results

Status

Pending Approval

This start and end date refers to the advert itself.

Opportunity Title	Date Created	Approved/Declined	Status	Action	Active Registration	Pending Registration	Number of Volunteers declined	Total number of Registration	Approved Timesheets	Pending Timesheets
Sports Committee Member	Tuesday 18-08-2020 - 21:21	Pending Approval	Under Review		0	0	0	0	0	0

You will then receive an email saying your role has been created, and another when it has been approved.

As soon as the 'start date' is reached, your opportunity will appear on the website listings. Don't be thrown by the orange 'not started' tag. This means that the opportunity itself has not started, not the advert.

Total 1 opportunities found

Page 1

Sports Committee Member

Once a week

Sports Committee Member
Sports Club committee is the group of people, elected according to the rules or constitution of JMSU Sports Club, to run the ...

MORE...

Step 3: Managing Applications


When people apply for your opportunity they receive an email which looks like this.

Hi Sarah Latham,




Thank you for applying for this opportunity **Sports Committee Member**. Your application has been sent to the opportunity organiser for review.

You can either click on the link to log in and be directed straight to the page, or you can log into the website and navigate to the **'applications'** tab. You can then click the cog icon to approve or decline individual applications. If you decline an application you will be asked to give a reason, which will be communicated to the applicant via email automatically.

Volunteering Applications for Opportunity

 Here you can see any new applications from your users to register as a volunteer on your site. Any new applications will be marked as pending-approval in the 'Status' column and will need to be approved. For more information about how this works [click here](#)

Export to Excel

Volunteer First Name	Volunteer Last Name	Opportunity	Submitted Date 	Status	
Sarah	Latham	Sports Committee Member	Tuesday 18-08-2020 - 21:44	Pending Approval	
1-1 / 1					

Volunteering Applications for Opportunity


 Here you can see any new applications from your users to register as a volunteer on your site. Any new applications will be marked as pending-approval in the 'Status' column and will need to be approved. For more information about how this works [click here](#)

Export to Excel

Volunteer First Name	Volunteer Last Name	Opportunity	Organisation / Project Name	Submitted Date 	Status	
Sarah	Latham	Sports Committee Member	Team LJMU Sports	Tuesday 18-08-2020 - 21:44	Pending  	
						1-1 / 1

Once you've confirmed a volunteer, you will receive the below email, and they will receive a confirmation as well - you can then liaise with them externally. Find their details by navigating to your role, clicking the cog and selecting 'volunteer application' and then doing the same with the cog next to their name and selecting 'view volunteer's profile'. You can also export lists of volunteers and play around with the timesheet function. There is currently no guidance for this setting, but do keep checking back as we're working on it.

Volunteering Application of "Sarah Latham"



Below you can view the enrollment details, updated profile details, admin questions and volunteering awards for this volunteer.

Enrolment Details

Profile

Volunteering Awards

Back

I am Student



Managing Timesheets

Step 1: Students will submit the timesheets on their profile. You will receive an email when students have submitted timesheets.

Hi Sarah Latham,

A timesheet request has been submitted by Sarah Latham. Please review and [click here](#) to verify, amend or decline their hours.

Step 2: Log onto the portal and either approve or decline the timesheet. Click on the cog and press edit timesheet.

Volunteer First Name	Volunteer Last Name	Opportunity	Submitted Date ↑	Start Date	End Date	Hrs Spent	Status	
Sarah	Latham	Sports Committee Member	Tuesday 18-08-2020 - 23:09	Tuesday 18-08-2020	Tuesday 18-08-2020	2.0	Pending Approval	
1-1 / 1								

Step 3: Click approve/decline and give feedback to the volunteer.

Approve/Decline



☒ Approve

☐ Decline

Give feedback to the volunteer

Thank you for volunteering and congratulations on learning a new skill.

Volunteer timesheet was successfully updated.

Volunteer First Name	Volunteer Last Name	Opportunity	Submitted Date ↑	Start Date	End Date	Hrs Spent	Status	
Sarah	Latham	Sports Committee Member	Tuesday 18-08-2020 - 23:09	Tuesday 18-08-2020	Tuesday 18-08-2020	2.0	Approved	
1-1 / 1								

Step 4: The student will receive an email on the feedback and whether the timesheet was declined or approved.

Hi, Sarah Latham

Your timesheet for **Sports Committee Member** opportunity has been approved. You can see your full profile and hours logged [here](#)

The feedback are as follows : Thank you for volunteering and congratulations on learning a new skill.

Troubleshooting & FAQ's

I registered ages ago, why do I have to do this again?

Check your spam folder for emails from techsupport@nusmedia.co.uk. If there's nothing there, try and log in with the details you registered with anyway. We tend to approve organisations and opportunities within a day or so, so even if you haven't got the email you should be able to log in fairly swiftly.

I can't remember any of the details I signed up with/I've forgotten my password

Shoot us an email at jmsuvolunteering@ljmu.ac.uk with the name of your organisation and we'll let you know what email address you signed up with.

I can't see my opportunity

It's a common mistake to input the information about your opportunity when you are registering your organisation. Your organisation will never appear on its own, only as a parent of your opportunity. It may be that you have forgotten to upload the opportunity itself.

My email address is saying it's already registered but I don't think I am

Contact jmsuvolunteering@ljmu.ac.uk and we can sort this out for you.