

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.

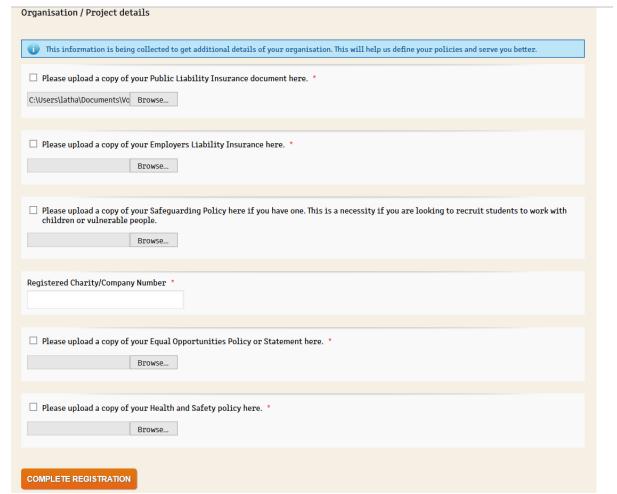
How to register your organisation?

Step 1: Registering

Go to <u>JMSU website</u>, 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.



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.

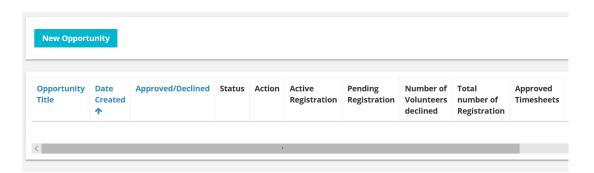
Hi Sarah Latham.

Your registration has been approved. You can now start uploading your opportunities and viewing and verifying applicants here.

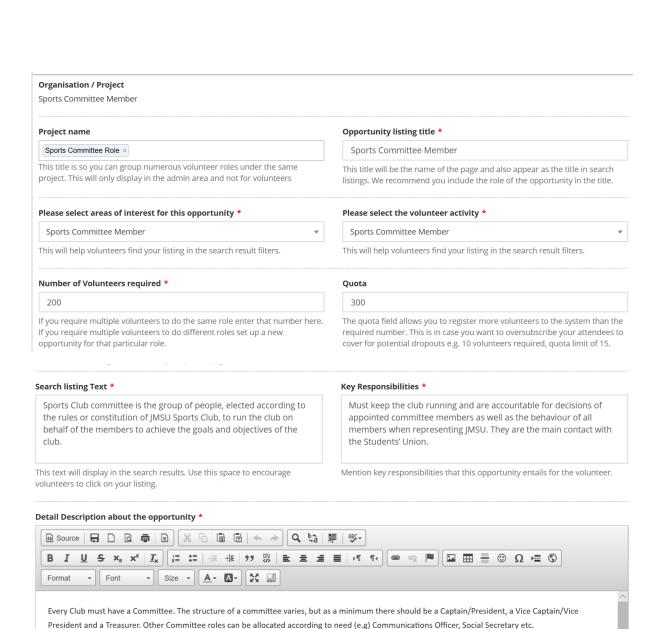
Step 2: Registering Opportunities

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.





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.

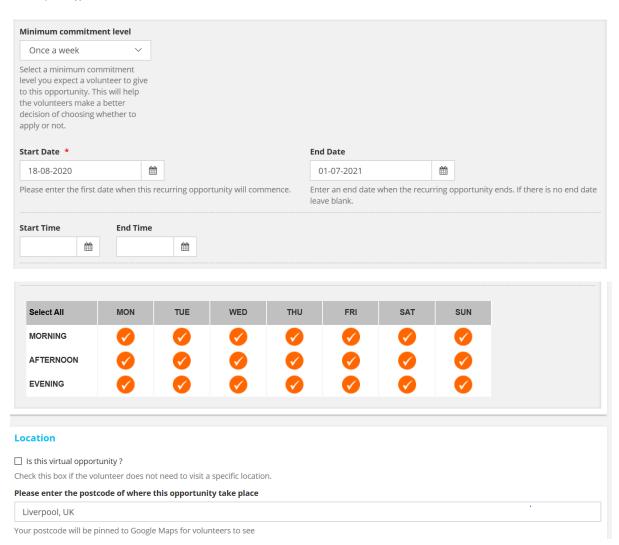






If the role requires skills that are essential tick	all that apply	
Administration and Clerical	☐ Marketing	☐ Project Management
☐ Communication	☐ Mediation	☐ Public Speaking
☐ Confidence	☐ Mentoring and counselling	Research
☐ Creative and design	\square Negotiation and influencing	☐ Reviewing and evaluation
□ Driving	☐ Non-discriminatory	☐ Sales
☐ Event Planning	☐ Non-judgemental	☐ Teaching and training
☐ Financial Planning	☐ Numeracy	☐ Team Work
☐ Initiative	☐ Office IT (Word, Excel etc)	☐ Telephone
□ Interpersonal	☐ Planning and organising	☐ Time Management
☐ IT, Computers and Web Skills	☐ Positive attitude	☐ Networking
Leadership and Management	☐ Practical	☐ Opportunity and Recognition
□Listening	☐ Presentation	☐ Self Management
Literacy and copywriting	☐ Problem solving	

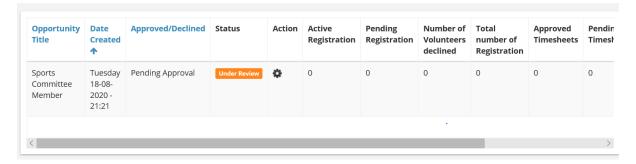
The skills you select will show up in search listings. Try not to list too many mandatory skills – this could put off volunteers.



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

End Date
m
Please enter the end date for the listing to display in search results

This start and end date refers to the advert itself.



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.

Page 1

Sports Committee

Member

Once a week

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

MORE...

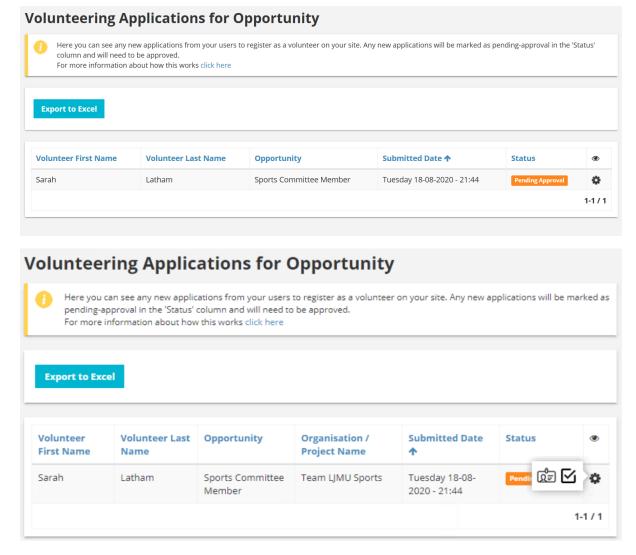
Step 3: Managing Applications

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

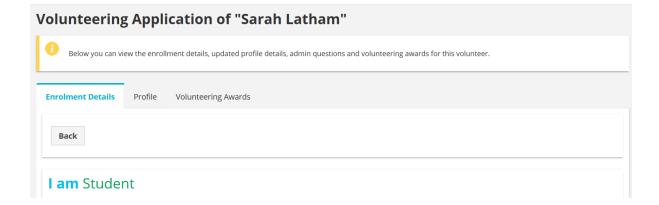
Hi Sarah Latham.

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.



Once you've confirmed a volunteer, you will receive the below email, and they will receive a confirmation as well - you can them 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.



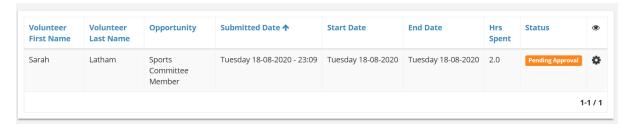
Managing Timesheets

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

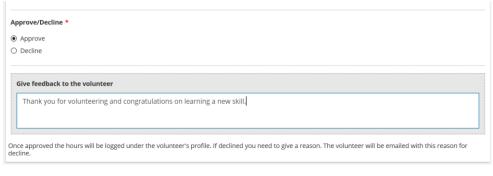
Hi Sarah Latham,

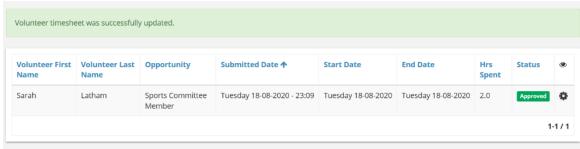
A timesheet request has been submitted by Sarah Latham. Please review and <u>click here</u> to verify, amend or decline their hours.

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



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





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 <u>jmsuvolunteering@ljmu.ac.uk</u> and we can sort this out for you.