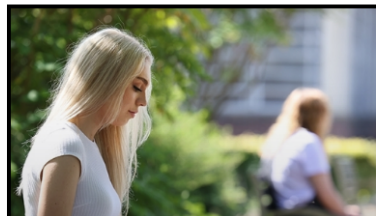


USING THE GUILD VOLUNTEERING PLATFORM

You can find the Volunteering Platform by clicking on 'Opportunities' and then 'Volunteering'



Discover Liverpool Guild



Chat is Offline

Make sure you are logged in on the Guild website



Liverpool Guild of Students

Search...

Hc Test

Home Opportunities ▾ Events ▾ Making Change ▾ Advice ▾ Shops & Venues ▾ About ▾

Home / Opportunities / Volunteering

Volunteering

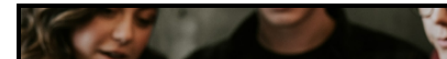
The Guild is here to help you find the perfect volunteering opportunity. We work alongside charities across Merseyside (and nationally for remote activities) so you can make a difference in an area you are passionate about.

Interested in becoming a volunteer?

- Follow the *'Register as a Volunteer'* tab to get started
- Once registered and ready go:
 - Sign up to opportunities by checking out the *'Browse Opportunities'* tab
 - Manage your profile via the *'Volunteer Profile'* tab and see our [Volunteer How-To Guide](#)

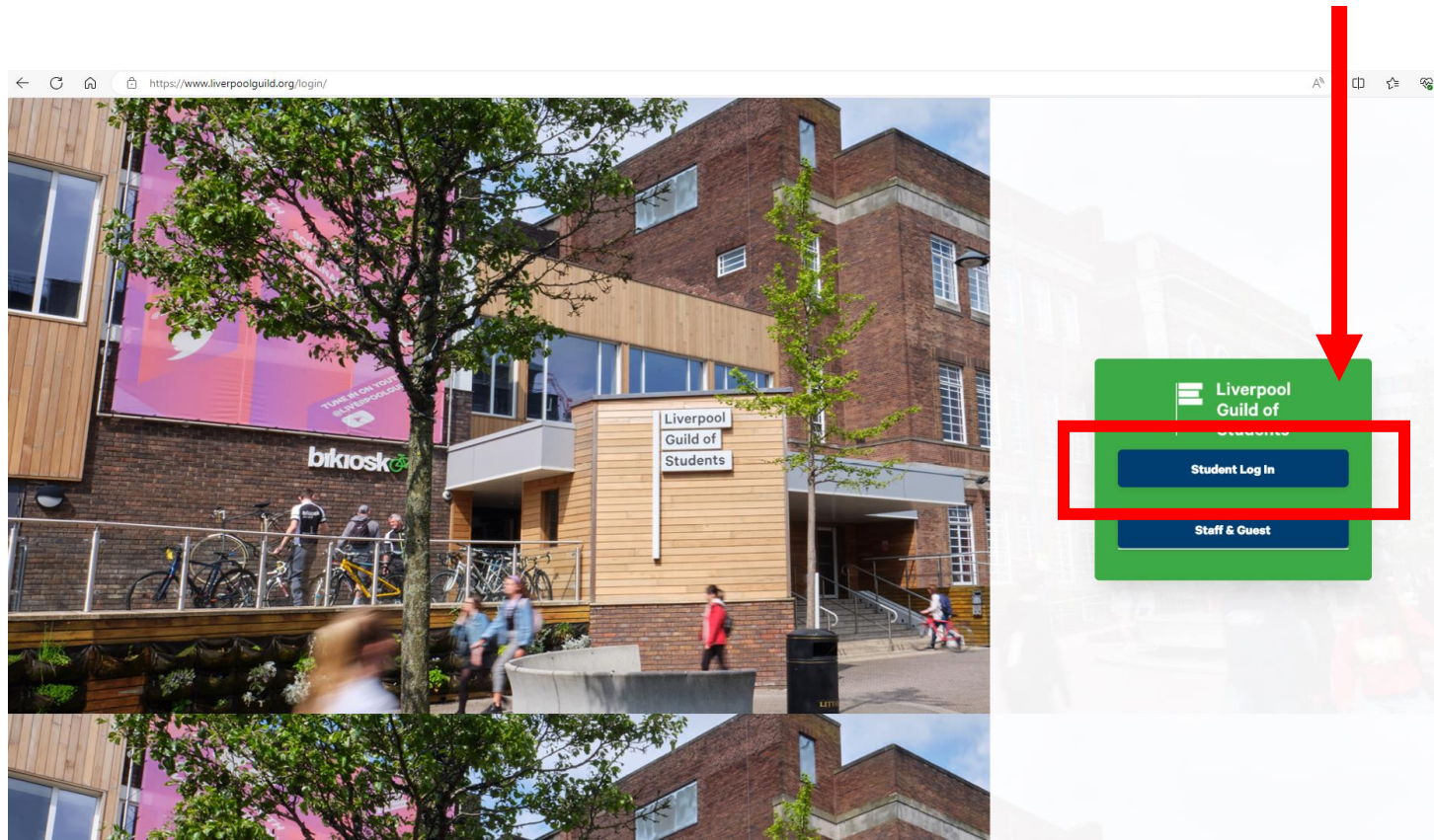
Looking to promote volunteering opportunities as a provider?

- If you're a charity, or charitable organisation, who's interested in advertising your volunteering opportunities with us, follow the *'Looking for volunteers'* tab for more information and guidance.
- Once registered and ready go:
 - Manage your profile, opportunities and volunteers via the *'Providers Login/Profile'* tab



If you are not logged in, rather than a name it will say 'Log in'.

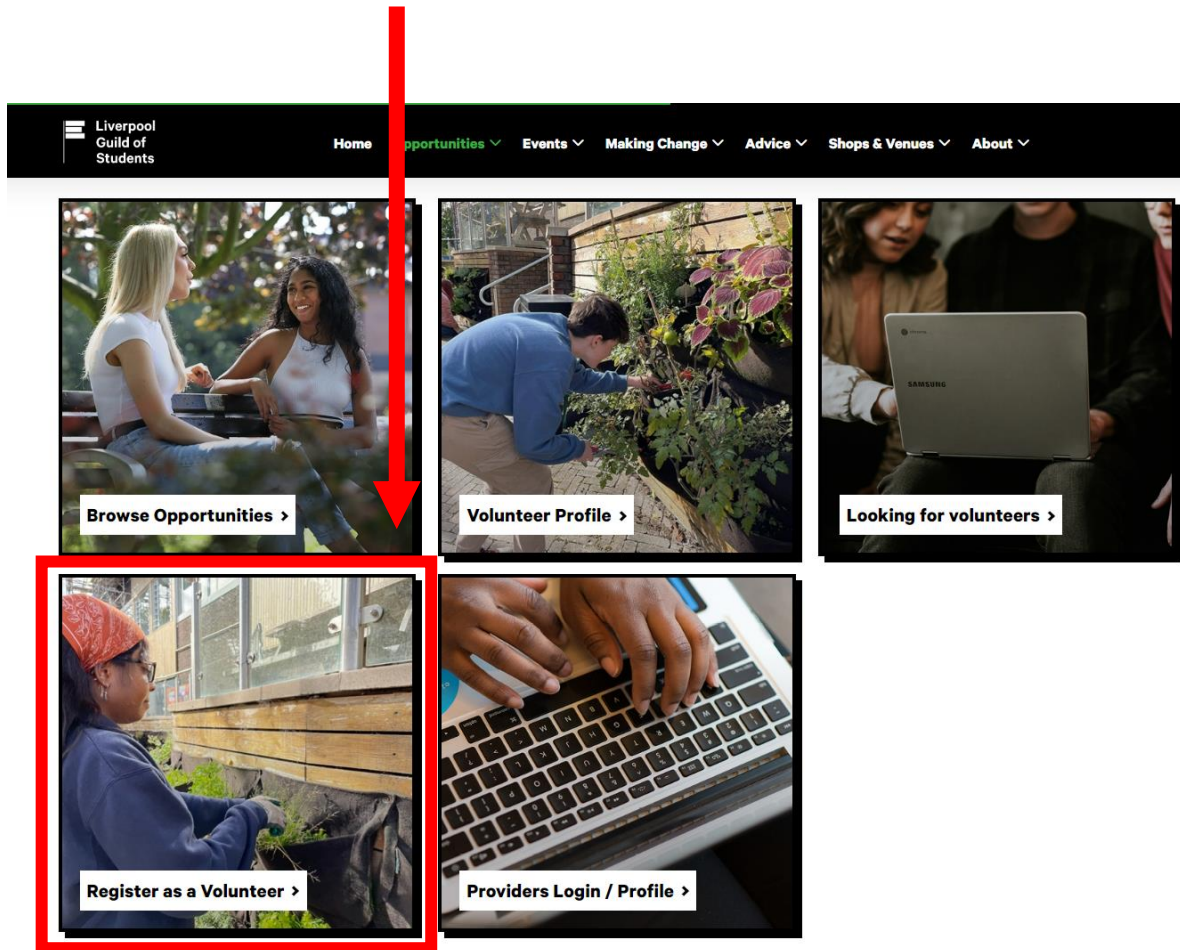
You can log in by clicking on log in by clicking on the 'Log in' button, and it will take you to this page, and it will ask you to enter your university student details



CREATING A VOLUNTEERING PROFILE

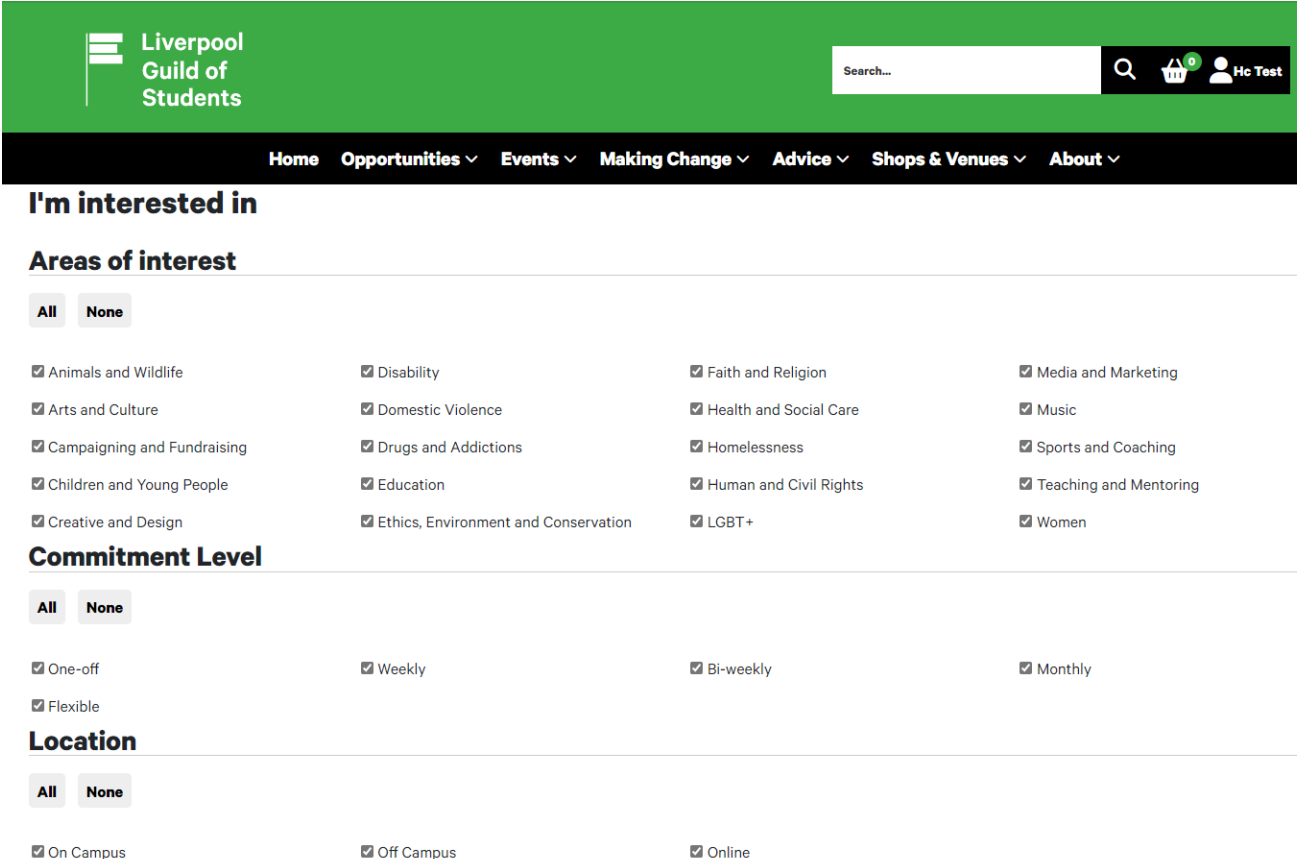
If this is your first time on the Volunteering Platform, before you can register your interest in any opportunities, you will need to create a Volunteering Profile.

You can do this by clicking on the 'Register as a Volunteer' tab



You will then be re-directed to this page, which asks for you for the following:

- Volunteer Type → whether you are a Student Volunteer, Staff Volunteer, Alumni Volunteer or Other Volunteer
- Areas of Interest → you can select all, none or a selection of a different areas by click on the tick boxes
- Commitment Level → whether you prefer one-off, weekly, bi-weekly, monthly, flexible or all
- Location → whether you prefer on campus, off campus, online or all
- Contact information → please put your University email address and your contact number



The screenshot shows the Liverpool Guild of Students website interface. At the top, there is a green header with the logo and a search bar. Below the header is a black navigation bar with links: Home, Opportunities, Events, Making Change, Advice, Shops & Venues, and About. The main content area is titled 'I'm interested in' and contains three sections: 'Areas of interest', 'Commitment Level', and 'Location'. Each section has 'All' and 'None' buttons and a grid of checkboxes for various options.

Liverpool Guild of Students

Search...

Home Opportunities Events Making Change Advice Shops & Venues About

I'm interested in

Areas of interest

All None

<input checked="" type="checkbox"/> Animals and Wildlife	<input checked="" type="checkbox"/> Disability	<input checked="" type="checkbox"/> Faith and Religion	<input checked="" type="checkbox"/> Media and Marketing
<input checked="" type="checkbox"/> Arts and Culture	<input checked="" type="checkbox"/> Domestic Violence	<input checked="" type="checkbox"/> Health and Social Care	<input checked="" type="checkbox"/> Music
<input checked="" type="checkbox"/> Campaigning and Fundraising	<input checked="" type="checkbox"/> Drugs and Addictions	<input checked="" type="checkbox"/> Homelessness	<input checked="" type="checkbox"/> Sports and Coaching
<input checked="" type="checkbox"/> Children and Young People	<input checked="" type="checkbox"/> Education	<input checked="" type="checkbox"/> Human and Civil Rights	<input checked="" type="checkbox"/> Teaching and Mentoring
<input checked="" type="checkbox"/> Creative and Design	<input checked="" type="checkbox"/> Ethics, Environment and Conservation	<input checked="" type="checkbox"/> LGBT+	<input checked="" type="checkbox"/> Women

Commitment Level

All None

<input checked="" type="checkbox"/> One-off	<input checked="" type="checkbox"/> Weekly	<input checked="" type="checkbox"/> Bi-weekly	<input checked="" type="checkbox"/> Monthly
<input checked="" type="checkbox"/> Flexible			

Location

All None

<input checked="" type="checkbox"/> On Campus	<input checked="" type="checkbox"/> Off Campus	<input checked="" type="checkbox"/> Online
---	--	--

Once you have completed your areas of interest and contact information, scroll down to complete the following sections and click 'Create Profile'

← ↻ 🏠 <https://www.liverpoolguild.org/opportunities/volunteering/profile/> 🔍 ☆ 📄 🗨️ 🌐

Liverpool Guild of Students Home Opportunities ▾ Events ▾ Making Change ▾ Advice ▾ Shops & Venues ▾ About ▾ Accessibility Help?

Email Updates

We send out weekly emails to all registered volunteers, highlighting the best and the latest volunteering opportunities for you to get involved in. If you wish to receive these emails please tick the box.

I want these emails

Emergency Contact

This is someone who is based in this country, with a mobile phone or landline number, who you would like to be contacted in the unlikely event of an emergency.

Name *

Relationship to you *

Contact number *


Volunteer Terms and Conditions

I understand that when I apply for an opportunity my name and contact information will be passed on to the provider organisation so they can get in touch with me with more information, and how to volunteer. Full details about how the Guild manages and processes your data can be found at www.liverpoolguild.org/privacy.

I agree

[Create Profile](#)

Chat is Offline

Powered by  MSL

REGISTERING INTEREST IN OPPORTUNITIES

Now that you have created a Volunteer Profile, you can now start to register your interest for different opportunities that are live on the Volunteering Platform.

You can do this by clicking on 'Browse Opportunities'

Volunteering

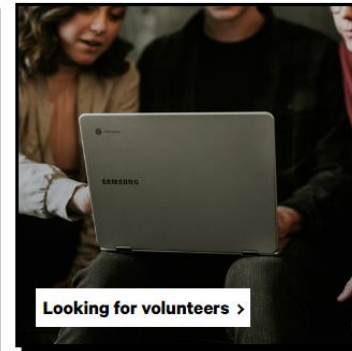
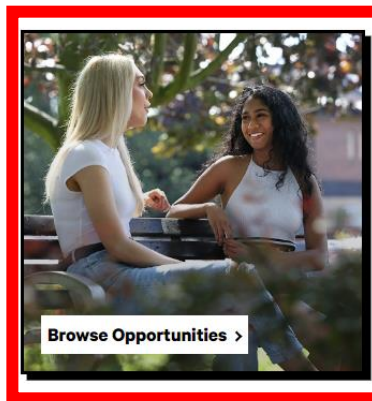
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You will then see this page. If you know what opportunity you want to apply for, or the organisation you wanted to volunteer with, you can type and search in the text box. If you know what area of interest it covers, you can select from the categories using the 'Filter' box.

Featured opportunities will appear at the top of the page

The screenshot displays the Liverpool Guild of Students website interface. At the top, there is a green header with the logo and navigation menu. Below the header, a search bar is visible. The main content area is titled 'Browse Opportunities' and features two featured opportunity cards. Each card includes a small green icon, the title of the opportunity, and the organization name. At the bottom of the page, a search and filter section is highlighted with a red box, containing a search input field, a 'Search' button, a 'Clear search' button, and a 'Filter' button. The page footer shows navigation links for 'Previous' and 'Next', and a status message 'Showing 1 to 10 of 70 opportunities'.

Liverpool Guild of Students

Search...

Home Opportunities Events Making Change Advice Shops & Venues About

Home / Opportunities / Volunteering / Browse Opportunities

Browse Opportunities

Gardening with the Guild 24/25
Liverpool Guild of Students

Curriculum Mapping Volunteer 24/25
Liverpool Guild of Students

Search Clear search Filter

Previous Showing 1 to 10 of 70 opportunities Next

When you have found an opportunity that you are interested in, and you have read through the information about it by scrolling down (e.g., benefits to self, benefits to others, location, training available, hours per week etc.), you can click on 'I am interested in this opportunity'

The screenshot displays the Liverpool Guild of Students website interface. At the top, there is a green header with the logo and name 'Liverpool Guild of Students' on the left, a search bar in the center, and navigation icons (magnifying glass, shopping cart, and user profile) on the right. Below the header is a black navigation bar with white text links: 'Home', 'Opportunities', 'Events', 'Making Change', 'Advice', 'Shops & Venues', and 'About'. A breadcrumb trail below the navigation bar reads 'Home / Opportunities / Volunteering / Browse Opportunities / Opportunity Details'. The main content area features a large green box with the text 'Opportunity Details' in white. Below this is a smaller green box with the Liverpool Guild of Students logo and the text 'Liverpool Guild of Students'. The title of the opportunity is 'Curriculum Mapping Volunteer 24/25', followed by the text 'This opportunity is ongoing, with no end date.' At the bottom of the page, a green button with the text 'I am interested in this opportunity' is highlighted with a red rectangular border. A large red arrow points downwards from the top of the page towards this button.

Register your interest

×

Thank you for registering your interest in this opportunity.

Your application has been successfully submitted to the organisation providing this opportunity and your application will be reviewed shortly.

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

If you do not hear anything within a few days, please contact the Guild Volunteering Team at guildvol@liverpool.ac.uk.

OK



You will then see this message

Once you have clicked 'OK' on the message, you will see this page. It will give the current status, and you can withdraw your application if you wish



Curriculum Mapping Volunteer 24/25

This opportunity is ongoing, with no end date.



LOGGING HOURS

Now that you have created a Volunteering Profile and applied for opportunities, you can view your applications and log hours for opportunities that you have been accepted for. To view this, click on the 'Volunteer Profile' box

Volunteering

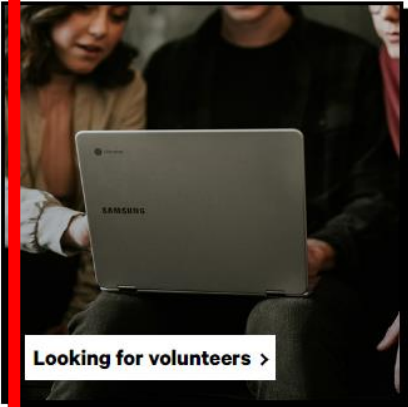
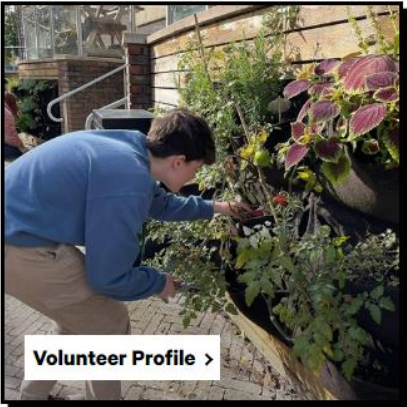
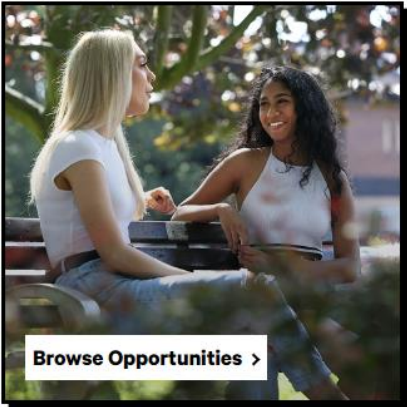
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- Once registered and ready go:
 - Manage your profile, opportunities and volunteers via the 'Providers Login/Profile' tab



You will then see this page

The screenshot shows the Liverpool Guild of Students website interface. At the top, there is a green header with the logo and name 'Liverpool Guild of Students' on the left, a search bar in the center, and icons for a shopping cart and a user profile labeled 'Hc Test' on the right. Below the header is a black navigation bar with white text links: 'Home', 'Opportunities', 'Events', 'Making Change', 'Advice', 'Shops & Venues', and 'About'. The main content area has a breadcrumb trail: 'Home / Opportunities / Volunteering / Volunteer Profile'. A large green banner with the text 'Volunteer Profile' is prominently displayed. To the left of the main content is a sidebar titled 'In this section' containing a list of menu items with right-pointing chevrons: 'Halls life', 'Societies', 'Sustainability', 'Volunteering' (which is underlined), 'Browse Opportunities', 'Looking for volunteers', 'Register as a Volunteer', 'Providers Login / Profile', 'Volunteer Profile' (which is underlined), and 'Your student communities'. The main content area features a green 'Edit profile' button in the top right corner. Below it, the text 'Student Volunteer, Guild Volunteering Platform' is centered. There are two light grey buttons: 'Log hours' and 'Download hours log'. At the bottom, a white rounded rectangle contains the text 'Click here to start logging volunteering hours.' with the text underlined.

Liverpool Guild of Students

Search...

Hc Test

Home Opportunities Events Making Change Advice Shops & Venues About

Home / Opportunities / Volunteering / Volunteer Profile

Volunteer Profile

In this section

- Halls life >
- Societies >
- Sustainability >
- Volunteering >
- Browse Opportunities
- Looking for volunteers
- Register as a Volunteer
- Providers Login / Profile
- Volunteer Profile
- Your student communities >

[Edit profile](#)

Student Volunteer, Guild Volunteering Platform

[Log hours](#) [Download hours log](#)

[Click here to start logging volunteering hours.](#)

Active opportunities

Leave Liverpool Tidy Champion

Liverpool Guild of Students

Applied

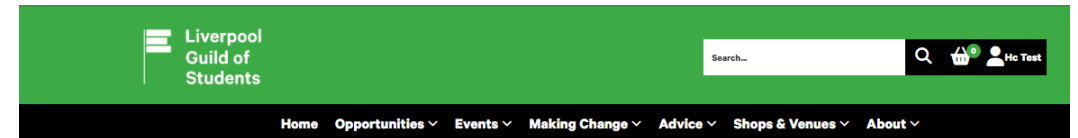
Litter Picking Volunteer

Liverpool Guild of Students

Accepted

If you scroll down, you can see all of the opportunities you have registered an interest in, and it will tell you what the current status is

For the opportunities that you have been 'Accepted' for, you can log your volunteer hours by clicking the highlighted section 'Click here to start logging volunteering hours'



Home / Opportunities / Volunteering / Volunteer Profile

Volunteer Profile

In this section

- Halls life >
- Societies >
- Sustainability >
- Volunteering >**
- Browse Opportunities
- Looking for volunteers
- Register as a Volunteer
- Providers Login / Profile
- Volunteer Profile**
- Your student communities >

Edit profile

Student Volunteer, Guild Volunteering Platform

Log hours

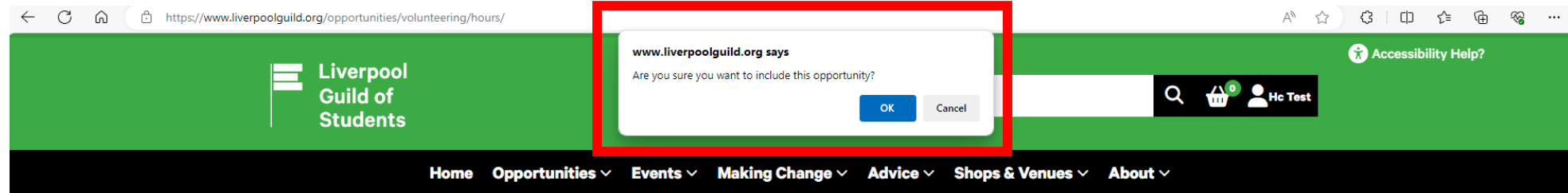
Download hours log

Click here to start logging volunteering hours.

Opportunities that you have been 'Accepted' for will come up on this page. If you would like to log hours for an opportunity, click on 'Include'

The screenshot shows the Liverpool Guild of Students website. The page title is "Hours Log". On the left, there is a sidebar with a menu titled "In this section" containing links for Halls life, Societies, Sustainability, Volunteering, Browse Opportunities, Volunteer Profile, Looking for volunteers, Register as a Volunteer, Providers Login / Profile, and Your student communities. The main content area features an "Add Volunteering" button and a "Volunteering" section. Under "Volunteering", there is a breadcrumb trail: "Litter Picking Volunteer / Liverpool Guild of Students / Ongoing". To the right of this trail is a green "Include" button, which is highlighted by a red box and a red arrow pointing down from the top of the page. Below the "Include" button is a tooltip that says "Include this opportunity in the log". The footer contains the Liverpool Guild of Students logo, a "Chat is Offline" button, and four columns of links: "The Guild" (About Us, Work at the Guild, Advertising), "Contact Us" (Contact Us, Opening Times), and "University" (University of Liverpool, My Liverpool, Campus Development).

The following text box will appear – if you are sure, click 'OK'



Home / Opportunities / Volunteering / Hours Log

Hours Log

In this section

- Halls life >
- Societies >
- Sustainability >
- Volunteering >
- Browse Opportunities
- Volunteer Profile
- Looking for volunteers
- Register as a Volunteer
- Providers Login / Profile
- Your student communities >

Add Volunteering

Volunteering

Litter Picking Volunteer / Liverpool Guild of Students / Ongoing

Include

Chat is Offline

Liverpool
Guild of
Students

Liverpool Guild of Students,
160 Mount Pleasant,

The Guild

About Us
Work at the Guild
Advertising

Contact Us

Contact Us
Opening Times

University

University of Liverpool
My Liverpool
Campus Development

The opportunity will then turn green, and you can start to log your volunteering hours. Logging hours allows you to keep track of what you have done over the academic year, and will be required if you are interested in the Higher Education Achievement Report (HEAR).

The HEAR is a way in which you can have their extra-curricular activities (including volunteering) uploaded on your academic transcript when you graduate. It is a great to have your achievements and contributions recognised, but also looks great to future employers. For more information on the HEAR, [please see here](#).

Hours Log

In this section

Halls life >

Societies >

Sustainability >

Volunteering >

Browse Opportunities

Volunteer Profile

Looking for volunteers

Register as a Volunteer

Providers Login / Profile

Add Volunteering

Volunteering

- Leave Liverpool Tidy Champion / Liverpool Guild of Students / 06 Aug 2024 - ongoing

Edit

Delete

Log hours

The following text box will appear – if you fill in the information about the activities you complete, the date and length of volunteering, click 'Add' to upload

The screenshot displays the Liverpool Guild of Students website interface. At the top, there is a green header with the logo and a search bar. Below this is a black navigation bar with links for Home, Opportunities, Events, Making Change, Advice, and Shops & Venues. The main content area shows a breadcrumb trail: Home / Opportunities / Volunteering / Hours Log. A large green box with the text 'Hours Log' is prominent. On the left, a sidebar titled 'In this section' lists various categories with right-pointing chevrons: Halls life, Societies, Sustainability, Volunteering (which is underlined), Browse Opportunities, Looking for volunteers, Register as a Volunteer, Providers Login / Profile, Volunteer Profile, and Your student communities. The 'Log hours' form is a white modal window with a blue header and a close button (X). It contains the following fields: 'Date' with a date picker set to 18/09/2024; 'Activity description' with a text input field containing 'Supporting with litter pick in Smithdown'; and 'Hours' with two dropdown menus set to 2 hours and 30 minutes. A blue 'Add' button is at the bottom left of the form.

Liverpool Guild of Students

Search...

Home Opportunities ▾ Events ▾ Making Change ▾ Advice ▾ Shops & Venues ▾

Home / Opportunities / Volunteering / Hours Log

Hours Log

In this section

- Halls life >
- Societies >
- Sustainability >
- Volunteering >
- Browse Opportunities
- Looking for volunteers
- Register as a Volunteer
- Providers Login / Profile
- Volunteer Profile
- Your student communities >

Log hours [X]

Date *

18/09/2024 [📅]

Activity description *

Supporting with litter pick in Smithdown

Hours *

2 hrs 30 mins

Add

Volunteer Profile

In this section

- Halls life >
- Societies >
- Sustainability >
- Volunteering** >
- Browse Opportunities
- Looking for volunteers
- Register as a Volunteer
- Providers Login / Profile
- Volunteer Profile
- Your student communities >

Hc Test Volunteer Organisation

Edit profile

Student Volunteer, Guild Volunteering Platform

Log hours

Download hours log

You have logged 2.5 volunteering hours.

Award progress

You are 10% of the way towards the Bronze Award.

You have logged 3/25 hours.

You can then see how much progress you have made to work towards the different Awards, which includes Bronze, Silver, Gold and Platinum

Thank you for reading through this
Volunteer How To Guide!

If you have any questions or
queries, please get in touch with
guildvol@liverpool.ac.uk