

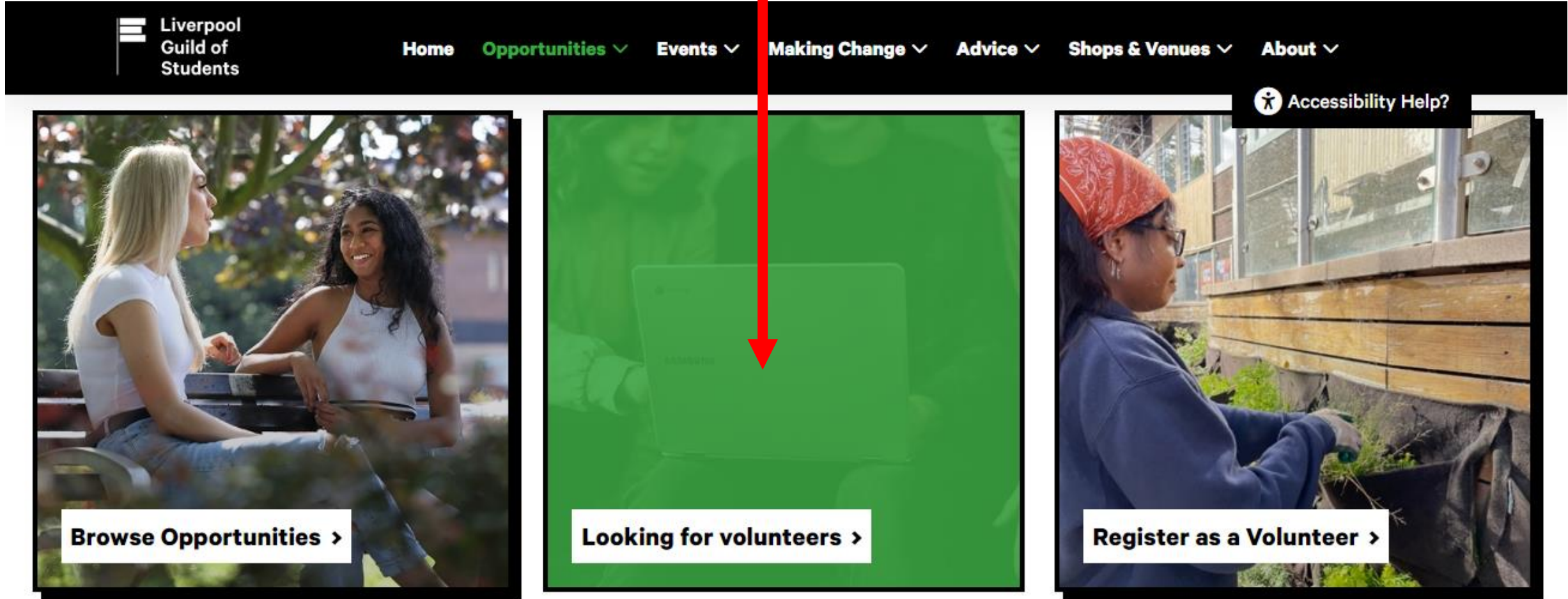
# USING THE GUILD VOLUNTEERING PLATFORM

# COMPLETING THE REGISTRATION FORM

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

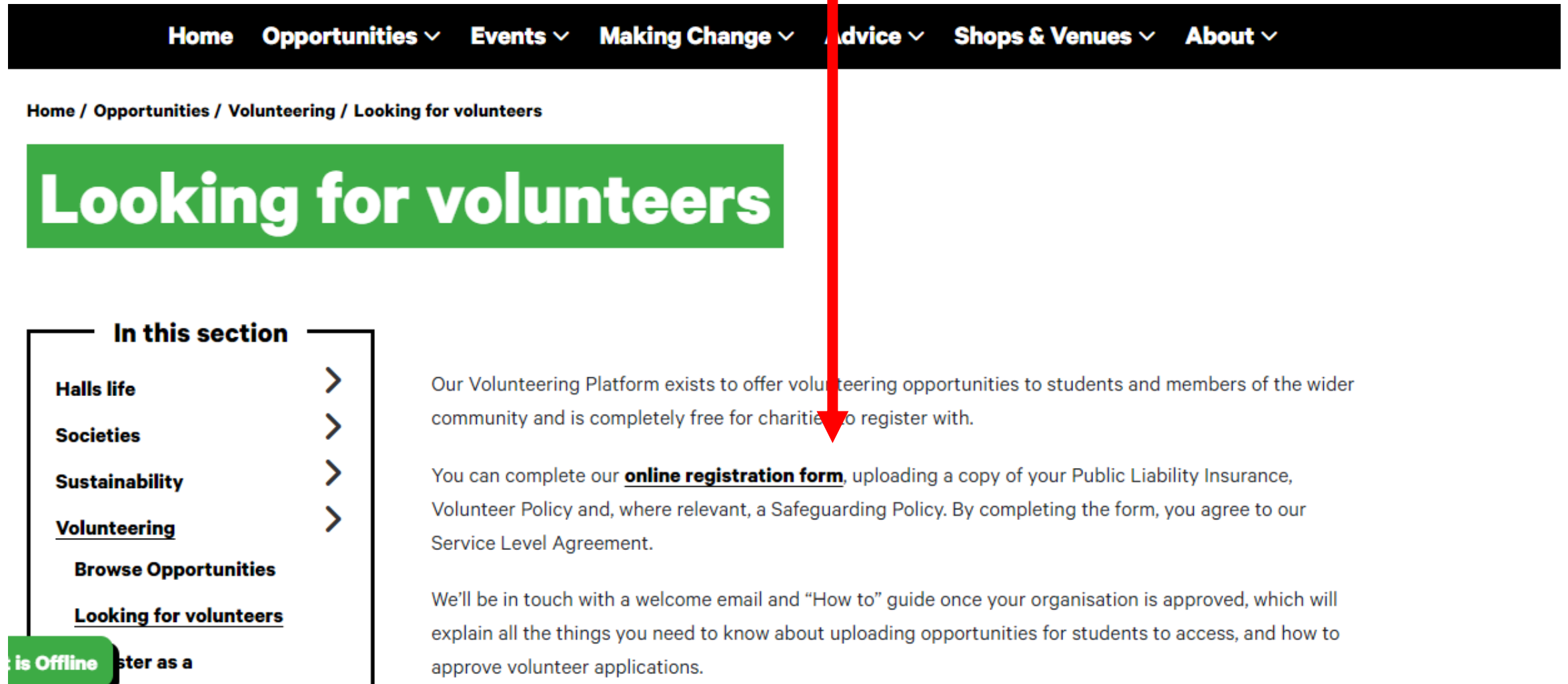
The screenshot shows the top navigation bar of the Liverpool Guild of Students website. The header is green and contains the logo on the left, a search bar, and an 'Accessibility Help?' link. Below the header is a black navigation bar with links for Home, Opportunities, Events, Making Change, Advice, Shops & Venues, and About. The 'Opportunities' menu is open, showing a list of sub-options: Halls life, Societies, Sustainability, Volunteering (highlighted in green), and Your student communities. A red arrow points from the text above to the 'Volunteering' option. The main content area features a blue background with several promotional banners: 'Take the next s...', 'Society Sel...', 'Closes 12:0...', 'ship journey', and 'are now open'. An illustration of a group of people is on the right side of the main content area.

To complete a registration form, click on the 'Looking for volunteers' tab



**If you're a provider, please log in [here](#)**

Then click on the hyperlinked 'online registration form' to redirect you



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

Home / Opportunities / Volunteering / Looking for volunteers

# Looking for volunteers

**In this section**

- Halls life >
- Societies >
- Sustainability >
- Volunteering** >
- Browse Opportunities**
- Looking for volunteers**

is Offline Register as a

Our Volunteering Platform exists to offer volunteering opportunities to students and members of the wider community and is completely free for charities to register with.

You can complete our **online registration form**, uploading a copy of your Public Liability Insurance, Volunteer Policy and, where relevant, a Safeguarding Policy. By completing the form, you agree to our Service Level Agreement.

We'll be in touch with a welcome email and "How to" guide once your organisation is approved, which will explain all the things you need to know about uploading opportunities for students to access, and how to approve volunteer applications.

The registration form will initially ask for basic information and contact details.

For the description/overview, there is a 200-character limit, however there is an opportunity to add further information at a later stage to include more detail.

For the 'Organisation contact information', please enter the email address that you are happy for students to contact, and for the 'Primary contact person' add the details of who is managing your profile. You can add more contact people at a later stage.

To continue, click on the 'continue registration' button at the bottom of the page.



Details **Terms and conditions**

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**Organisation details**

Organisation name  ?

Organisation description / overview  ?

0/200

---

**Organisation contact information**

Email address \*  ?

Phone number \*  ?

Web address  ?

Postal address \*

Address line 1

Address line 2

Address line 3

Address line 4

Postcode

[Clear address](#)

---

**Primary contact person**

**i** You can add further contacts once registered.

First name \*  ?

Last name \*  ?

Job title \*

**Chat Now**

We have a Service Level Agreement that all organisations have to agree to. To review the document, click on the hyperlink below. Any questions, please reach out to [guildvol@liverpool.ac.uk](mailto:guildvol@liverpool.ac.uk)

## Register your organisation

Details **Terms and conditions**

### Service Level Agreement

By registering to use this volunteering service, I have read and agree to the [Service Level Agreement](#).

### Agreement

By checking the box and submitting your registration you indicate that your organisation is able to fulfil these requirements, and that the information contained in your registration is correct.

### Password

Enter a password. You'll use this, and your email address to log into the site.

Password \*

Please re-type your password

Weak

OK

Good

### Continue

To complete the application process you will now be asked to check all your information and upload some documents.

**Continue registration**

You will then be taken to this page, where you will be able to complete your registration once you have completed the tabs titled 'Insurance' and 'Policies'

In the 'More Information' text box you can include further details in addition to the 'Description' box

## Provider details

Please complete your registration by entering your insurance details and policies.

Details Contacts Insurance Policies Change password

### Organisation details

Organisation name

Description \*

0/200

More Information

Source           Format        



Here is where you can add additional contacts. This works well if there are a number of staff members who manage volunteers for different volunteering opportunities

## Provider details

Please complete your registration by entering your insurance details and policies.

[Details](#) [Contacts](#) [Insurance](#) [Policies](#) [Change password](#)

Add any colleagues or contacts who will also be recruiting or managing volunteers. Contacts can add opportunities, manage the volunteers on those opportunities, and keep the information up to date.

[+ Add contact](#)

Here is where you add your Public Liability Insurance (PLI) document. Please ensure that you send this and not your Employers Liability Insurance. We do accept Combined Liability, as long as Public and Products Liability is included.

Please note that we ask for the Expiry Date of your cover, as this informs us of when we need to request new documents

## Provider details

Please complete your registration by entering your insurance details and policies.

[Details](#) [Contacts](#) [Insurance](#) [Policies](#) [Change password](#)

Please upload applicable insurance policies that include volunteers.

### Public Liability Insurance

Insurer name \*

Policy number \*

Expiry date \*

Upload policy document (PDF) \*  No file chosen


# Provider details

Please complete your registration by entering your insurance details and policies.

[Details](#) [Contacts](#) [Insurance](#) [Policies](#) [Change password](#)


Please upload applicable policies.

## Expenses Policy

Upload \*  No file chosen 


Status No document uploaded

## Volunteer Policy

Upload \*  No file chosen 


Status No document uploaded

## Safeguarding Policy

Upload  No file chosen 

Status No document uploaded

## Risk Assessment

Upload  No file chosen 

Status No document uploaded

Here is where you add your policies. We require a Volunteer Policy and Expenses Policy. If your Expenses Policy is embedded within your Volunteer Policy, feel free to upload that twice.

If your opportunities involve working with children, young people or vulnerable adults, we require a Safeguarding Policy as well.

If you have one, you can optionally add a Risk Assessment.

If you need to change your password, you can do so here, and if you are struggling to reset your password at any stage we can do so for you.

Once your registration has completed, we will be notified and review your application. We will then be in touch about whether we have any further questions, or whether we have accepted your application and set your profile to 'Active'.

You can then log into your profile and start creating volunteering opportunities

## Provider details

Please complete your registration by entering your insurance details and policies.

Details Contacts Insurance Policies **Change password**

### Change your current password

Current password \*

New password \*

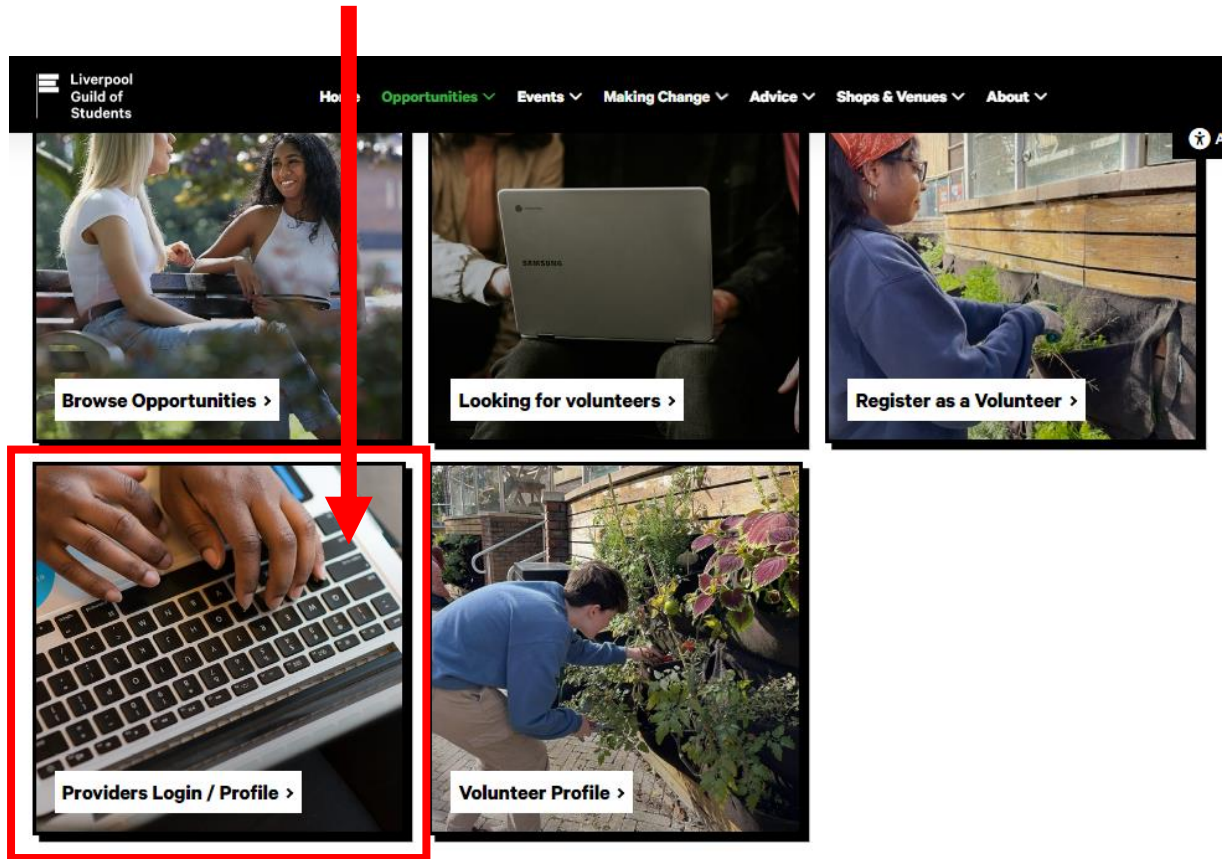
Please enter a password of between 6 and 50 characters.

Please re-type your password

**Change password**

# LOGGING INTO THE VOLUNTEER PLATFORM

Once you have completed your profile, you can log in via the 'Providers Login/Profile' tab, which will then take you to this page



Don't have an account yet? [Register as a volunteering provider here.](#)

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**Log in**

Enter the email address and password you chose during registration.

Email address

Password

**Log in**

[I have forgotten my password](#)

When you first log in, there will be another link to the Service Level Agreement

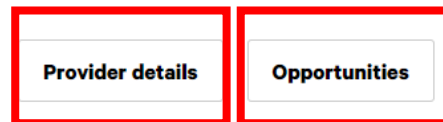
A screenshot of a web application interface. At the top, there are navigation tabs: 'Provider details', 'Opportunities', and 'Logged in as Liverpool Guild of Students' with a 'Log out' button. Below the tabs, there is a large green button labeled 'Opportunities'. A modal window titled 'Service Level Agreement' is open in the center. The modal contains the text: 'By registering to use this volunteering service, I have read and agree to the [Service Level Agreement](#). By checking the box and submitting your registration you indicate that your organisation is able to fulfil these requirements, and that the information contained in your registration is correct.' There is a green 'Accept' button at the bottom left of the modal. A red arrow points from the text above to the 'Service Level Agreement' link in the modal. The background of the application is dimmed.

You can continue to edit your details here

To create a volunteering opportunity, click here



Home / Opportunities / Volunteering / Provider Hub / Opportunities



## Opportunities

[+ Add new opportunity](#)

Show opportunities with status

Opportunity name contains

Apply



# CREATING OPPORTUNITIES

Provider details Opportunities

# Edit opportunity

Opportunity Details Dates / Applying Volunteers Activity types Employability skills Save Changes

Role Title \*

Role Summary \*

More Information

Source Format

The role summary is displayed on the Browse Opportunities page.

Contact person \*

Number of required

Chat is Offline

Once you have clicked 'Add new opportunity' you will be able to fill in all the information about your volunteer activity by completing the 'Opportunity', 'Details', 'Dates / Applying' and 'Activity Types' tabs.

You can add as much information about the opportunity as you like in this section.

For the 'Contact person', you can select from the drop-down list if you have more than one point of contact assigned to your profile

'Number of required volunteers' is key if you have a limit to how many volunteers you can accept for an opportunity. If there is no limit, leave blank

Opportunity **Details** Dates / Applying Volunteers Activity types Employability skills Save Changes

This information will be shown to volunteers when they view the opportunity details.

Benefits to self   
0/300

Benefits to others   
0/300

Location

Details of any training you offer   
0/500

Hours per week \*

DBS required? \*

Transport details   
0/300

Completing as much detail as possible for the 'Details' text boxes is great, as it allows prospective volunteers to clearly see how they can benefit themselves and others

Whilst 'Hours per week' and 'DBS required' are required fields, it is great to go into depth here, as it will appear on the opportunity page on the website

If your opportunity is flexible or a one-off and there are no hours per week, feel free to put either 'N/A' or 'flexible'



**Opportunity** **Details** **Dates / Applying** **Volunteers** **Activity types** **Employability skills** **Save Changes**

The dates control the listing on Browse Opportunities. All dates are optional.




This opportunity is ongoing, with no end date. Volunteers can apply at any time.

**Activity dates**

If your opportunity takes place on one day only, use 'Specific date'. Otherwise, set the start and / or end dates and clear 'Specific date'.




Specific date   

Or



Start & end dates   →   

**Display dates**













































If specified, these override the activity dates.

Date range   →    [Take off display](#)

**Applying**

Deadline for applications   

Enter a message to be included in the acknowledgement email sent to volunteers when they apply.

                                              <

This page is where you will see the volunteers that have applied for your opportunity, including contact details.

Managing applications from volunteers is really important so that we have an accurate picture of the number of active volunteers we have. To accept volunteers, click the green tick. This will allow volunteers to log hours and so we can see who is volunteering with you.

If you are unable to accept them, please click the red button

**Provider details** **Opportunities** Logged in as Demo Organisation Name **Log out**

# Edit opportunity

Please complete the opportunity by adding Details, Activity Types and Employability Skills.

**Opportunity** **Details** **Dates / Applying** **Volunteers** **Activity types** **Employability skills** **Save Changes**

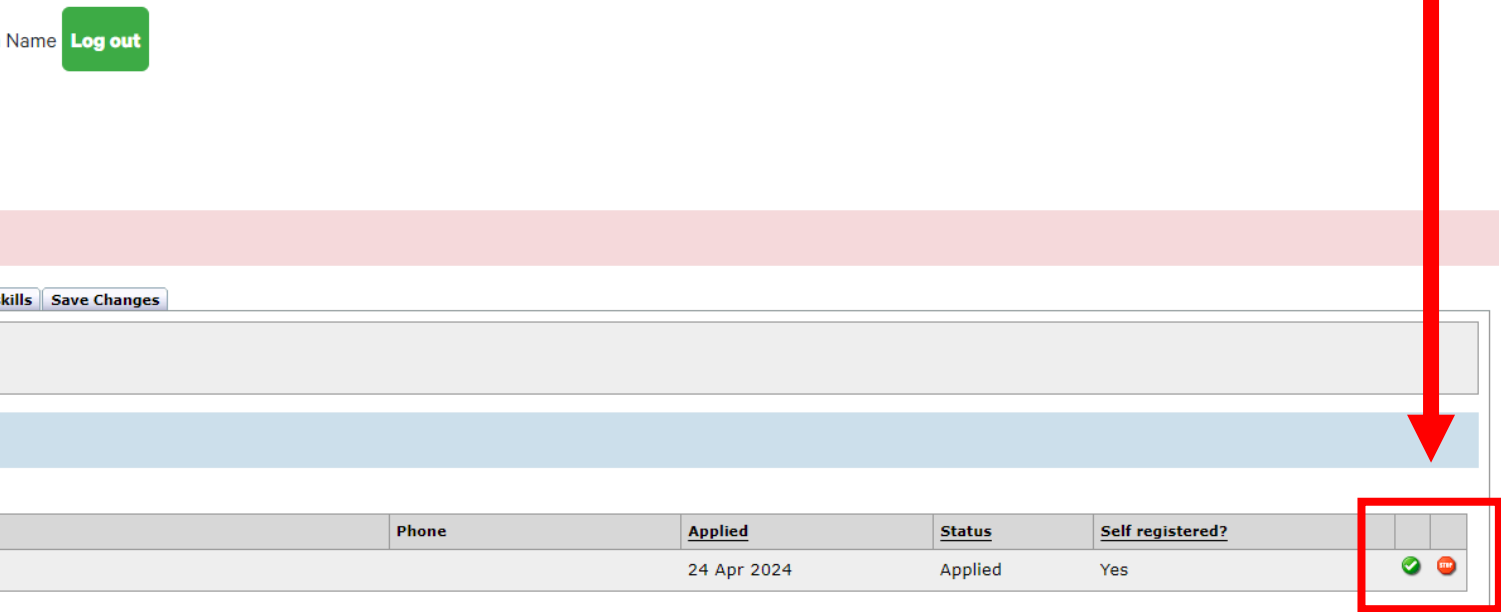
Show volunteers with status:  
 Applied  Accepted  Not accepted  Withdrawn  All

1 person matches your filter.

Name	Email	Phone	Applied	Status	Self registered?			
			24 Apr 2024	Applied	Yes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Download sign-in sheet**

**Back** **Next**



This information will allow students to see more information about the opportunity, including Areas of Interest and Commitment Level.

Your opportunity may cover a number of different areas, so feel free to select multiple. If there is something that is not covered in the list below, let us know

**Provider details**   **Opportunities**   Logged in as Demo Organisation Name   **Log out**

# Edit opportunity

Please complete the opportunity by adding Details, Activity Types and Employability Skills.

**Opportunity**   **Details**   **Dates / Applying**   **Volunteers**   **Activity types**   **Employability skills**   **Save Changes**

Select all applicable items.

## Areas of interest

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

## Commitment Level

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

**Back**   **Next**

Once you have filled in all the information in the tabs outlined, click 'Save changes'. You can go back and amend, or we can make changes for you at a later date

Provider details

Opportunities

Logged in as Demo Organisation Name

Log out

# Edit opportunity

Please complete the opportunity by adding Details, Activity Types and Employability Skills.

Opportunity Details Dates / Applying Volunteers Activity types Employability skills Save Changes

Save changes

Your opportunity will then appear, and you can add more if you wish

Provider details

Opportunities

Logged in as Demo Organisation Name

Log out

# Opportunities

[+ Add new opportunity](#)

Show opportunities with status

Opportunity name contains

Apply

1 opportunity matches your filter.

Ref	Name	Status	Created date	Display until	
0132	<a href="#">Demo Opportunity</a>	Not complete	23 Apr 2024	(indefinite)	



Thank you for reading through this  
Provider How To Guide!

If you have any questions or  
queries, please get in touch with  
[guildvol@liverpool.ac.uk](mailto:guildvol@liverpool.ac.uk)