

Lincolnshire Volunteers Programme – Digital Volunteering Platform

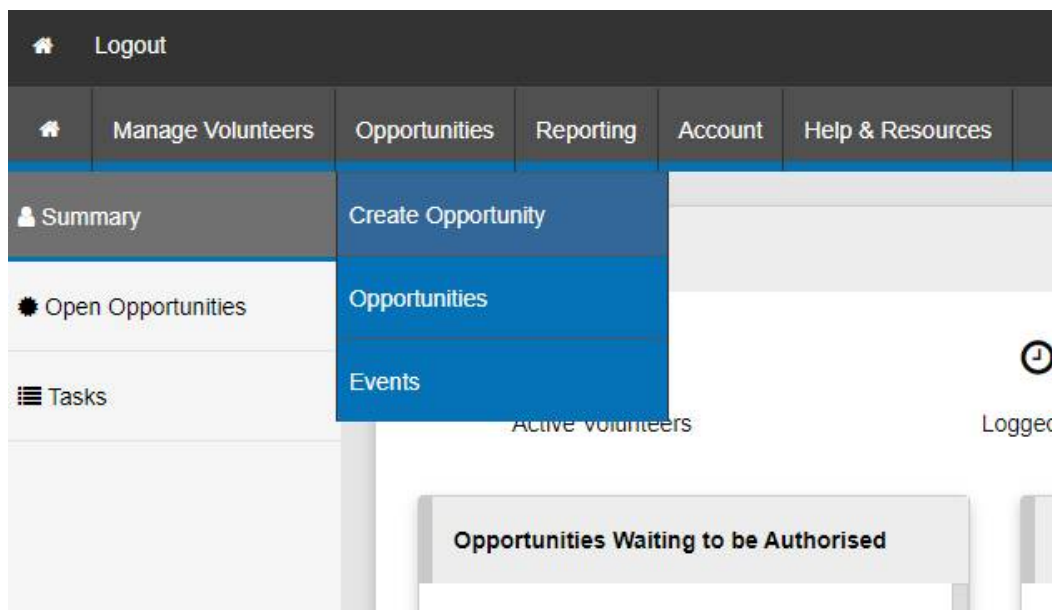
A guide to registering your opportunities.

Registering your opportunities on the website is quick and easy; it shouldn't take you any more than 10 minutes per opportunity. It is useful to have the following things to hand:

- The opportunity description
- An image to add to the opportunity – 1200 pixels wide by 300 pixels is the perfect size. If you find it difficult to find a suitable image, we can help you with this.

Getting Started

1. Log in to your account. You can do this by following this link: <https://lincolnshirevolunteers.teamkinetic.co.uk/> and selecting **Login → Login as a Provider**. Use the email address and password you used to register.
2. Go to **Opportunities → Create Opportunity** as seen below:



3. You will be shown a series of 10 screens with questions to complete. Some screens only consist of 1 or 2 questions. All boxes with a red outline must be completed.

First screen: Opportunity Details

- ❖ **Opportunity Name**
- ❖ **Opportunity Description** – Add the details of your opportunity here.
- ❖ **Benefits and Perks** – include here information about any training opportunities, free refreshments etc
- ❖ **Skills Required** – detail any skills the volunteer needs to complete the opportunity. If full training is provided, it is ok to add 'no skills required'.

- ❖ **Opportunity Category** – Each opportunity is attributed to a category to help volunteers find what interests them. Select the one that best fits the opportunity activities.
- ❖ **Search Tags** – These are key words that can be added to your opportunity to help volunteers find what they are looking for. For example, if the opportunity was *Gardener* you could use tags such as *Green Spaces* or *Allotment*.

Tell us about the opportunity

Opportunity Name (English) ?

Garden Volunteer

Opportunity Description (English) ?

Do you have green fingers? Do you enjoy being outdoors? Why not come and join our friendly volunteer garden team and help us to take care of the community allotment?

We meet every Tuesday for a few hours to plant bulbs, do some weeding and other general garden maintenance.

Benefits & Perks (English) ?

- Free cups of tea or coffee through the day.
- The opportunity to be outdoors and chat to others who love gardening.

Skills Required (English) ?

- Some knowledge of plants would be useful but not essential.

What category best describes this opportunity

Gardening & Green Spaces

Search Tags ? Suggested Search Tags

Allotment -

Community -

Green Fingers -

NEXT - OPP IMAGE

Second screen: Choose your opportunity image

This is the step that requires you to add an image to your opportunity. If you don't have one, we can add or create one for you. The perfect size is 1200 by 300 pixels. If you have previously used images, you can select one of those without having to upload a new one every time (as shown on the next page).

If you need any support, please contact Abbi Taylor: abbi@voluntarycentreservices.org.uk

Choose your opportunity image



Upload a new image (1200 by 300 pixels is the perfect size)

No file chosen

Or click to choose one of your past images



Underneath this section, you will see **Select opportunity badges**. Opportunity badges can be added to opportunities to help volunteers identify them in a different way to searching by opportunity category. If any of the badges apply to your opportunity, please tick them.

Select opportunity badges

 Duke of Edinburgh Approved Activity Provider

 Age 16+ Opportunity

 Age 14+ Opportunity

 Opportunity can be completed from home

 Team Volunteering Opportunity

Third screen: Location

You can select **It's a home opportunity** or **Pick the location**. This second option brings up a map (as shown on the next page).

It is important to note that the website will show volunteers opportunities that are closest to them in terms of location first. If your location covers several areas or is aimed at a countywide audience, you can duplicate the opportunity listing and simply alter the location of the duplicate (detailed later).

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You can add a specific postcode or a general area. If you choose to add an area, the centre point of the area will be used to calculate distance from other locations (including the postcode of the volunteer).

Where is your opportunity based

This opportunity is at a certain location or area

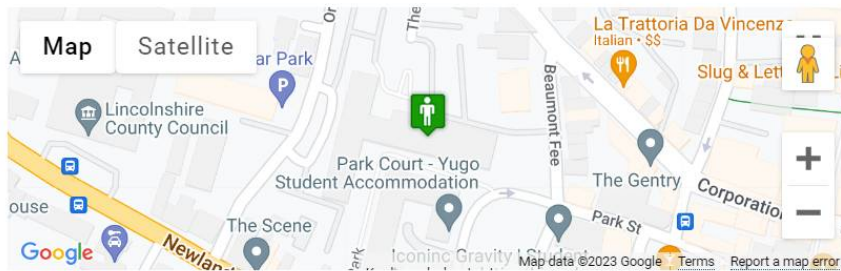
PICK THE LOCATION

You can do this opportunity from anywhere

IT'S A HOME OPPORTUNITY

Start typing opportunity location

City Hall, Lincoln, UK



Travel Information (English) ?

How to get to your venue

BACK NEXT

There is the option to add in some useful travel information such as public transport route numbers or additional directions.

Fourth screen: Opportunity Application Process

Opportunities can be listed with or without an application process. The vast majority of opportunities have some form of application process, even if it is just an informal chat. There are called **Applying** opportunities. If the opportunity that you are listing has no application steps, this is called a **Joining** opportunity and a volunteer can expect to turn up to the location immediately (or at the time described) to begin volunteering.

For **Applying** opportunities, *Yes, volunteers can apply but must be approved before joining* needs to be selected here (shown on the next page)

Opportunity Application Process

Do volunteers need to apply first ?

Ask for experience ?

Send a customised email when joining this opportunity?

BACK **NEXT**

There is the option to add an additional step to the application process by selecting **yes** under the **Ask for experience** question. We recommend selecting **No** as when the volunteer clicks *Apply* on the opportunity, a box will appear immediately asking them to input details of their experience. If you find over time that you are getting a lot of applications, it may be advisable to add this step but it does act as an initial barrier to volunteers accessing your opportunity.

Send a customised email when joining this opportunity

This email only sends at the point the volunteer is about to start volunteering with you (what the system calls joining). By that stage, the volunteer should have completed any application steps/inductions/training with your organisation so it isn't appropriate to add a link to an application form here. Something like 'We are really looking forward to you starting volunteering with us' would be appropriate. If you want to skip this step, the website sends an email to the volunteer regardless of whether you have selected to add a customised one.

Fifth screen: Opportunity Restrictions

Opportunities can be restricted in certain ways. This section only normally needs to be amended if there is a specific age restriction on your opportunities. The system will default the minimum age for opportunities to **18**. If the opportunity can accept applications from anyone under 18, please do alter the minimum age in this section to reflect that.

Opportunity Restrictions

Do you want to allow everyone access to your opportunity?
You can restrict by things like age, gender, and maximum slots.

NO **YES**

Minimum Age

Maximum Age

Maximum sessions ?
(leave blank for no maximum)

Sixth screen: Expenses

If expenses are payable for the opportunity, details of those can be added here:

Expenses

Are expenses payable on this opportunity?

Yes

Expenses Information (English) ?

BACK

NEXT

Seventh screen: Promoting and Sharing

- ❖ *Hide opportunity from search...* - select **No**
- ❖ *Is Opportunity accessible* – this refers specifically to wheelchair accessibility. If you would like to add more details about any accessibility issues, please use the opportunity details section.
- ❖ *Opportunity part of a larger Event* – select **No**

Promoting and Sharing

Hide opportunity from search results and make secret ?

No

Is opportunity accessible ?

No

Opportunity part of a larger Event ?

No

BACK

NEXT

Eighth screen: Opportunity Documents

This allows organisations to add any documents that would be helpful for a volunteer to receive once they are ready to join the opportunity/start volunteering. An example could be a volunteer handbook.

If you need any support, please contact Abbi Taylor: abbi@voluntarycentreservices.org.uk

Opportunity Documents

Upload a document for joined volunteers to download? [?]

Yes ▼

UPLOAD

No files uploaded

Upload useful information for members to download, like maps or itineraries

BACK **NEXT**

Ninth screen: Post Opportunity Option


Select **No** for both options.

Tenth screen: Opportunity Times and Sessions

We recommend to start out that all opportunities are registered as **Flexible**. This means that the opportunity provider (organisation) and the volunteer will discuss when the volunteer is expected to attend.


Session-based opportunities allow providers to add specific timed sessions that approved volunteers can sign-up to attend (a volunteer becomes 'approved' once they have successfully completed a provider's own application processes and are about to begin volunteering).

Opportunity Times and Sessions



Individual Sessions


You need volunteers for specific times or dates which you already know (you can add extra sessions at anytime).





FLEXIBLE

You may have a completion date in mind but are flexible about when the volunteer attends.

Volunteers [?]

Start date [?] 

End date [?] 

Signup closes on [?] 

I confirm that this opportunity is fully compliant with Lincolnshire Volunteers's requirements and that volunteers are fully insured for the activities they will be performing and all required training will be given

BACK **CREATE OPPORTUNITY**

- ❖ **Volunteers** - Input the number of spaces available on the opportunity. We recommend putting a higher number of spaces but there is an automatic waiting list function if this is exceeded.
- ❖ **Start date** – Today
- ❖ **End date** – We recommend listing opportunities for no longer than 12 months to account for any updates that may need to be made.
- ❖ **Sign up closes on** – if the opportunity needs to cease being advertised on a specific date, input that here.

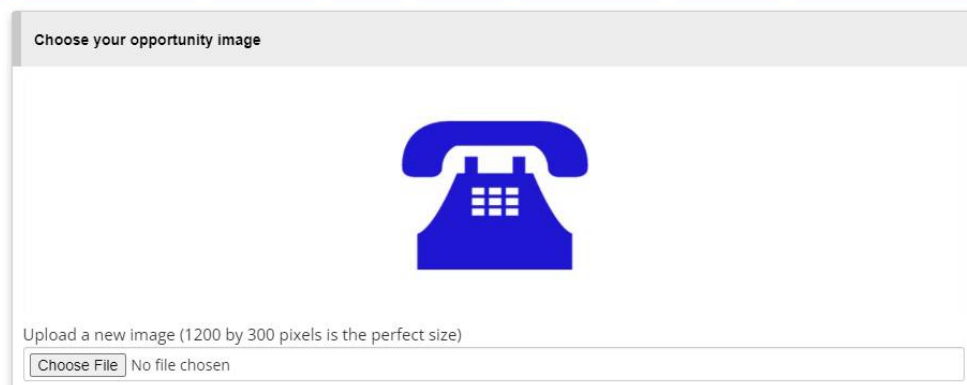
There is a final checkbox to confirm that the opportunity is fully compliant with Lincolnshire Volunteer Centre's requirements, that the relevant insurances are in place and that volunteers will be fully trained for the opportunity activities that they will be completing.

4. Once you have completed these steps, an opportunity will have been created. You can edit this opportunity at any time from your provider account.
5. A member of our team will review your submission and it will go live to the website once it has been authorised.

Opportunity Registration Hints and Tips

Opportunity Images

Each opportunity gives you the option to add an image. The perfect size is 1200 (width) by 300 (depth) pixels. You can use a website called Canva to create custom image sizes. If you are struggling, get in touch as we can edit images for you.

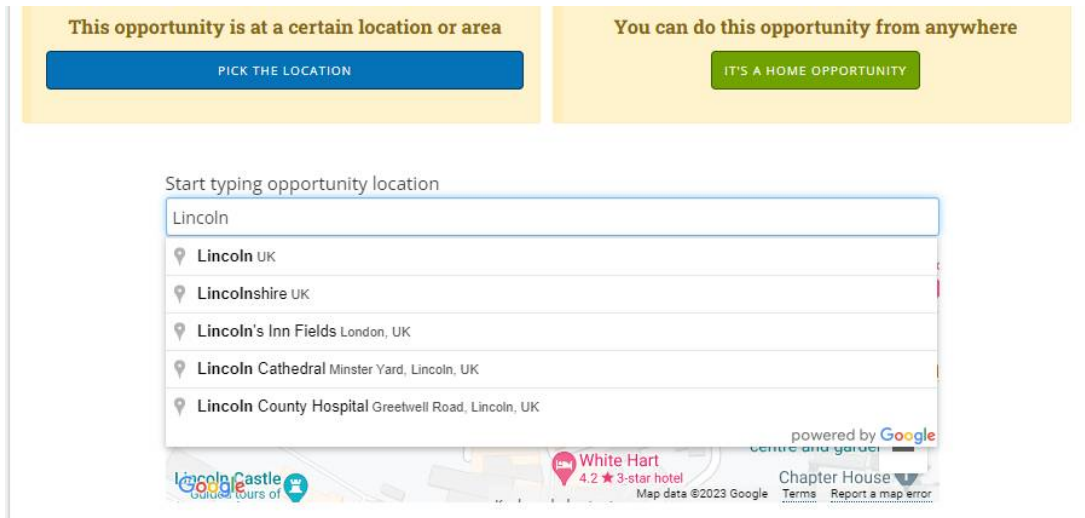


Location

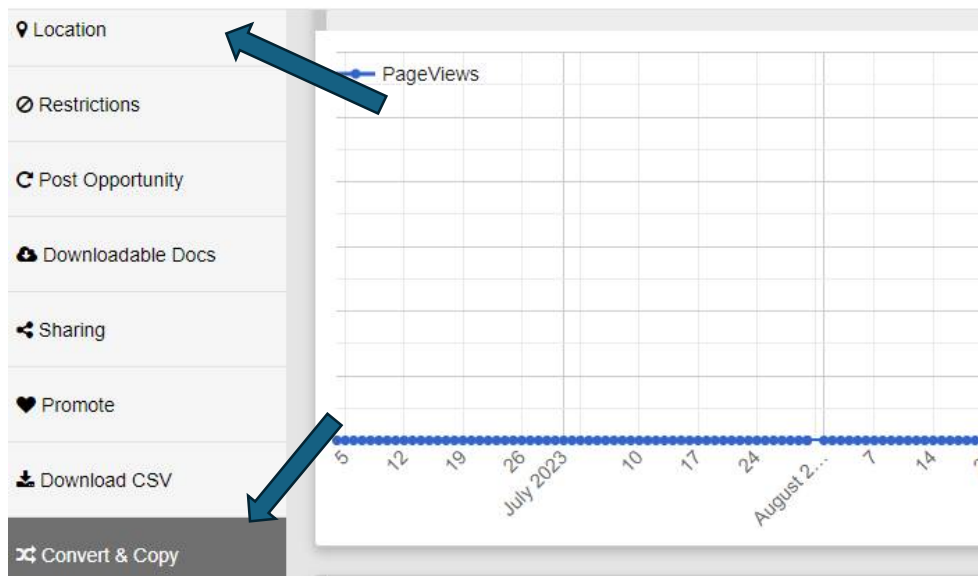
Opportunities must have a location. If 'It's a Home Opportunity' is selected, the opportunity is visible in all searches regardless of where a volunteer is situated across the county.

Locations can be specific addresses or they can be an area (e.g. Lincoln). If an area is selected, a central point of that area will be used to calculate distance from a volunteer's address. You can move the green icon to be precise about the opportunity location.

If you have a countywide opportunity or an opportunity that is the same across different locations, you can use the 'Convert and Copy feature' shown below. We suggest listing your opportunity multiple times across different areas to get a countywide reach.



When the opportunity has been created, you can use the 'Convert and Copy' tab on the left to make a complete duplicate. You are then able to change the location of the opportunity to cover your other areas.



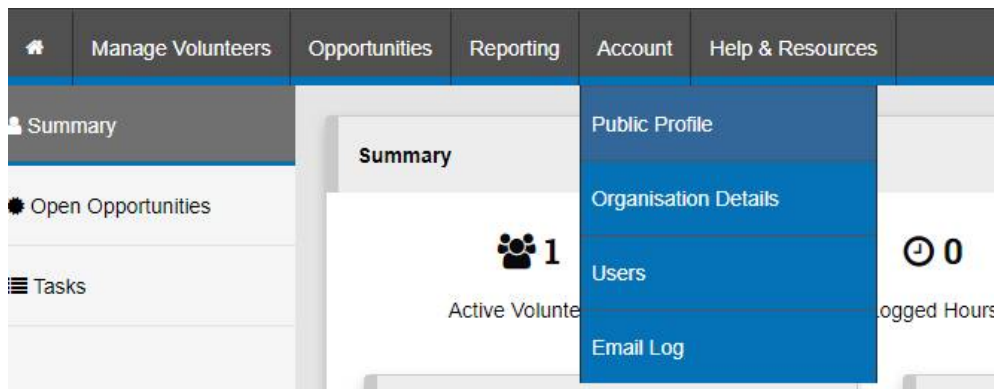
Adding to your public profile

Each provider has a public profile page with it's unique URL. This is a great opportunity to tell volunteers and those looking to volunteer, more about your organisation. We know that a big motivator for volunteers is feeling an affinity to the organisation that they are giving their free time to support. Any opportunities that your organisation has listed are also housed on this page. Here is an example:

<https://lincolnshirevolunteers.teamkinetic.co.uk/volunteers/provider-profile/VoluntaryCentreServices>

To populate your public profile:

1. Log in to your account. You can do this by following this link: <https://lincolnshirevolunteers.teamkinetic.co.uk/> and selecting **Login → Login as a Provider**. Use the email address and password you used to register.
2. Go to **Account → Public Profile** (shown below)



3. Here you can add an image for your organisation (this can be a bit tricky to get correctly sized, so do get in touch if you need help). The perfect size for this is 1380 by 335 pixels.
4. You can then add some text about your organisation. This could also include information that you would specifically like volunteers to know.
5. You can preview your public profile:

