

Lincolnshire Volunteers Programme – Digital Volunteering Platform

Quick Start ‘How to’ Guides to Register your Organisation and Opportunities

Registering your organisation

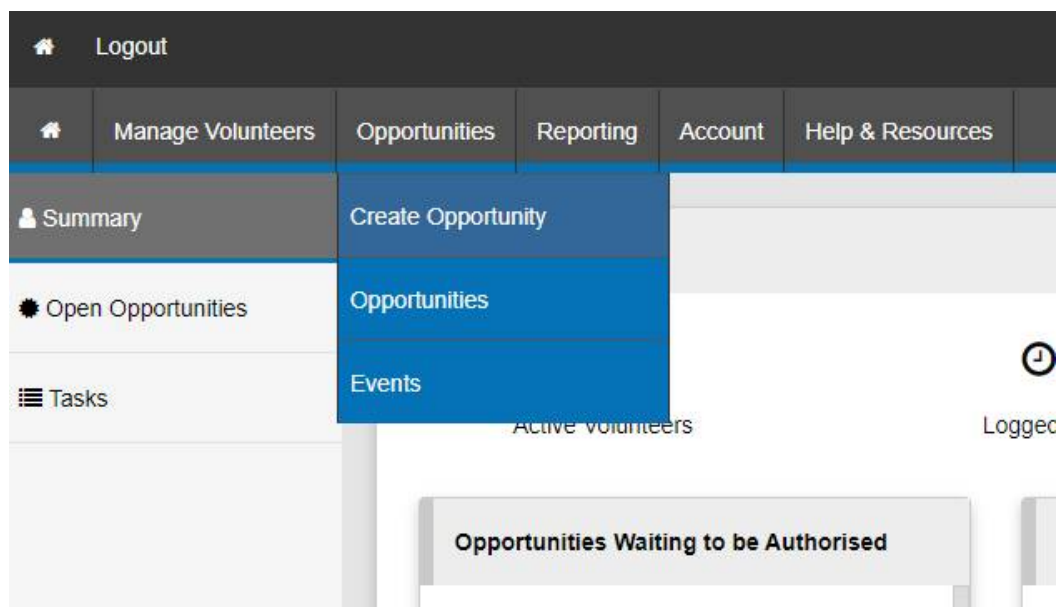
The platform refers to volunteer involving organisations as ‘Providers’.

1. To register your organisation, please visit:
<https://lincolnshirevolunteers.teamkinetic.co.uk/volunteers/registration-provider> and complete the registration form. This should take up to a maximum of 10 minutes.
 - a. Please note that the e-mail address that you register with will need to be the one that you would like volunteer enquiries to go to. This is normally a generic inbox rather than a personal one.
2. Once you have completed the registration form and created a password, an account will have been created for your organisation.
3. The email address that you have registered with will receive an email containing an authentication link. Please use this link to confirm the email address.

Once you have completed step 2, our team will be notified of your provider registration. We will review your form and get in touch with you if we need any further information.

Registering your opportunities

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 screens with questions to complete. (See end of this document for **Hints and Tips**.)
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.

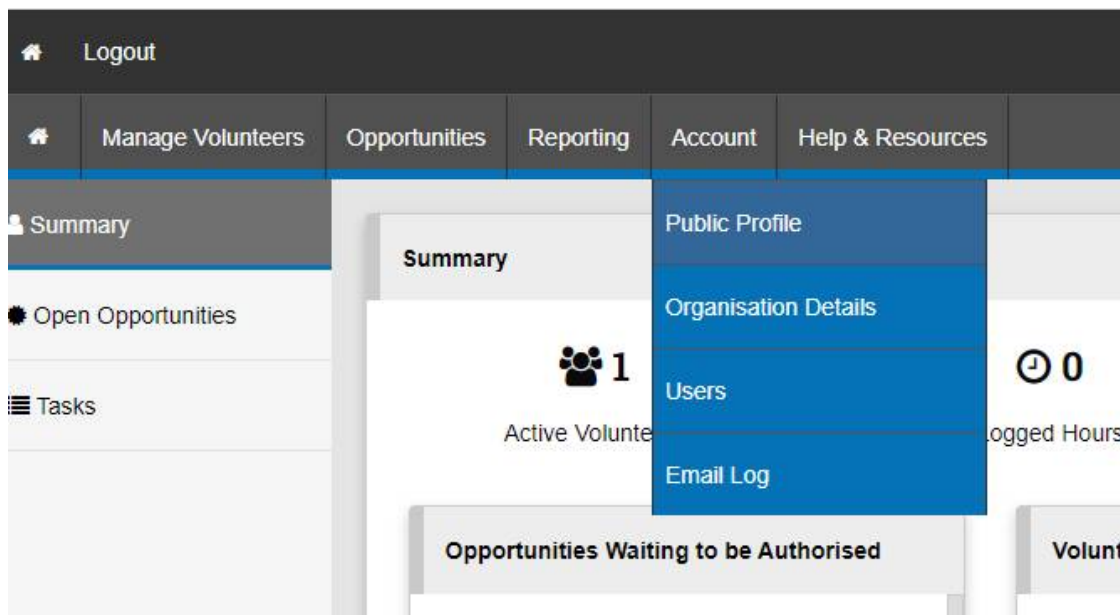
Adding to your public profile

Each provider has a public profile page with its 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:

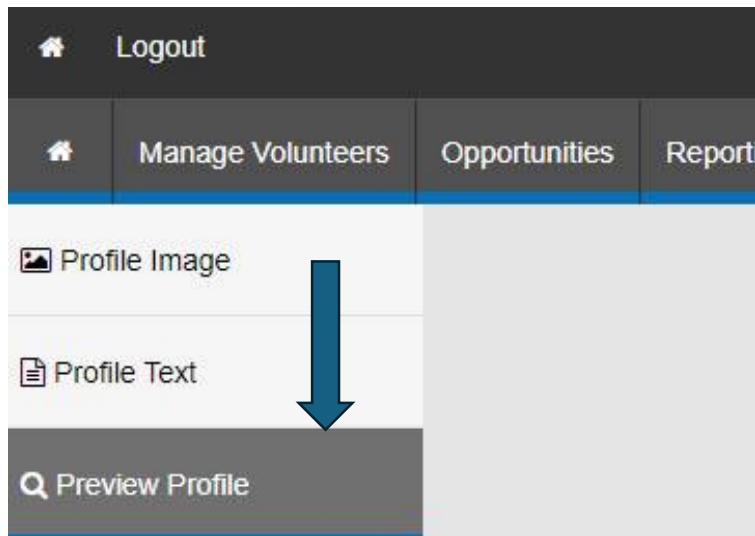
<https://lincolnshirevolunteers.teamkinetic.co.uk/volunteers/provider-profile/VoluntaryCentreServices>

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)



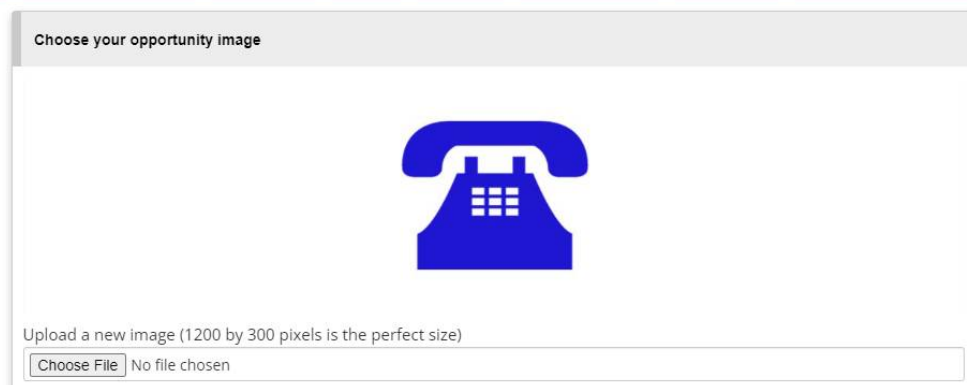
3. Here you can add an image for your organisation (this can be a bit tricky to get correctly sized, so do get in touch if you need help). The perfect size for this is 1380 by 335 pixels.
4. You can then add some text about your organisation. This could also include information that you would specifically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



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.

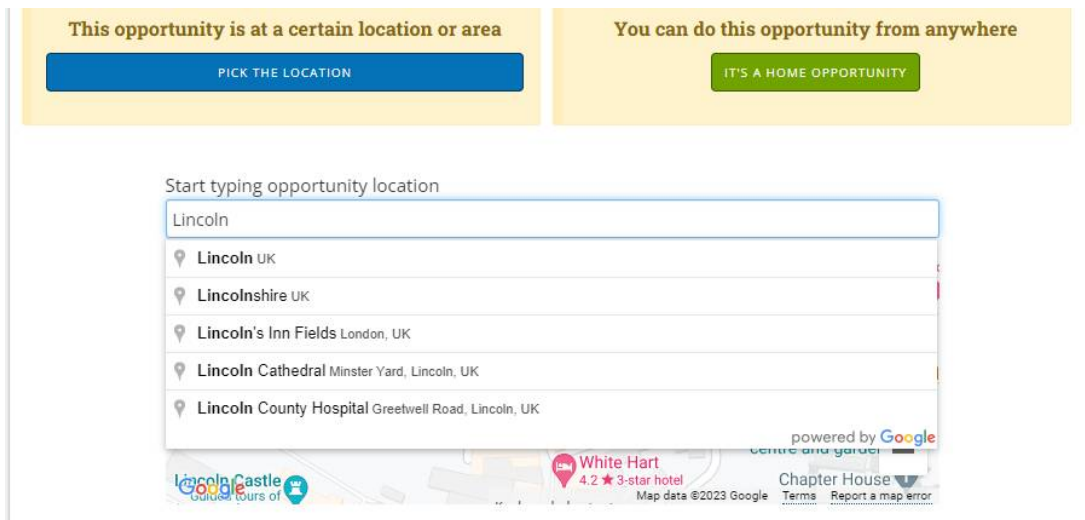


Location

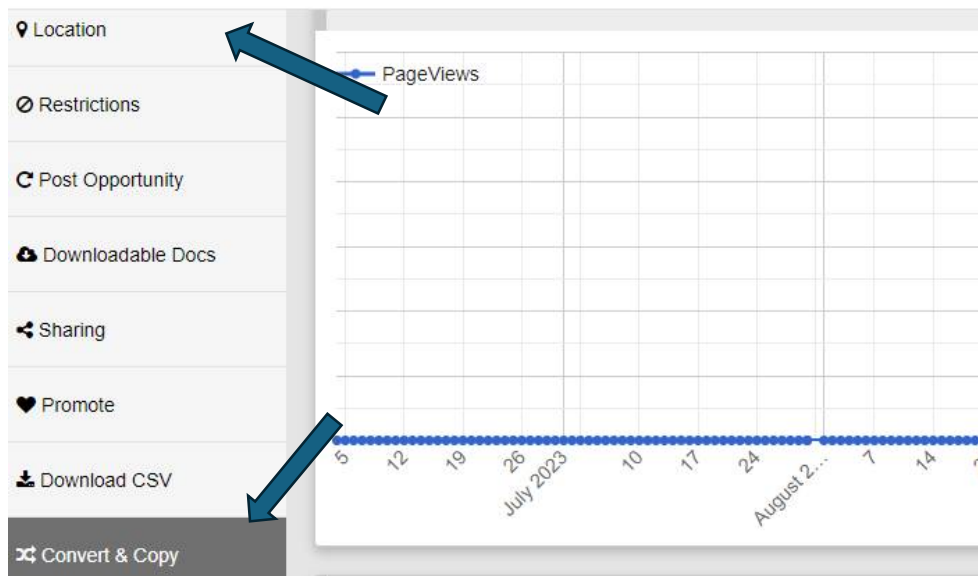
Opportunities must have a location. If 'It's a Home Opportunity' is selected, the opportunity is visible in all searches regardless of where a volunteer is situated across the county.

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.



Opportunity Application Process

There is a difference between opportunities that are 'applying' rather than 'joining'. **Applying** opportunities are ones that have application processes. **Joining** are opportunities that do not have an application and volunteers can just turn up and join in.

Select 'Yes volunteers can apply but must be approved before joining' here for opportunities with application processes. Shown below:

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 volunteers to provide some information about their experience in relation to the opportunity. We would only recommend selecting Yes here if you find you receive a lot of applications for your opportunities without them converting to active volunteers as it creates an additional step prior to volunteers connecting with you.

Opportunity Times and Sessions


Opportunity times can be set up in 2 different ways:

1. Flexible
2. Sessions

Selecting **Flexible** means that the provider and the volunteer discuss when the volunteer is going to attend the opportunity.


Selecting **Sessions** means that approved volunteers (ones that have been successful in any application processes) will be able to join sessions that you set and manage within the system. We recommend selecting **Flexible** as a start point as opportunities can be converted to session-based if this is a feature you find you will use.

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.

BACK **CREATE OPPORTUNITY**