

Information sheet for Organisations

Introduction

Community Action Northants (CAN) hosts a volunteering brokerage database on its website. This allows visitors to the CAN website to browse for suitable volunteering opportunities and register an interest.

This functionality is based on a database of Organisations wanting volunteers and their associated Opportunities.

This information sheet details the ways in which Organisations can be registered on the database and maintain the details of their Opportunities.

NB - Our Volunteer Centres no longer post opportunities on the Do-it website.

Organisations

Organisations can register with us either manually (by filling in a form and sending to us) or directly on-line on the CAN website.

Organisations are equally welcome to use either method.

Registering via forms

If you would prefer not to maintain your details yourself on-line, that is perfectly OK. Request a form from your local volunteer centre...

(communityactionnorthants.org.uk/contact).

Registering on-line

If you would like to have on-line access, please initially check if your organisation is already registered. This is best done by contacting your local volunteer centre. If the organisation is already registered you can still create an on-line login (see below).

New organisation

To register a new organisation, simply go to....

communityactionnorthants.org.uk/register-organisation

on the CAN website. Complete the information and press “Register”.

Existing organisation

If your organisation is already listed but you need a new account to manage it, please get in touch with your local Volunteer Centre. They will create a new account with your email address and email you a temporary password allowing you to login and set your own password.

If an account already exists but you do not know the password, go to...

communityactionnorthants.org.uk/reset-password

Enter the account’s email address (NB - select “Organisation” in “I’m logging in as a ...” field) and press “Reset Password”. The system will email a new password to you.

Then choose “Login/Register” and log in with your new password. You can then change your password if you like.

If you have any problems with this process just give the volunteer centre a call.

Registering multiple contacts for an organisation

If you need an additional contact to be able to log in to your account, please ask us to add their email address to the organisation profile. You can then follow the above process to log in.

Opportunities

Once you are registered as an organisation and able to log in you will see your opportunities listed in your profile. There are links that allow you to View the opportunity (as it will appear to potential volunteers) and to Edit. There is also a button to “Add Opportunity”.

Adding an opportunity

You will be presented with a form to enter the details of your opportunity. Once completed press “Submit for Approval”. You will then see your new opportunity listed in your profile and its status will be “Review”.

At this stage the volunteer centre will be notified automatically. Your opportunity details will be checked and then made Active.

Editing an opportunity

Any opportunity in your list that has a status of Live can be edited. Select the Edit link and make any necessary changes. Once ready press “Submit for Approval”. You will then see your new opportunity listed in your profile and its status will be “Review”.

At this stage the volunteer centre will be notified automatically. Your opportunity details will be checked and then made Active.

Any opportunities in your list that have a status of Review, Draft or Expired can only be made Active by contacting the volunteer centre.

Deleting an opportunity

Please note that it is not possible for an organisation to delete an opportunity on-line. To remove it from being viewable by potential volunteers, click Edit and then Save. That will put the opportunity into Review status and notify the volunteer centre.

Then please email the volunteer centre to confirm your requirements.