

Volunteering in North Yorkshire (VINY) Directory Hosted by Community First Yorkshire

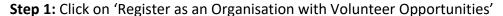
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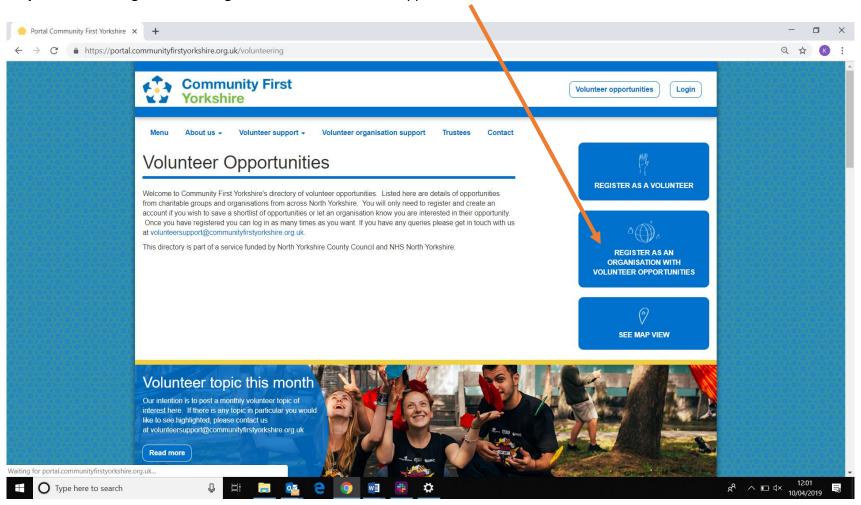
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Registering as a Volunteer Involving Organisation on Volunteering In North Yorkshire (VINY) Directory

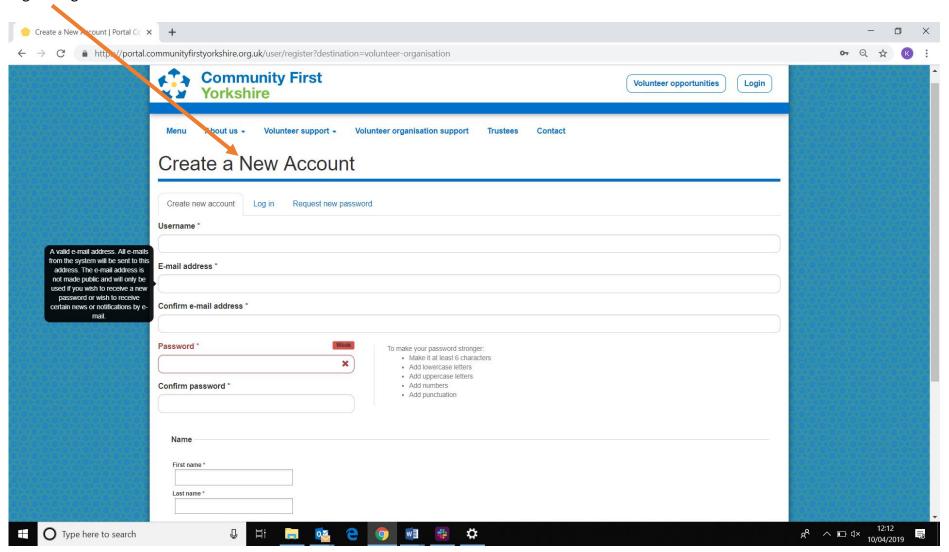
This is a step-by-step guide of how to register your Volunteer Involving Organisation on VINY. If you need help at any point during the registration process, please do not hestiate to get in contact with a member of the Community First Yorkshire Team on 01904 704177 or email us on volunteersupport@communityfirstyorkshire.org.uk.



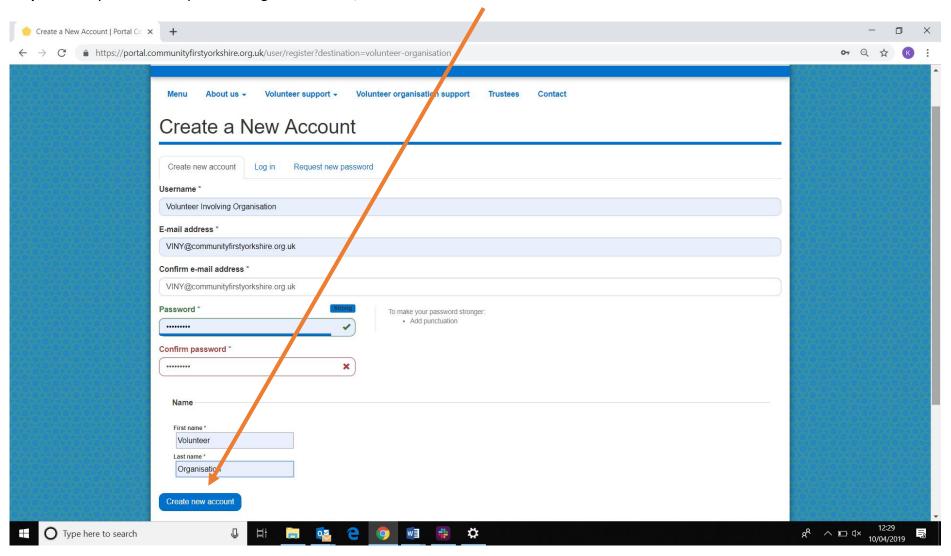




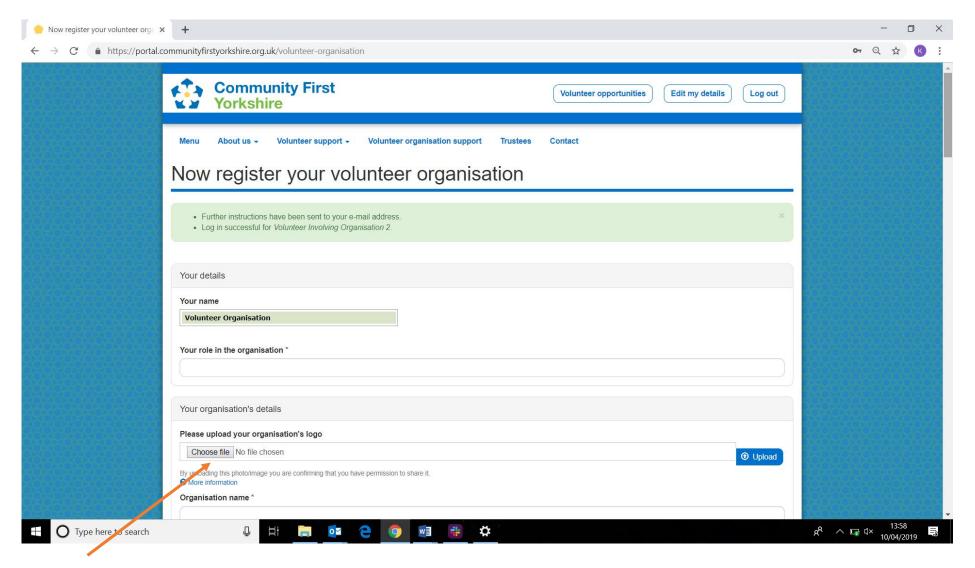
Step 2: You will now need to create an account before registering your organisation. This account will be linked to the organisation which you are registering on behalf of.



Step 3: Once you have completed filling out the form, click on 'Create new account'.

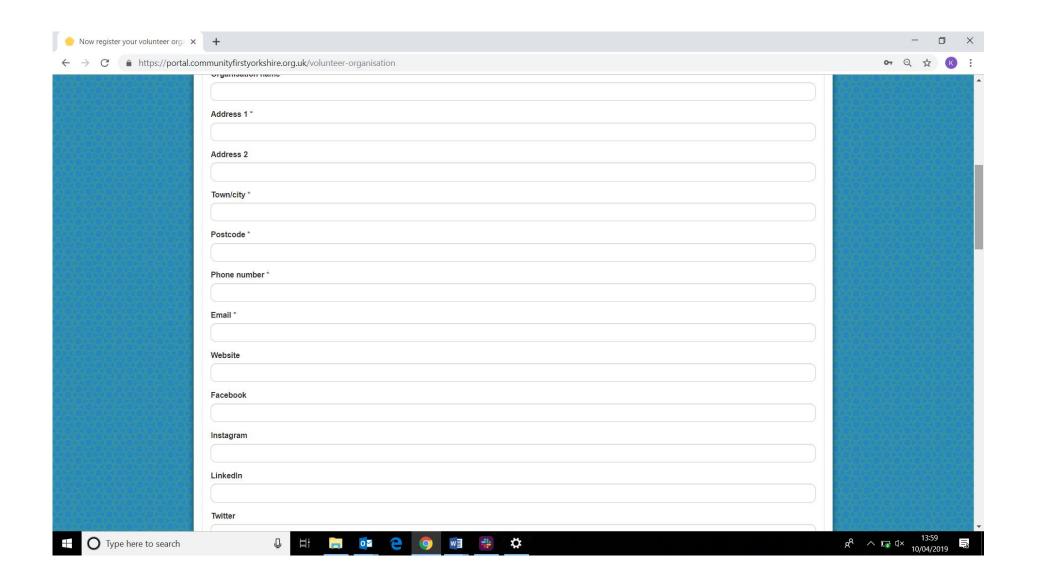


Step 4: You will now need to register your Volunteer Organisation

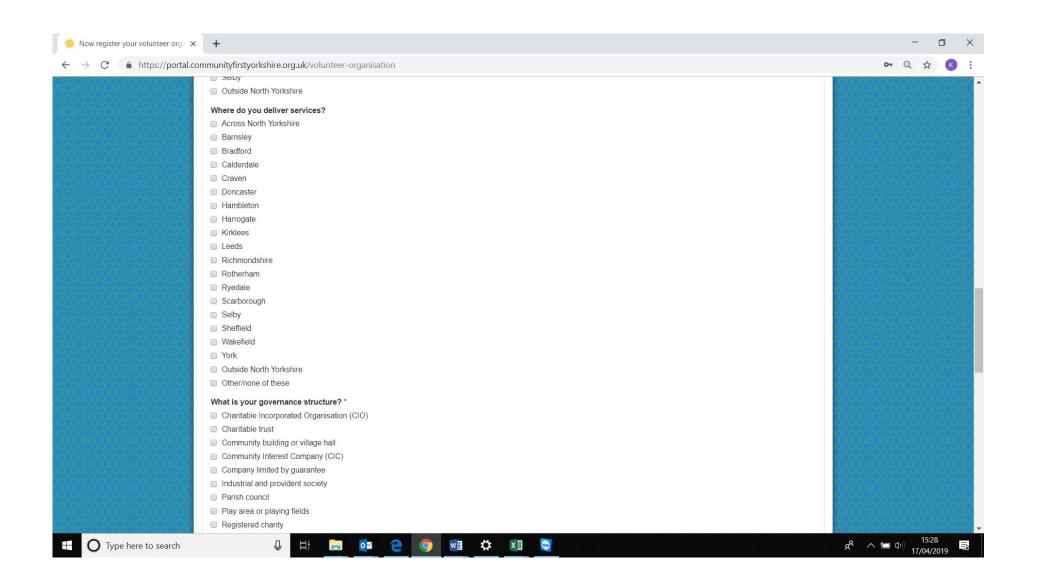


NOTE: Your Organisation's logo will appear on your organisation's individual page as well as on any volunteer opportunities you upload.

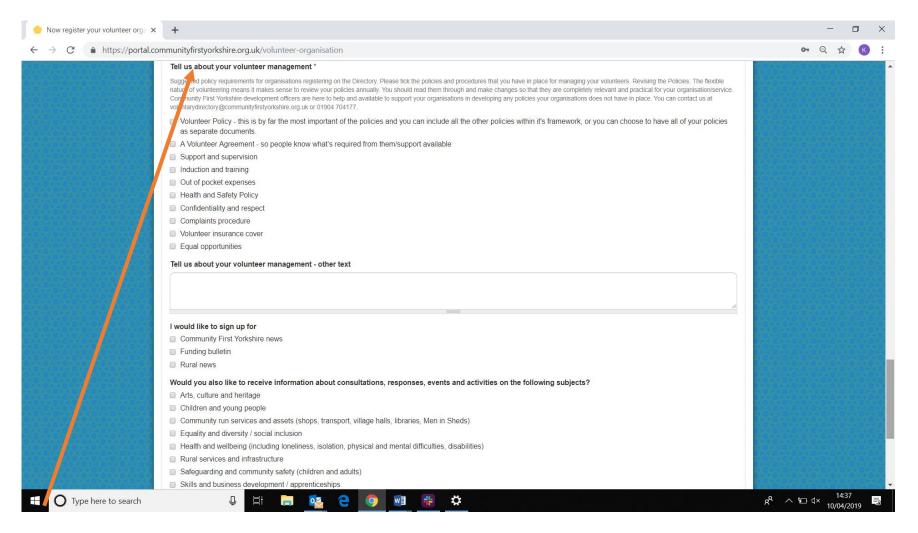










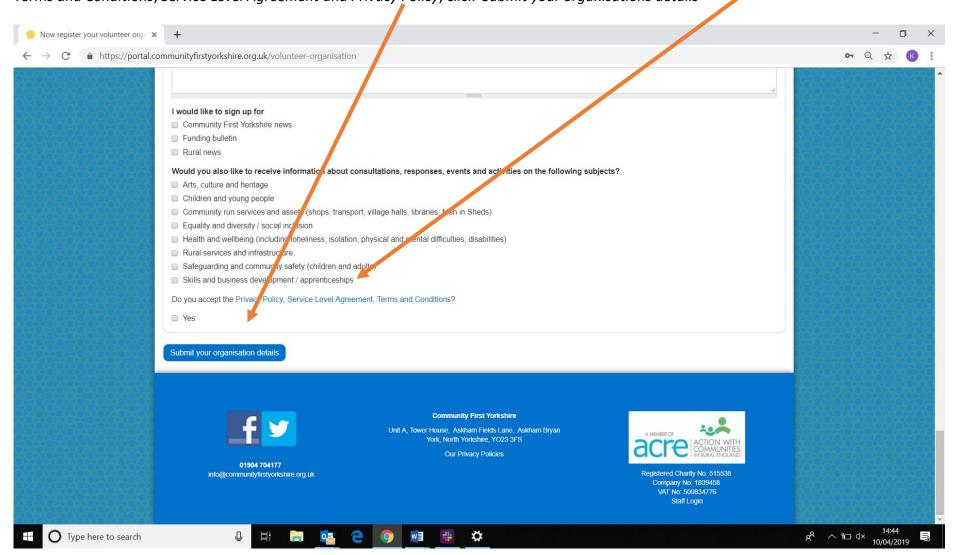


NOTE: This information will appear on a separate organisational page, it's a good opportunity to help Volunteers get a greater insight into the work that you do and understand the ethos of your organisation.

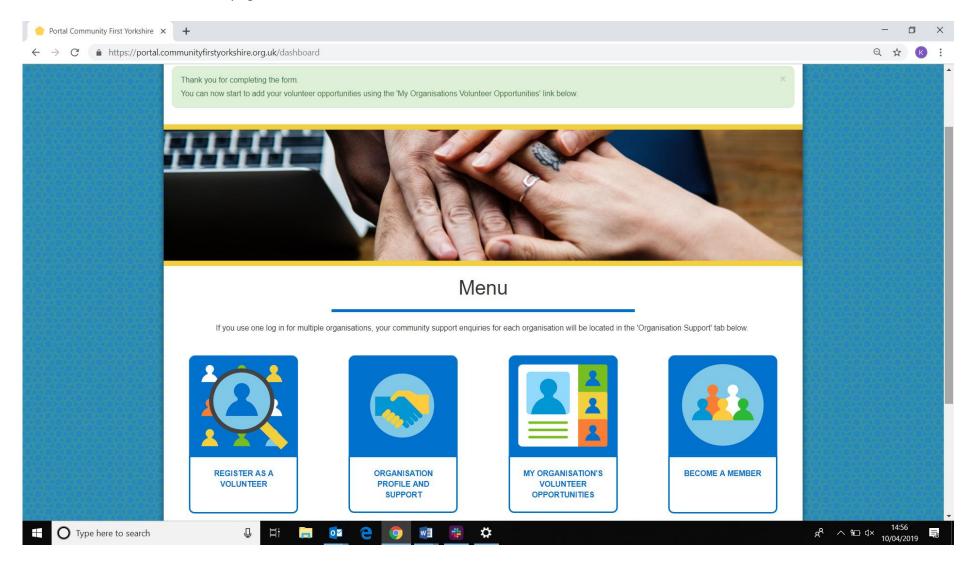
If you need any help with your policies and procedures please do not hesitate to get in contact with the Volunteering Team at Community First Yorkshire on 01904 704177 or VINY@communityfirstyorkshire.org.uk.



Step 4: Once you have completed the Volunteer Organisation registration form (you will only need register once), ensuring that you have read the *Terms and Conditions, Service Level Agreement* and *Privacy Policy*, click *'Submit your organisations details'*



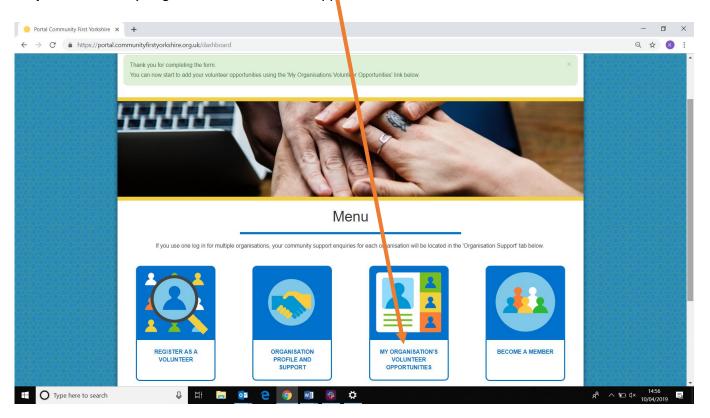
You will then land on the Menu page.



Adding a Volunteering Opportunity to the Volunteering in North Yorkshire Directory (VINY)

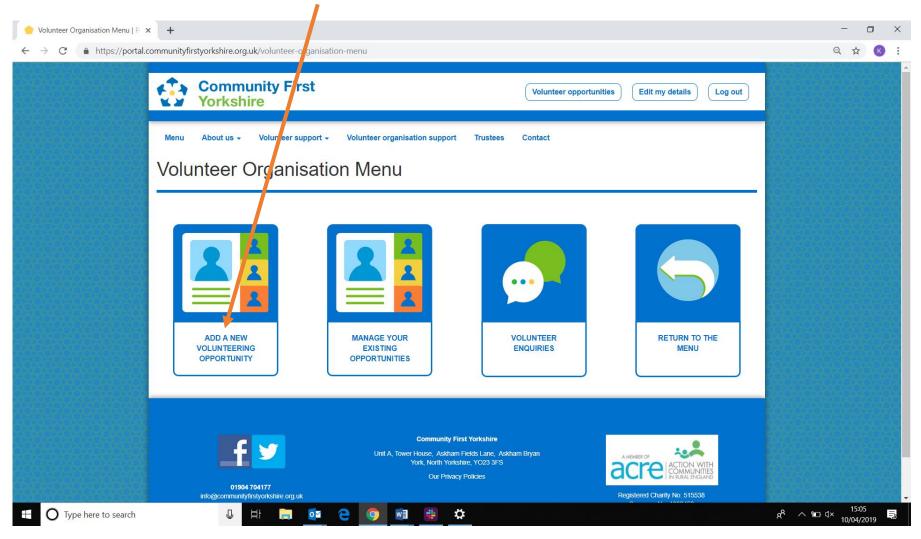
This section will provide you with a step by step guide to adding a Volunteering opportunity to VINY. If you have any questions or need any support, please do not hesitate to contact a member of Community First Yorkshire Team on 0190470 704 177 or VINY@communityfirstyorkshire.org.uk.







Step 2: Click on 'Add a New Volunteering Opportunity'



NOTE: Please register each of your volunteering opportunities individually, rather than list multiple volunteering roles in one opportunity. Promoting separate opportunities in a clear, accurate, and brief way will make it easier for a potential volunteer to find something that they would like to apply for. Multiple opportunities in one listing could be confusing.

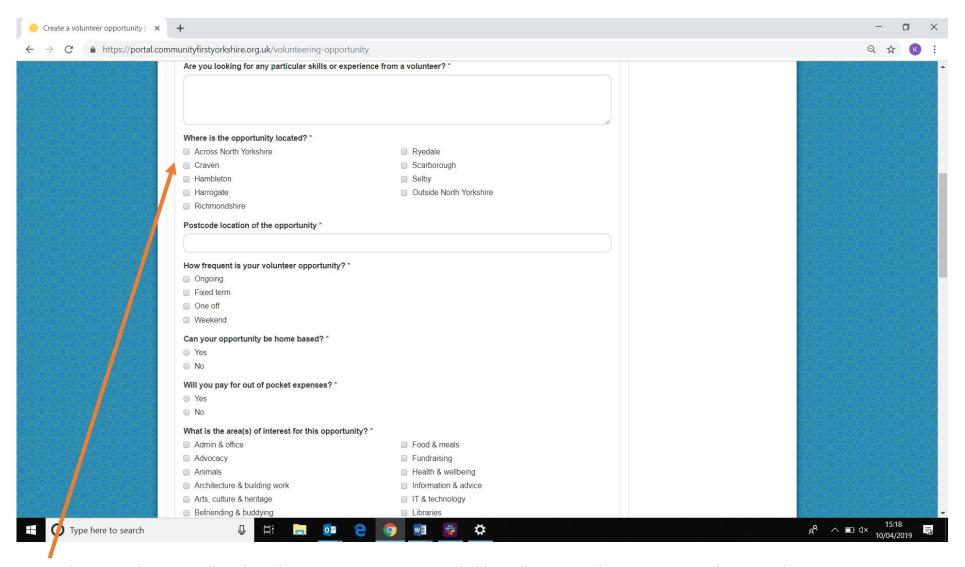


Create a volunteer opportunity | X + ← → C • https://portal.communityfirstyorkshire.org.uk/volunteering-opportunity Q \$ Community First Yorkshire Volunteer opportunities Edit my details Log out Volunteer support -Volunteer organisation sup Trustees Create a volunteer opportunity RETURN TO THE VOLUNTEER **ORGANISATION MENU** Your name **Volunteer Organisation** Organisation name * Opportunity details Title of the volunteer opportunity * Volunteering opportunity details Tell us about the opportunity * Are you looking for any particular skills or experience from a volunteer?* O Type here to search

Step 3: Complete the 'Create a volunteer opportunity' form to register a volunteer opportunity on the site.

NOTE: Your name and Organisation name will automatically fill with the information that you have used to register your organisation.

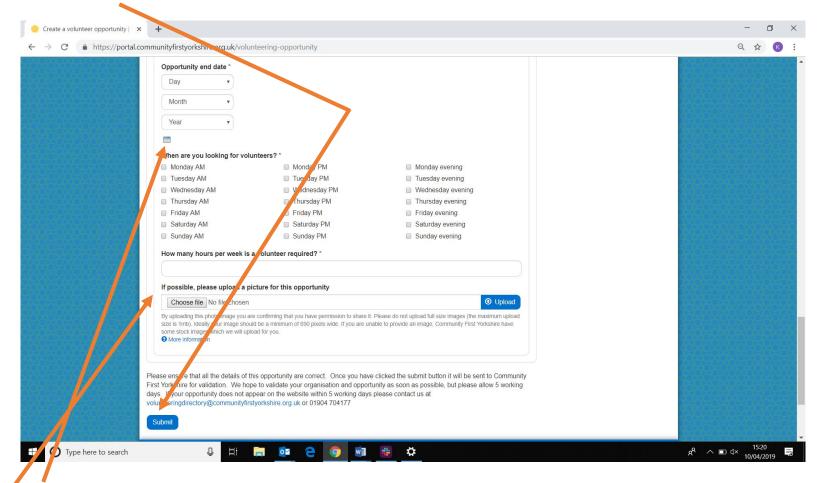




NOTE: The postcode ensures that the volunteer opportunity is searchable on the map, Volunteers can search to see what opportunities are near them. If the opportunity is home based, or not based in one location, please enter the postcode of your organisation



Step 4: Click to Submit

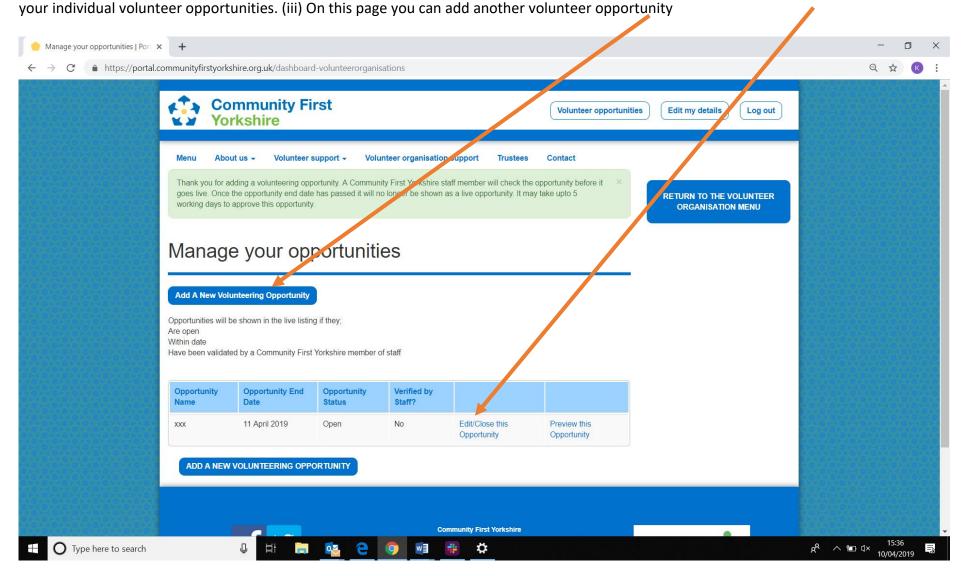


NOTE: If the Volunteering opportunity can be done at any time, please tick ALL the day and time options.

Loading a Picture: If you have an image please add it to your Volunteering Opportunity. If you do not have an image, Community First Yorkshire will add from one of their stock images. If you experience any problems uploading a picture, please send the picture or link to the picture, with the name of your Volunteer role and organisation to VINY@communityfirstyorkshire.org.uk and one of the team will upload the image for you.

Step 5: You will then be taken to 'Manage your opportunities' where a table of all the opportunities that you add to VINY will appear.

NOTE: (i) A member of Community First Yorkshire will verify your opportunity which may take up to 5 working days. (ii) On this page you can edit





You can also get to the table of your volunteer opportunities, by clicking on 'Manage your existing opportunities'. OVolunteer Organisation Menu | P × + ← → C 🏚 https://portal.communityfirstyorkshire.org.uk/volunteer-organisation-menu **Community First** Edit my details Volunteer opportunities Log out **Yorkshire** Volunteer support ▼ Volunteer organisation support Contact Volunteer Organisation Menu ADD A NEW MANAGE YOUR VOLUNTEER RETURN TO THE VOLUNTEERING EXISTING **ENQUIRIES** MENU **OPPORTUNITY OPPORTUNITIES Community First Yorkshire** Unit A, Tower House, Askham Fields Lane, Askham Bryan York, North Yorkshire, YO23 3FS Our Privacy Policies

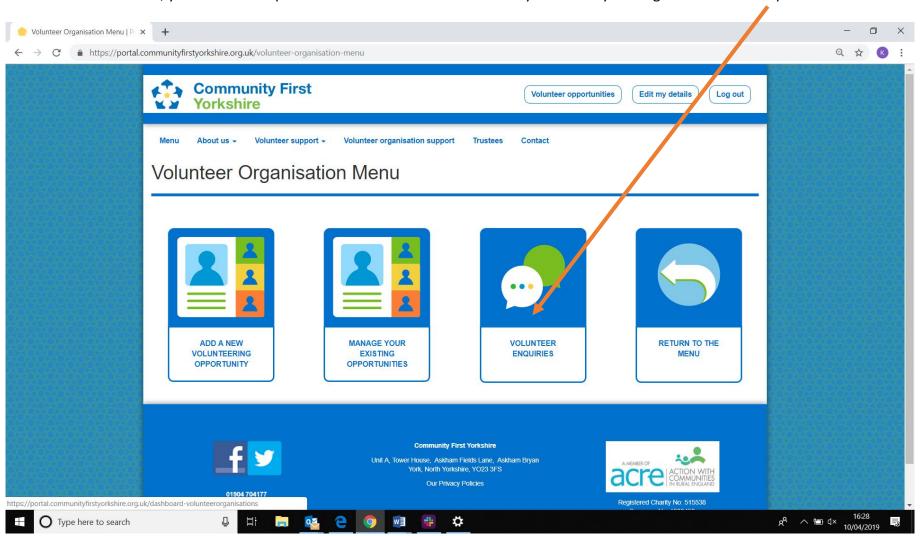


O Type here to search

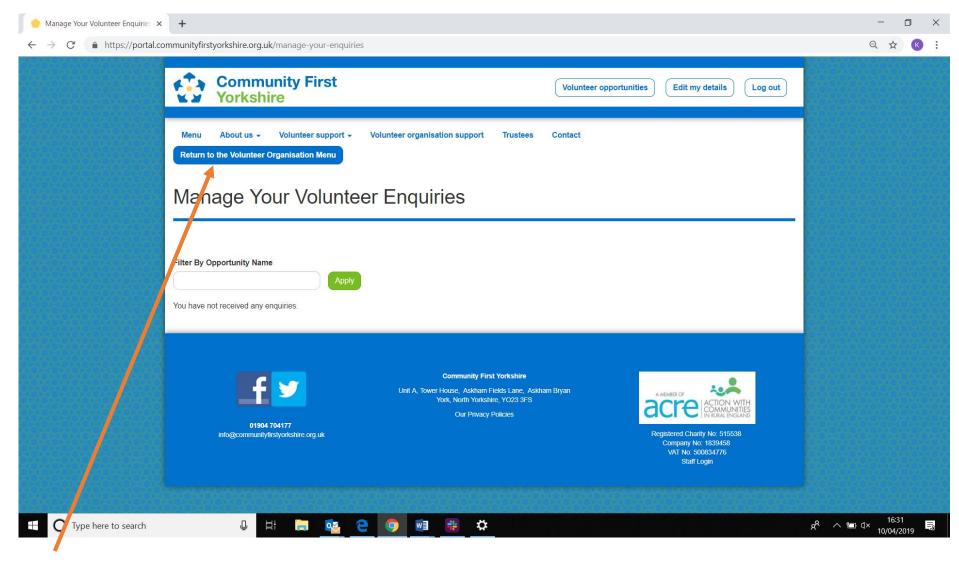
01904 704177

Volunteer Enquires

Step 1: When a Volunteer is interested in applying for one of your roles, your organisation will receive an email to the address you have registered with. In addition to this, you can also keep track of the volunteers interested in your roles by clicking on 'Volunteer Enquires'



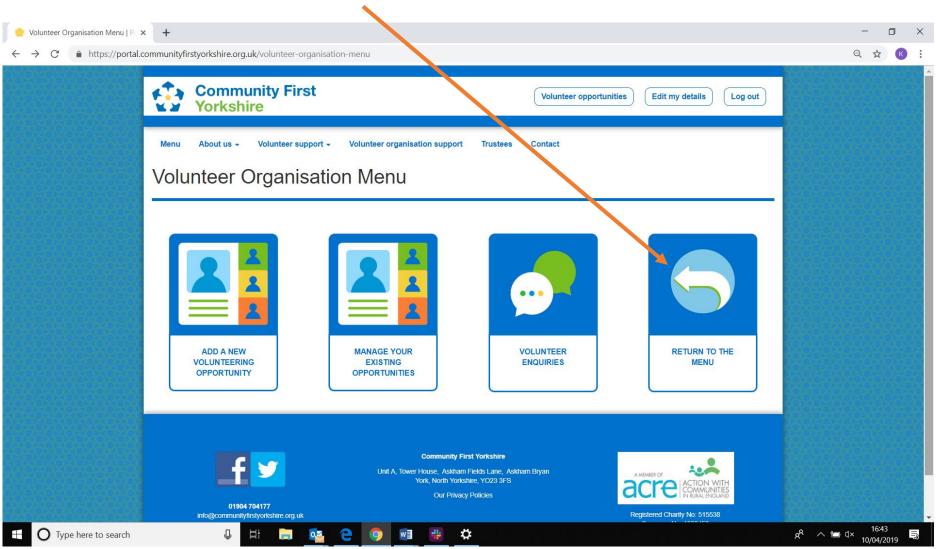
Step 2: Your Volunteer opportunities will be shown in 'Manage your Volunteer enquires'



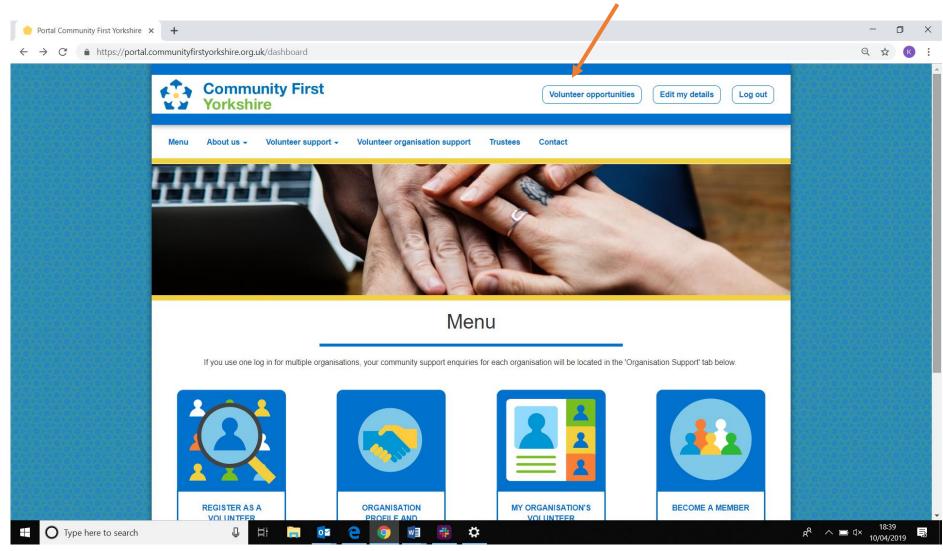
NOTE: To return to the 'Volunteer Organisation menu' click on the button

Additional Features

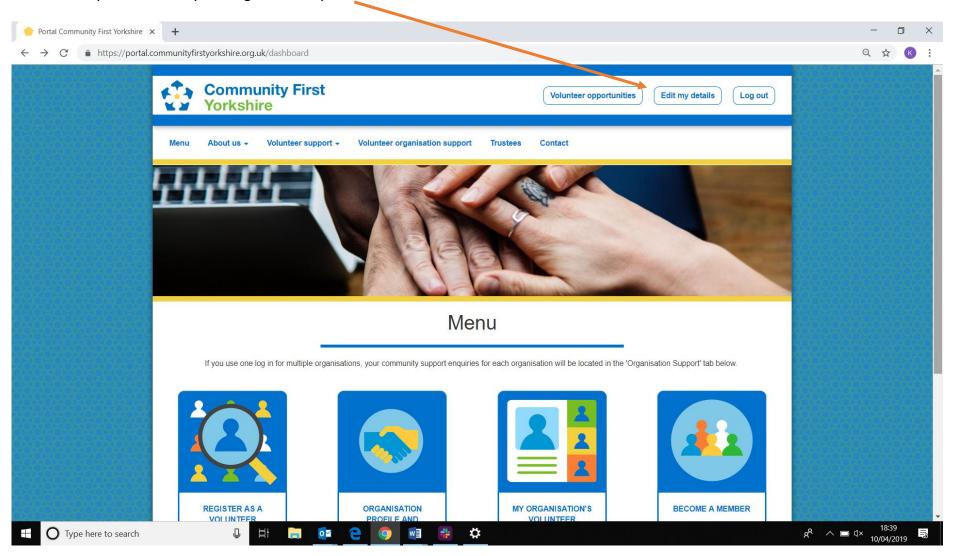
To return to the main menu click on the 'Return to the menu'



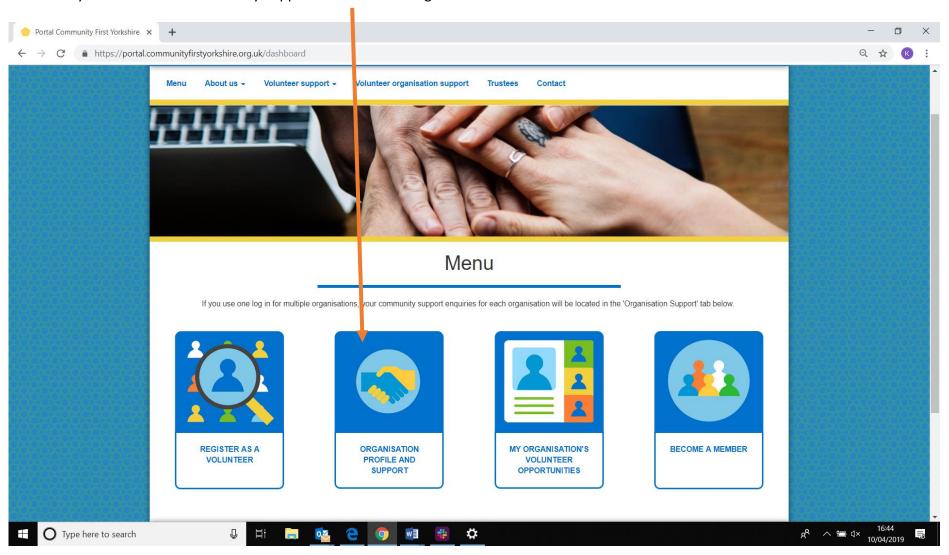
To view all the Volunteer opportunities that are listed on VINY click on 'Volunteer opportunities'



You can edit your account by clicking on 'Edit my details'.

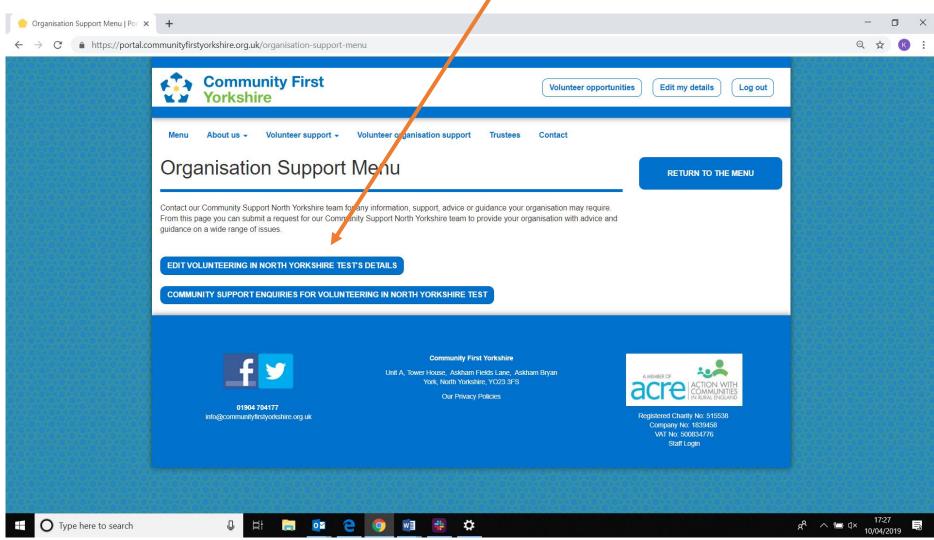


To edit your organisation's details click on 'Organisation profile and support'. Here you can also request support for your organisation from the Community First Yorkshire Community Support and Volunteering Team.

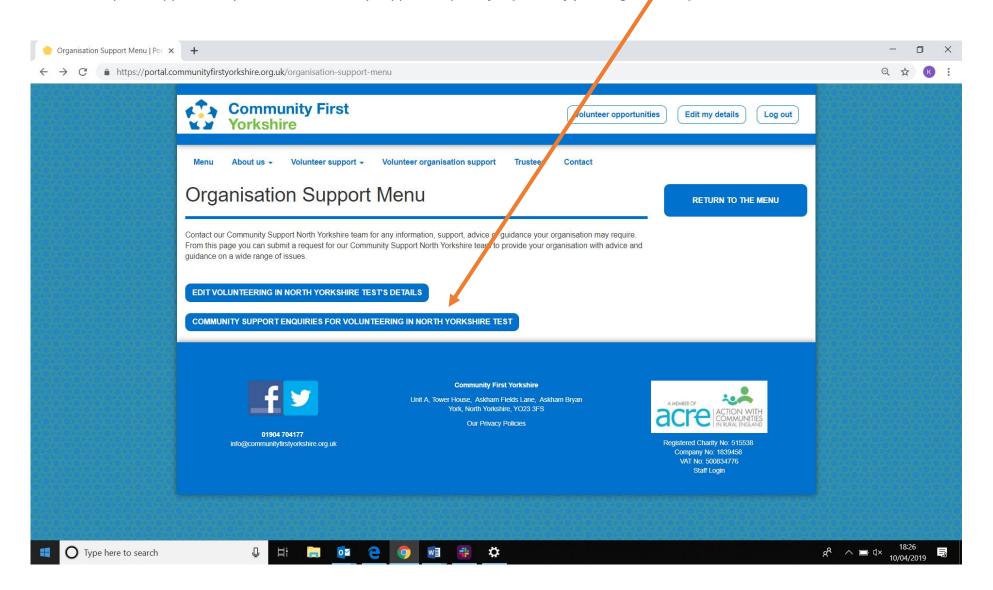




To edit your Organisation's details, click on Edit [Your Organisations Name], Details

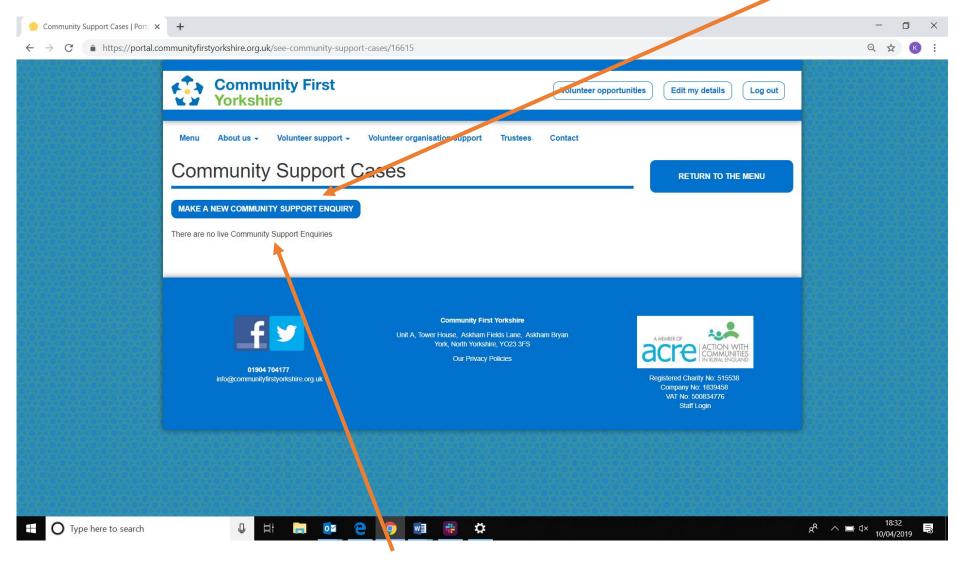


Community First Yorkshire's Community Support and Volunteering Team can help your organisation with a range of support and advice you may need. To request support firstly click on 'Community support enquires for [name of your organisation]'





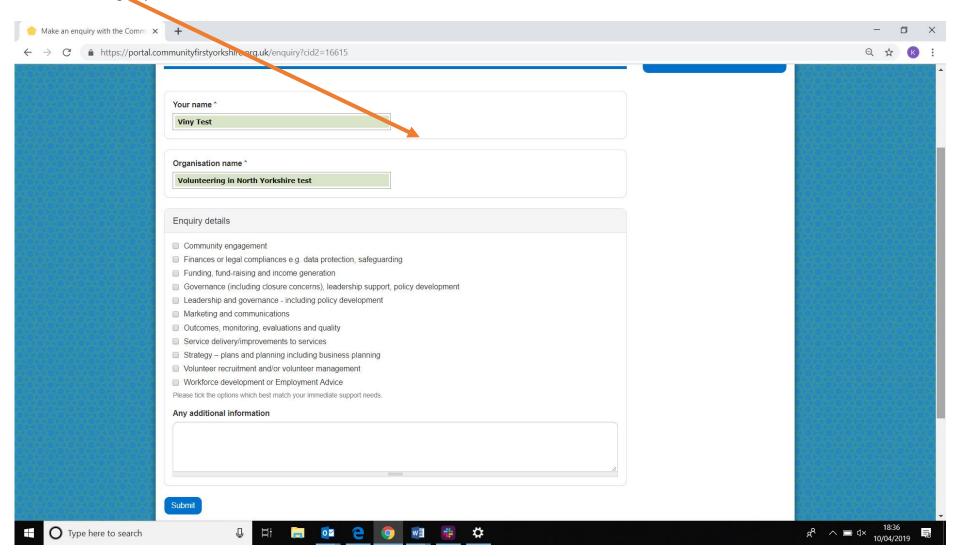
To request support from the Community Support and Volunteering Team click on 'Make A New Community Support Enquiry'



NOTE: Previous requests for support will be listed in this section too.



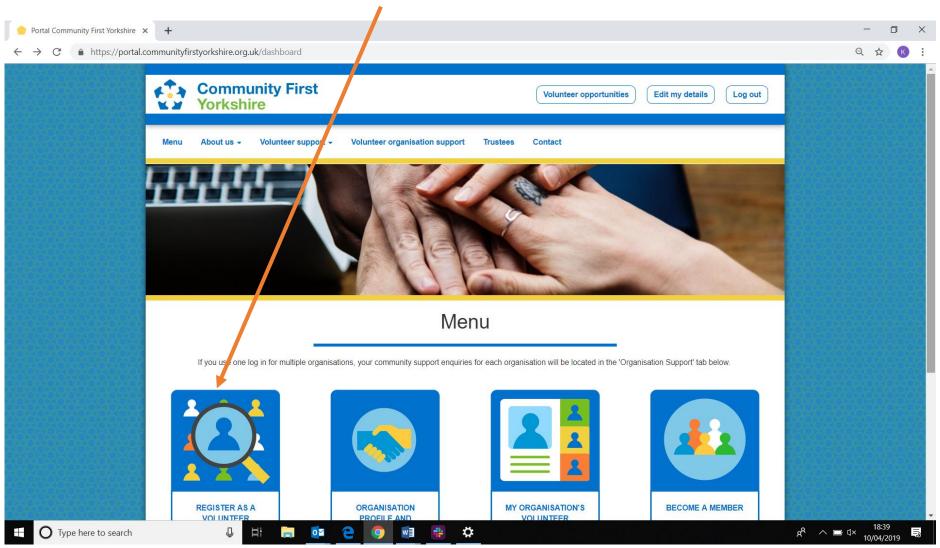
Fill in the form below to request support and advice from the Community Support and Volunteering, someone from the team will be in contact within 5 working days.



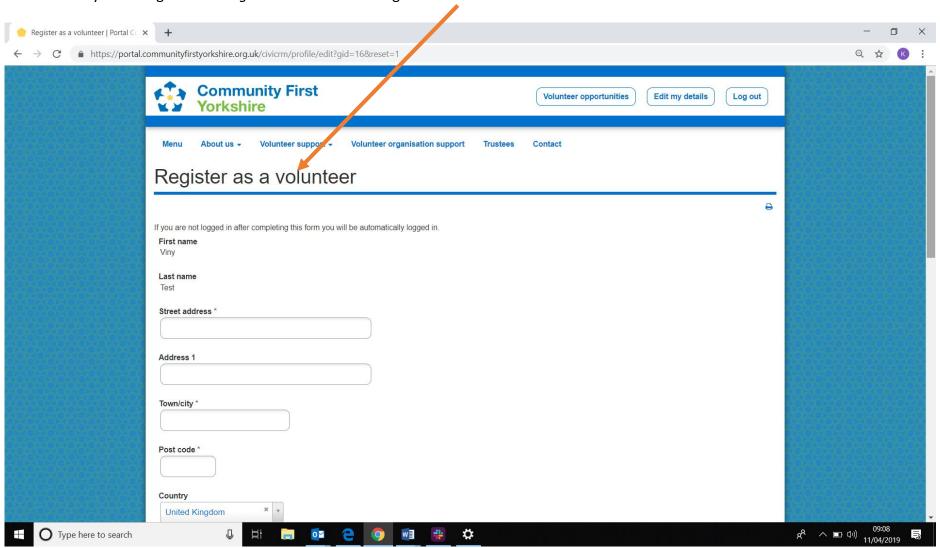


Register as an Individual Volunteer

You are able to 'Register as an individual Volunteer' by clicking

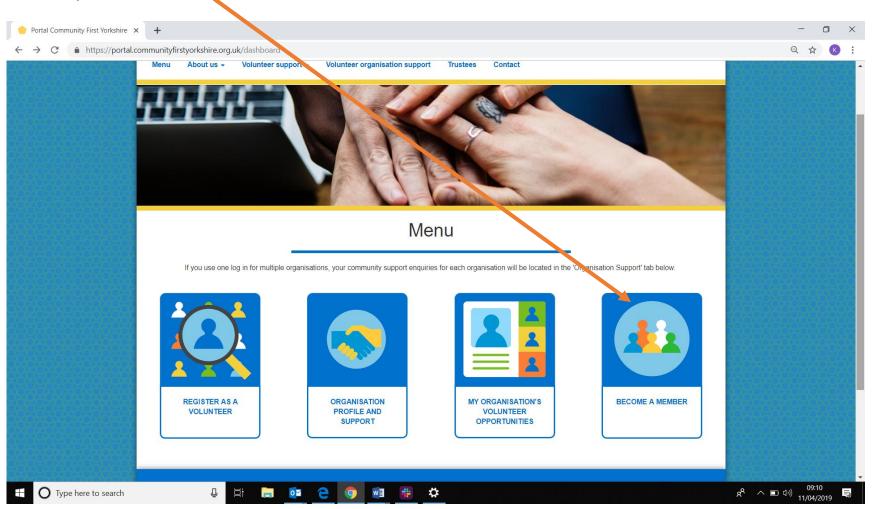


This will take you through to the 'Register as a volunteer' registration form



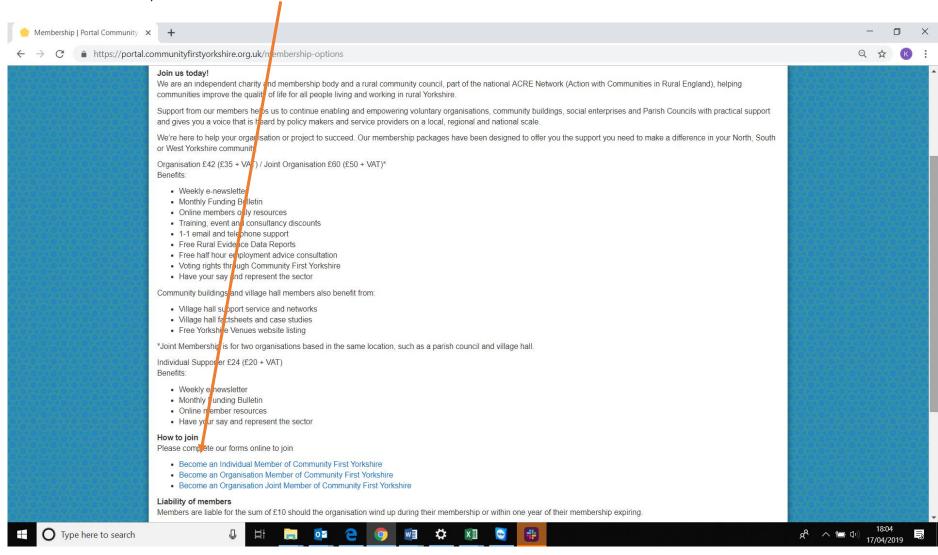
Registering to become a member of Community First Yorkshire

'Become a member' is the final section of the menu, by clicking here, you will find out more information about the benefits to become a member of Community First Yorkshire.





To become a member, click on the relevant form



| Fill in the relevant membership form, where you will be asked for details of payment, and then press submit. A member of the Community First Yorkshire team will be in contact with you within 5 working days. If you have any further questions regarding membership, please get in touch with one of the Community First Yorkshire team on info@communityfirstyorkshire.org.uk or 01904 704177. |
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| Updated 18/11/2020 |
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