

Changes to Do-it- FAQ

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1. *Why is YouthNet making these changes?*

These changes are part of the redevelopment of Do-it to improve the experience for volunteers. This means that they can make better choices about which opportunities to apply for, making life easier for organisations who use Do-it to recruit suitable volunteers.

The changes to the search results mean volunteers will see a concise description of the opportunity (the short description) that will inspire them to click through to read the full description and then apply for the opportunity. Similarly, shorter opportunity titles will help to engage volunteers.

Limiting opportunities to a maximum of five areas of interest, five types of activity and ensuring the times to volunteer are accurate will mean that the advanced search filters are more effective, and volunteers can more easily find the opportunities that interest them. The same will apply to volunteers upon registration.

2. *What changes will I have to make to my opportunities?*

- Currently the information that is shown in the **search results page** is created automatically from the first 300 characters of the **opportunity description**. All **new** or **amended** opportunities will need to include a manually entered **short description** with a **minimum** of 75 characters and a **maximum** of 250 characters. This will then appear on the search results page.

- **Opportunity titles** will now have to contain fewer than 70 characters.
- Opportunities will be required to have a maximum of five categories from each of the **areas of interest** and **types of activity** look-up lists.
- You will need to select a **time to volunteer** which accurately reflects when the volunteering will take place. At least one selection will have to be made for the opportunity to be found on the database, with immediate effect from the date that the changes come in effect. .

3. *What are the benefits of these changes to organisations using Do-it?*

YouthNet is committed to helping Volunteer Centres and Volunteer Involving Organisations find suitable volunteers for their opportunities. We hope that these changes will ensure that volunteers can quickly and easily find the most appropriate opportunities suitable for them.

As the number of opportunities on the database increases, it's important that we make the site easy to navigate and filter to find appropriate opportunities. It's not only better for the volunteer but also for all organisations that post on Do-it.

4. *When will these changes come into effect?*

We recommend that you ensure that **new** and **amended** opportunities meet the new criteria before the end of June 2011. We will let you know an exact effective date for the changes shortly.

Opportunities which are already on Do-it but don't meet the criteria will **not** be removed. However, if you amend these opportunities after the changes have come into effect, they will be rejected unless they are in line with the new criteria.

5. *Will the short description replace the full description in the opportunity page?*

No, the short description will **not** be replacing the full description. The difference will be that the text displayed in the search results will be the short description, rather than as currently, a truncated version of the full description. Once the volunteer has clicked on the opportunity that they are interested in from the search results page, they will be taken to the full description.

6. *What counts as an "amendment" in V-Base 2.5?*

If you amend live opportunities on Do-it after the changes have come into effect, they will be rejected if you attempt to upload them again and they do not meet the new criteria. An amendment is any change to the opportunity, however if you view the description/directions tab in V-Base please be aware that this counts as an amendment and you'll have to make the specified changes to the rest of the record before it can be uploaded.

7. *Did YouthNet consult with any partners about these changes?*

The decisions we have taken in making these changes have been informed by consultation with the Do-it partners on our [Members' Advisory Panel](#), which includes 11 Volunteer Centres, two Volunteer Involving Organisations, and three v teams. If you would like to be involved in future consultations, please [contact us](#).

8. *I don't have time to change all of my data. Will my opportunities be removed from Do-it?*

We would encourage partners to amend affected opportunities before the end of June 2011, however these changes will only affect opportunities **newly posted** or **amended** after the changes have come into effect. This does **not** include opportunities missing a selection in the "time to volunteer" category.

Any live opportunities on Do-it will **not** be removed but may not appear in the new format. We hope that this will mean that data can be changed gradually rather than having to be updated all at once.

Additionally, most of the opportunities on Do-it will not require changing and we anticipate that many of those that do not currently meet the specifications will already have expired or been removed by the implementation date. Fewer than 280 of the opportunities currently on the database, for example, don't have any selections at all in the "time to volunteer" category.

9. *Is there any easy way for me to find out which opportunities I need to change?*

We will shortly be emailing spreadsheets containing details of affected opportunities to organisations, so that changes can be identified and amended accordingly.

10. *What other benefits of the changes are there for organisations?*

We are working to introduce lots of improvements to the service over the coming months. These are some of the highlights:

We'll be making easier to distinguish virtual opportunities, and those that cover a wide area, to ensure that local opportunities are not lost in the mix.

We'll also be authenticating volunteers' email addresses to guarantee they are correct and will also be making it clearer on the opportunity description page which organisation has posted the opportunity and will further promote Volunteer Centres by linking to your website so that volunteers can find out more about your organisation.

11. *Who should I contact if I have further questions or concerns?*

Please contact the Partnerships team by [email](#) or on 020 7250 5700.