

V-BASE RECRUITER User Guide

Introduction	3
1. What is do-it.org.uk?.....	3
2. What is an V-Base Recruiter account?	3
a. Main Account.....	4
b. Sub Account.....	4
3. What facilities does an V-Base Recruiter account offer?	4
4. Who uses it?	5
 General	 6
1. Login details	6
2. Navigation	7
3. Accessibility	7
5. Accessing help.....	9
6. Technical support	9
7. Data sorting.....	9
a) Account Data	9
b) Opportunity Data.....	10
c) Location data	10
 Account	 10
1. Account Summary	10
2. View Account details	12
3. Edit Account details.....	14
4. Add a Sub Account.....	15
5. Search for an account	16
6. Freeze an account.....	16
7. Unfreeze an account	18
8. Delete an account.....	18
 Opportunities.....	 19
1. What is an opportunity	19
a. Live opportunity.....	20
b. Expired opportunity.....	21
2. Opportunities Summary.....	21
3. View opportunities details	22
4. Add opportunities	22
5. Search for an opportunity	25
6. Edit an opportunity	26
7. Copy opportunities.....	27

8. Delete opportunities.....	29
9. Reassign opportunities to other branches.....	31
Locations	32
1. What is a location?.....	32
1) Postcode locations	33
2) County locations.....	34
2. Locations Summary	34
3. View county and postcode locations details	35
4. Add postcode or county locations	35
5. Search for a location	37
6. Edit postcode or county locations	37
7. Copy postcode or county locations	38
8. Delete postcode or county locations	40
Appendix	41
a. Diagram – how the V-Base Recruiter works	41
b. Using the V-Base Recruiter Dos and Don'ts	43
1. Writing opportunities.....	43
2. Managing your account.....	44
c. Contact us.....	45

Introduction

1. What is do-it.org.uk?

Launched in 2000 by Prime Minister Tony Blair, do-it.org.uk is the first online national database of volunteering opportunities in the UK. With over 70,000 unique volunteering opportunities and over 100,000 registered volunteers do-it.org.uk allows the promotion of volunteering opportunities 24 hours a day, 365 days a year.

www.do-it.org.uk

National and regional organisations offering volunteering opportunities on a regular basis can apply for an V-Base Recruiter account on do-it.org.uk to advertise volunteering opportunities.

2. What is an V-Base Recruiter account?

An V-Base Recruiter account is used for the inputting and managing of volunteering opportunities in the National Volunteering Database (NVD). The opportunities in the NVD are advertised online via do-it.org.uk, which is searchable by members of the public.

Login details

Each account has login details, which are a combination of a unique username and a password. Your login details allow you to log on into your account.

Account details

Account details include organisation name, organisation description and contact details (contact person, address, contact numbers, email address etc.). All details of accounts, opportunities and locations must be kept up-to date by the account holder.

Using the V-Base Recruiter you can create your own database of volunteering opportunities and you can advertise these opportunities online on do-it.org.uk.

You can add, edit or delete volunteering opportunities and manage the details of the locations in which those opportunities are available at any time by simply logging into your account.

Opportunities can be assigned to one or more locations, including postcode locations and county wide locations. By associating multiple locations with an opportunity, it can be made available regionally and nationally.

You can copy opportunities or locations saving entry time.

As a Main Account holder you can create Sub Accounts for any other users within your organisation such as branches and/or departments.

a. Main Account

The Main Account is usually held by the head office of an organisation.

In addition to managing their own volunteering opportunities, a Main Account holder can, should they wish to do so, create additional accounts for other users, departments or branches. These are known as Sub Accounts.

Each account will have its own unique username and password and can manage its own set of opportunities.

A Main Account can modify any of its own information, including contact details, opportunities and locations. In addition, a Main Account can view and modify any information associated with a Sub Account, including their username and password.

A Main Account can also freeze/unfreeze or delete any of its Sub Accounts.

b. Sub Account

A Sub Account is set up and assigned to a user by the Main Account holder, in order to allow them to manage their own set of volunteering opportunities. The Sub Accounts sit under the umbrella of the Main Account.

A Sub Account can view any information associated with any account listed on the Account Summary screen (except for usernames and passwords). However, they can only modify information associated with their own account.

A Sub Account can be frozen (made temporarily inactive) or deleted by the Main Account holder. A Sub Account cannot freeze or delete any of the accounts, including their own.

3. What facilities does an V-Base Recruiter account offer?

The V-Base Recruiter offers many facilities including:

- Complete control over the information posted: do-it.org.uk will send a username name and password which organisations will use to log into the account to post and manage their volunteering opportunities directly online.

- The ability to post volunteering opportunities in a completely targeted way with postcode and county locations. Volunteering opportunities can be advertised across counties/regions or linked to specific postcode areas.
 - Choice over where prospective volunteers will be directed to for further information (e.g. a central recruitment point or regional contacts, your head office, local branches, departments or other users)
 - Choice over how to manage the information - either the head office can set up and manage all volunteering opportunities, or a regional structure (e.g. regional office locations) or a branch/department structure can be set up by setting up Sub Accounts. Each Sub Account will have its own username and password, which will allow them to manage their own opportunities.
 - Security - head office can manage and have access to all information, Sub Account users can only manage and edit their own accounts, but can look and copy information already posted by others and save entry time.
 - V-Base Recruiter partners are also eligible for an XML feed service. XML feeds can be used to create a cost effective "database" of your organisation's volunteering opportunities in your own look and feel on your own website. Having an XML feed means that you will have to manage one set of data i.e the V-Base Recruiter, so any amendments made will automatically be made on do-it.org.uk and your own website.
-

4. Who uses it?

National and regional organisations:

National and regional organisations (charities, public sector organisations, not for profit organisations) can obtain an V-Base Recruiter account. National organisations will hold Main Accounts.

Local branches

Local Branches of national or regional organisations can contact their head office, which can set up a Sub Account for them. Each Sub Account will have a username and password allowing the users to access their account directly.

Local organisations

Local organisations recruiting volunteers in a specific geographic area, would normally advertise their volunteering opportunities through their local Volunteer Development Agency (VDA). The VDA will upload their opportunities on do-it.org.uk; therefore they would not need a V-Base Recruiter account.

However local organisations in an area without a Volunteer Development Agency (i.e. Volunteers Bureau/Centre) can also obtain an V-Base Recruiter account on do-it.org.uk.

Local organisation searching for the closest VDA can use the online VC finder on do-it.org.uk: <http://www.do-it.org.uk/needvolunteers>

Volunteer Development Agencies (Volunteer Centres)

VDAs use V-Base, software developed by do-it.org.uk that allows them to manage and upload the volunteering opportunities directly on the NVD; therefore they do not need an V-Base Recruiter account.

General

1. Login details

When your account is created, do-it.org.uk will send you your login details, which are a combination of a unique username and a password. The login details are used to log into your account, so that you can manage your organisation's details and information.

To log into your account go to www.do-it.org.uk and click on the orange bar at the bottom of the page that says "need volunteers?"

On the right-hand side of the page you will see a login section. You can copy and paste or type your username and password into the fields provided.

Alternatively you can use the following link: <http://www.do-it.org.uk/needvolunteers>

home | about us | partners | help | volunteer profile

do-it.org.uk
volunteering made easy

want to volunteer? need volunteers? magazine

Home > Need volunteers?

Need volunteers?

PRINT THIS PAGE

There are two ways to post volunteering opportunities on do-it, depending on the type of organisation


log on
for organisations only

Username
Password

log in!

Please note that the login details are case sensitive.

Click on **log in!** and you will be directed to your Account Summary screen. There you will see a list of all your organisation's accounts.

 **IMPORTANT:** to ensure our users have access to the most accurate and most up to date information, when you log in please ensure that your organisation's details and volunteering opportunities details (including opportunity titles, descriptions, live and expiry dates) are up-to-date and delete opportunities that no longer exist.

2. Navigation

The V-Base Recruiter offers easy navigation by a system of breadcrumb trails which display the menus at the top of each screen. This allows you to locate where you are and to easily navigate from one screen to another.

You are here > [account summary](#) > [location summary](#) > [view county location](#)

All underlined words in the V-Base Recruiter are clickable links.

3. Accessibility

YouthNet aims for AAA-compliance where possible, satisfying all of the checkpoints in the W3C Web Content Accessibility Guidelines. Until full compliance is achieved, we are working towards ensuring that our sites are accessible to current and potential

users, by adhering to as many checkpoints as possible, starting with full Double A compliance.

Due to the recent re-development both do-it.org.uk and the V-Base Recruiter are now accessible to a wider audience.

We are working towards achieving WC3 Level 2/AA compliant for do-it.org.uk. Accessible features on do-it.org.uk include:

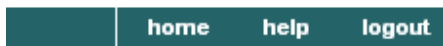
- **Navigation**
For non-visual users, a hidden link has been provided at the beginning of each page to provide easy access to the main content. A hidden header has been provided before each section to avoid confusion when read by screen readers. HTML lists have been used for the navigation menu, which ensures that the all links in the list are read out at the start.
- **Content**
We have used simple non technical terms throughout our sites and content is broken down into headings and paragraphs to convey document structure.
- **Images**
All images include descriptive alt attribute text except decorative images which are left blank to allow easy reading.
- **Font size**
All the font sizes used within our websites are resizable.
- **Stylesheets**
We have used cascading stylesheets to separate presentation from content. Layout and presentation is controlled by a stylesheet and users may apply their own stylesheet if required.
- **Links**
All links have been descriptive and where appropriate the link title attributes are added to give more details.
- **Table**
All data tables have a summary tag for non-visual users describing the relationship between the cells. Depending on the complexity, table elements are labelled with scope, headers and axis attribute for assistive technologies to be able to select data by filtering on categories.
- **Forms**
Large blocks of forms are divided into manageable groups where appropriate and all form controls have labels associated in order to describe what kind of information is required by the user for each form control.

The V-Base Recruiter is WC3 2/AA compliant. Accessible features for the V-Base Recruiter include:

- Stylesheets are used to control layout and presentation instead of tables
- Relative fonts are used so users can re-size the font
- Headings are used for structure
- Data tables are used to display data
- New windows open with warning
- Main navigations are coded using lists which helps screen reader

5. Accessing help

Screen context sensitive help can be accessed at any time via the **Help** link on the top right hand side of any screen.



6. Technical support

Technical support is available Monday to Friday 10:00 am to 5:00 pm on 020 7288 7300 or via email on op.support@do-it.org.uk.

7. Data sorting

The system offers the opportunity of sorting Account, Opportunity and Location data on the relevant summary screens, alphabetically or chronologically.

a) Account Data

In the Sub Accounts section of the Account Summary screen, click on the heading of the field you wish to sort by (**Name; Last login; Live; Expired**). Clicking the field heading a second time will reverse the sort order.

Sub accounts - Additional accounts

[add account](#)

<u>Name</u>	<u>Last login</u> ▼	<u>Live</u>
Ask The Site	10-02-2006	0
Do-it.org		0
The Site London		0

b) Opportunity Data

From the Account Summary screen, go to the Opportunities Summary screen by clicking on **opportunities** under Actions next to the relevant account.

The Opportunities Summary screen can also be accessed via the View Account Details screen. To do so, click on *opportunities* at the top of the View Account Details screen of the relevant account.

When you have reached the Opportunities Summary screen, click on the heading of the field you wish to sort by (**Opportunity title; Locations; Status; Expired; Updated**). Clicking the same field heading a second time will reverse the sort order.

c) Location data

From the Account Summary screen, go to the Locations Summary screen by clicking on **locations** under Actions next to the relevant account.

The Locations Summary screen can also be accessed via the View Account Details screen. To do so, click on *locations* at the top of the View Account Details screen of the relevant account.

When you have reached the Opportunities Summary screen, click on the heading of the field you wish to sort by (**Location Name; Type**). Clicking the same field heading a second time will reverse the sort order.

Account

1. Account Summary

When you log in you will see the Account summary screen. This is the central area that you can use for managing all of your accounts.

Main Accounts and Sub Accounts

As a Main Account holder (this will normally be the organisation's Head office), it is possible to add additional accounts, known as Sub Accounts, in order to allow different users, branches or departments to manage their own opportunities. Each account will have its own username and password.

A Main Account can modify any of its own information, including contact details, opportunities and locations. In addition, a Main Account can view and modify any information associated with a Sub Account.

A Main Account holder can freeze or delete any of the Sub Accounts, but they cannot freeze or delete their own account, this must be done by a member of the do-it.org.uk Partnerships team.

A Sub Account can view any information associated with any account listed on the Summary Screen. However, they can only modify any information associated with their own account.

Account Records

Next to each account name you will see a number of fields and Actions. In order to view the account details (address, organisation description etc), click on the underlined *Account name*

Main account

Name	Last login	Live	Expired	Actions
YouthNet (Training)	21-03-2006	0	4	locations opportunities edit

Fields

Name: name of the Account Organisation. For Sub Accounts it can be a branch/department name.

Last login: date you last logged in,

Live: how many live (active) volunteering opportunities you currently have posted on the do-it.org.uk website.

Expired: how many expired opportunities (that are not showing anymore on do-it.org.uk) are stored in your account. NB. These opportunities can be reactivated by changing the advertising dates.

Sorting

You can sort by each of the fields, in ascending or descending order, by clicking on the field heading.

Actions

Note: Actions available depend on the permissions of the account that is currently logged in, i.e. whether the account is a Main Account or a Sub Account.

Locations: View and manage the locations associated with an account.

Opportunities: View and manage the Opportunities associated with an account.

Edit: Modify Account details.

Delete: Completely remove a Sub Account and all its associated information, including Locations and Opportunities. This option is only displayed for Main Accounts.

Freeze/Unfreeze: If an account is frozen, its opportunities will not appear in a search on do-it.org.uk and the login details will not work until the account has been unfrozen. This option is only displayed for Main Accounts.

2. View Account details

All accounts holders can view the account details of any of the accounts (Main Account and Sub Accounts).

To view the stored details of any of the accounts you need to get to the [View Account screen](#).

This can be accessed clicking on the relevant [account name](#) on the Account Summary screen.

Main account

Name
YouthNet (Training)

On the View Account screen you will see the following fields:

Name: name of the Account Organisation. For Sub Accounts it can be a branch/department name. This is the same as it appears on the Account Summary Screen.

Contact Name: name of the person in charge of supervising the account.

Frozen: if yes is shown, the account is frozen, otherwise *no* is shown.

Address, Town, County, Postcode: address of Account organisation or branch.

Email address: email of contact person or general email.

Telephone Number: contact telephone number or general telephone number.

Fax number: (If applicable).

Web address :(If applicable).

Organisation description: details about the organisation purpose and/or mission statement

Last Login: the date and time that the account holder last logged in.

Username, Password: these are the details used to log in to this account. The Main Account can see the user name and password of all its Sub Accounts. A Sub Account can only see its own username and password.

Options

On the top of the screen you are offered various options:

| [edit account](#) | [locations](#) | [opportunities](#) |

[View account details - do-it.org.uk Test C](#)

Edit Account

If you are a Main Account you will be able to edit either your own account details or a Sub Account's details.

If you are a Sub Account, you will be able to edit your own account details but not those of any other accounts.

Locations

Access to the Location Summary screen is gained by clicking on *locations* on the top of the screen

Opportunities

Access to the Opportunities Summary screen is gained by clicking on *opportunities* on the top of the screen

If you are a Main Account holder viewing a Sub Account

As a Main Account holder viewing a Sub Account, you also have the following options available:

You are here > [account summary](#) > view account

| [edit account](#) | [delete account](#) | [unfreeze account](#) | [locations](#) | [opportunities](#) |

Delete Account

As a Main Account viewing a Sub Account, you have the option of deleting the Sub Account completely. Sub Accounts cannot delete any accounts.

Freeze/Unfreeze Account

As a Main Account viewing a Sub Account, you have the option of freezing or unfreezing the account. Sub Accounts cannot freeze or unfreeze any accounts.

3. Edit Account Details

A Main Account can modify the account details of any of its accounts, including all Sub Accounts.

A Sub Account can view any information associated with any account listed on the Summary screen. However, they can only modify their own account details.

It is vital that account details are kept up to date so that we can contact you and send you up-to date information. For example, if your organisation moves or if the contact details for the person in charge of your volunteering opportunities changes, you will need to edit your account details.

You can also change your username or password if you wish.

How to edit account details

Step 1: Go to the Edit Account screen.

This can be accessed from the Account Summary screen by clicking on **edit** next to the relevant account under the *Actions* heading. You will be directed to the Edit Account screen.



Step 2: Overwrite any out of date details.

On the *Edit Account* screen you can overwrite any out-of-date details.

Step 3: Save changes.

To save your changes click on **Save Changes** at the bottom of the page.

If you wish to abandon that action at any time, click on **Cancel**.

Option 2:

You can also edit your account details from the View account details screen by clicking on **edit account**.

4. Add a Sub Account

As a Main Account holder, it is possible to add additional accounts, known as Sub Accounts, in order to allow different users, branches or departments to manage their own opportunities.

Each account will have its own username and password.

How to add a Sub Account

Step 1: Go to the Add account Details screen

To add a Sub Account to a Main Account, you will need to get to the Add Account Details screen.

This can be accessed from the Account Summary screen by clicking on **add account** directly beneath the *Sub Accounts* heading



Step 2: Fill all mandatory fields

When you have reached the Add Account Details screen, complete all mandatory fields and specify a unique username and password for the Sub Account. Make a note of this username and password – you will need to send it to the relevant user/branch/department.

Step 3: Save new account

To save the new Sub Account, click on **Save Account** at the bottom of the screen. The information will be saved and you will be returned to the Account Summary screen, where your new Sub Account will appear within the list of Sub Accounts.



IMPORTANT Step 4: Send username and password to relevant contact

The Main Account holder **MUST** send the username and password specified for this account to the relevant user/branch/department, so that they can log in on do-it.org.uk and gain access to their account.

If you wish to abandon the Add Sub Account procedure at any point before saving, click on **Cancel** and you will be taken back to the account summary screen, without saving any of the details entered into the Add Account Details form.

5. Search for an account

The system allows you to search for a specific account in the list of accounts on the Account Summary screen. This function proves very useful especially if as a Main Account you have a long list of Sub Accounts and you want to search for a particular one.

To search for a Sub Account use the search function **Search for an account by** on the Account Summary page. This is located just below the Account Summary heading.

Search for an account by

account name

Type the name of the Sub Account you are looking for in the *account name* box and click on **find account**. The search function also works using partial words. The relevant Sub Account will appear under the *Sub Account* bar.

To go back to the full list of Sub Accounts click on **show all accounts** located next to the search function above Main Account details.

6. Freeze an account

Freezing an account means temporarily disabling it.

If an account is frozen, it cannot be used or accessed by the account holder. Opportunities within a frozen account will not appear on do-it.org.uk.

Main Account

A Main Account can be frozen or unfrozen only by a member of the Partnerships Team at do-it.org.uk. None of the opportunities in the Main Account or any of the Sub Accounts will appear on do-it.org.uk. Neither the Main Account nor any of the Sub Account holders will be able to log into their accounts.

Sub Account

A Sub Account can be frozen or unfrozen by either a member of the do-it.org.uk Partnerships Team or by the Main Account holder. The Sub Account's opportunities will not appear on do-it.org.uk and the Sub Account holder will not be able to log into their account.

Reasons for freezing an account

The most common reason for an account being frozen is that the account holder is experiencing internet problems. This means that they are unable to receive applications; therefore the account can be disabled in order to avoid disappointment of potential volunteers. Another common reason for freezing an account is that the user is temporarily not recruiting volunteers, e.g.: a branch that is relocating or closing down.



If you are experiencing internet problems or you are temporarily unable to receive applications for any other reasons, if you are a Sub Account holder, please contact the Main Account holder for them to freeze your account. If you are a Main Account, please contact the Partnerships Team at do-it.org.uk, by e-mailing op.enquiries@do-it.org.uk or telephoning 020 7288 7300.

How to freeze a Sub Account

To temporarily freeze a Sub Account, you will need to get to the Freeze Account screen.

This can be accessed from the Account Summary screen by clicking on the **freeze** Action next to the Sub Account in question.

Actions

[locations](#) | [opportunities](#) | [edit](#) | [delete](#) | [unfreeze](#)

[locations](#) | [opportunities](#) | [edit](#) | [delete](#) | [freeze](#)

The Freeze Account screen gives a Main Account holder two options:

1. Freeze the account and send an email to the Sub Account holder, notifying them you are freezing their account
2. Freeze the account without sending a notification email.

When a Sub Account is frozen, the *freeze* option on the Account Summary screen will be changed to **unfreeze** for the relevant Sub Account.

7. Unfreeze an account

A frozen account can be reactivated by unfreezing it.

The Main Account holder can unfreeze any of the frozen Sub Accounts but it cannot unfreeze its own account. This must be done by the do-it.org.uk Partnership Team.

To unfreeze a Sub Account, you will need to get to the Unfreeze Account screen.

This can be accessed from the Account Summary page by clicking on the **unfreeze** Action next to the Sub Account in question.

The Unfreeze Account Screen gives a Main Account holder two options:

1. Unfreeze the account and send an email to the Sub Account holder, notifying you are unfreezing their account
2. Unfreeze the account without sending a notification email.

When a Sub Account is unfrozen, the *unfreeze* option on the Account Summary screen will be changed to **freeze** for the relevant Sub Account.

8. Delete an account

Deleting an account means erasing the account and all of its associated information completely, including all opportunities and locations.

Once an account has been deleted, none of the information can be resurrected.

A Main Account holder can delete any of its Sub Accounts. A Main Account can only be deleted by a member of the do-it.org.uk Partnerships Team.

A Sub Account holder cannot delete any accounts, including its own.

By deleting a Sub Account you remove it completely from your account. Once deleted, the account cannot be recovered without re-inputting all of its details.

How to delete an account

To delete a Sub Account, you will need to get to the Delete Account screen.

This can be accessed from the Account Summary screen by clicking on **delete** next to the relevant Sub Account

Actions				
locations	opportunities	edit	delete	unfreeze
locations	opportunities	edit	delete	freeze

You will be taken to a screen where you will be asked to confirm that you wish to delete the account.

If you select **yes** the Sub Account will be removed, along with all its opportunities and locations.

If you select *no*, you will be returned to the Account Summary screen.

Opportunities

1. What is an opportunity

An opportunity is any volunteering vacancy that you would like to advertise on do-it.org.uk.

An opportunity has to include the following information:

- Opportunity title - the title the opportunity will be advertised with on do-it.org.uk. This will be the first thing that potential volunteer see about the opportunity on do-it.org.uk and it should be as descriptive and eye catching as possible.
- Opportunity description – a summary of what the opportunity entails; this should give the potential volunteer a good and effective idea of what to expect, therefore it should be short, sharp and to the point.
- Opportunity short description – this will be used to display the opportunity on mobile phones or digital TV.
- Availability - when (days and timeslots) the opportunity is available.
- A live date and expiry date – when the opportunity will be advertised on do-it.org.uk.
- Area(s) of interest – what area of interest your organisation covers. These can be selected from a list supplied by do-it.org.uk.
- Type(s) of activity – what activities the opportunity includes. These can be selected from a list supplied by do-it.org.uk.
- Skills or qualifications required for the volunteer to be able to be selected for the opportunity.
- Locations – postcodes and/or counties where the opportunity takes place and where the opportunity should be advertised.
- Point of contact – either your account details or the contact details within each location. This is where applications or enquiries from volunteers will be sent.
- Ongoing or One-off opportunity – whether the opportunity is only happening once or is an ongoing opportunity.
- Residential opportunity – whether the opportunity includes accommodation.
- Virtual opportunity – whether the volunteer’s physical presence is not required at the opportunity location and the work can be done remotely; e.g.: online proof-reader.

a. Live opportunity

A live opportunity is visible on do-it.org.uk and prospective volunteers can apply or make enquiries for more information.

The **Live Date** within an opportunity details is the date which the opportunity will be advertised on do-it.org.uk. You can select the live date in the Advertising dates when inputting the opportunity.

Advertising dates can be also changed by editing the opportunity. If you want to make the opportunity live again and advertise it, you do not have to re-input it, but simply update the advertising dates.

b. Expired opportunity

An expired opportunity is not visible on do-it.org.uk and is therefore not available to prospective volunteers.

The **Expiry Date** within an opportunity details is the date upon which the opportunity will stop being advertised on do-it.org.uk. You can select the expiry date in the Advertising dates when inputting the opportunity.

Advertisings dates can be also changed by editing the opportunity.

2. Opportunities Summary

The Opportunities Summary screen is the central area that you can use for viewing and managing all of your opportunities.

Opportunities of YouthNet (Training) (main account)

<u>Opportunity title</u>	<u>Locations</u>	<u>Status</u>	<u>Expires</u>
<u>Chief Executive's Planning and Policy Assistant</u>	2 locations	Expired	09-02-2006
<u>EDITORIAL ASSISTANT</u>	2 locations	Expired	09-02-2006

The Opportunities Summary screen can be accessed from the Account Summary screen by clicking on **opportunities** located under *Actions* under the relevant account heading. You will be directed to the Opportunity Summary screen of the relevant account.



The Opportunity Summary screen can also be accessed from the view Account details screen by clicking on *opportunities* at the top of the screen.

On the Opportunities Summary screen you can view the status of your opportunities under the following headings:

Opportunity title: unique name (title) given to the opportunity

Locations: indicates if the opportunity is available in one (single) or more (multiple) locations.

Status: shows if the opportunity is available on do-it.org.uk (live) or is expired and will therefore not be shown on do-it.org.uk.

Expires: shows the date the opportunity is expired/ due to expire.

Last updated: shows the date the opportunity details were last updated.

Actions: you can edit, copy, delete an opportunity or view it live (view the opportunity as it appears on do-it.org.uk)

On the top of the Opportunity Summary screen you can also see the search function which can be used to search for specific opportunities.

3. View opportunities details

To view the opportunities list you will need to get to the Opportunities Summary screen. This can be accessed from the Account Summary screen by clicking on the **opportunities** Action.

From here, to view a specific opportunity click on the relevant **opportunity title** located under the opportunities bar. You will be directed to the View Opportunity screen, where you can see the opportunity details.

4. Add opportunities

You can create your own database of volunteering opportunities by inputting them into your account.



If you have similar volunteering opportunities coming up during the year, you can store them in your account and make them live on do-it.org.uk by updating the advertising dates when required.

Similarly if your Sub Account holders are recruiting for similar roles, you can store template opportunities in your account for them to copy, this will save entry time.

How to add opportunities

Step 1: Go to the Opportunities Summary screen.

To add an opportunity to an account, you will need to get to the Opportunities Summary screen.

This can be accessed from the Account Summary screen by clicking on the **opportunities** Action, next to the account name.

The Opportunities Summary screen can also be accessed via the View Account Details screen. To do so, click on **opportunities** at the top of the View Account Details screen of the relevant account.

Step 2: Click on *add opportunity*

When you have reached the Opportunities Summary screen, click on *add opportunity* at the top left hand side of the screen and the Add Opportunity screen will appear.

You are here > [account summary](#) > opportunity summary

| [add opportunity](#) | [delete opportunities](#) | [reassign opportunities](#) |

Step 3: Fill all mandatory fields

Fill all mandatory fields within the *Opportunity Details*, *Opportunity Categories* and *Availability* sections of the form.

Step 4: Associate locations

The next section of the form is the **Opportunity Location** section. This is where you can associate one or more locations with the opportunity.

If you already have locations entered within the account, you will see a list of them.

To assign a location or locations to the opportunity, tick the check box(es) next to the relevant location(s) within the list.



Note: is possible to associate multiple locations with a single opportunity.

— Opportunity location —

Please select a location or locations that you wish to assign to this opportunity. You can also create a new location on either 'add new postcode location' or 'add new county location'.

Once you have saved the new location you will be brought back to this page where you can assign it to the current opportunity.

To view a location before assigning it to this opportunity please click on the location name.

| [add new postcode locations](#) | [add new county locations](#) |

<input type="checkbox"/>	Location Name	Organisation name	Contact Name	Location Type
<input type="checkbox"/>	Cornwall	Youthnet.org	Giuseppina Colamarco	county based
<input checked="" type="checkbox"/>	London	Youthnet.org	Giuseppina Colamarco	county based
<input checked="" type="checkbox"/>	My Account	YouthNet (Training)	Giuseppina Colamarco	postcode based

Step 4#: If necessary add locations

If no locations have previously been entered (or if the required location has not yet been entered), you can add a new postcode or county location directly from this page by clicking on **add new postcode location** or on **add new county location**.

You will be redirected to the Add Location screen. Fill in all mandatory fields and click on *Save Location*. You will be taken back to the Add Opportunity screen where you will see the opportunity details that you have already entered. In addition, the *Opportunity Location* list will now include the name of the new location that you have just created. Don't forget to tick the check box next to it.



IMPORTANT

If you do not associate at least one location with an opportunity, you will still be able to save the opportunity but it will not appear on do-it.org.uk.

If you try to save the opportunity without associating any location(s), you will get a warning asking you if still wish to save it.



Note: When saving a location, make sure the email address you enter for the location is correct. You will receive a validation email asking you to validate the email address you entered.

Step 5: Specify Contact details point

The next section of the form is the **Specify Contact Details Point** section. This is where you can associate a point of contact with the opportunity.

In the Specify Contact Details Point section you can choose between 2 options:

- 1) Applications and enquiries will be sent to your Account contact details
- 2) Applications and enquiries will be sent directly to the contact details specified within each of the locations you selected.

If you choose to do the latter, make sure that the location details are valid and up-to-date.

Specify Contact Details Point

Applications for this opportunity can be sent to your account contact details OR if you would like applications to be sent to the account, please select 'yes' from

Use account contact details as the contact point for the opportunity? yes no

Step 6: Select **Advertising dates**

The next step is to choose the advertising dates for the opportunity.

The Advertising Dates section is where you choose a *Live Date* and an *Expiry Date* for the opportunity. This is the start and end of the period that the opportunity will be advertised on do-it.org.uk. It should be for a period of no longer than 1 calendar year.

Advertising dates

Following dates indicate the period during which the opportunity will be advertise

Live date on do-it 8 February 2006

Expiry date on do-it 9 February 2006

Step 7: Save the opportunity.

Click on **Save Opportunity** at the bottom of the page to save the opportunity; you will be returned to the Opportunities Summary screen, where you will see the new opportunity appear within your list of opportunities. In the locations field you will see a count of the number of locations associated with that particular opportunity.

If you wish to abandon the creation of the new opportunity at any point prior to saving, click on **Cancel** and you will be taken back to the Opportunities Summary screen, without saving any of the new opportunity information entered.

5. Search for an opportunity

To search for an opportunity, you will need to get to the Opportunities Summary screen. This can be accessed from the Account Summary screen by clicking on the **opportunities** Action, next to the account name.

On the Opportunities Summary screen you will see the search facility on top of the screen **Search for an opportunity by**.

Search for an opportunity by

Opportunity title	<input type="text"/>	Organisation name	<input type="text"/>
Location name	<input type="text" value="Any"/>	Opportunity status	<input type="text" value="Any"/>
		<input type="button" value="find opportunity"/>	<input type="button" value="show all opportunities"/>

Opportunities can be searched either by title, location, organisation or status. Click **find opportunity** to select requested data. The requested opportunity will appear on the screen.

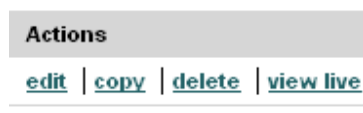
The search function also works using partial words.

To go back to full opportunities list click **show all opportunities** and the full list of opportunities will appear again.

6. Edit an opportunity

If you wish to amend any details of any of your opportunities you can do it on the Edit Opportunity screen.

This can be accessed from the Opportunities Summary screen by clicking on **edit** for the relevant opportunity under the Actions heading.



On the Edit Opportunity screen you can overwrite any out of date details.

To save your changes click on **Save Changes** at the bottom of the screen.

If you wish to abandon that action at any time, click on **Cancel** and you will be redirected to the Opportunities Summary screen.

7. Copy opportunities

The new V-Base Recruiter allows you to copy (duplicate) existing opportunities that have been entered by any of your organisation's accounts. This can be done by using existing opportunities as a template to create new ones.

Creating a new opportunity by copying an existing similar one can save data entry time.



IMPORTANT

Be aware that if you copy an opportunity, the locations will not be copied with it. After saving the new opportunity, you must go to that account and associate the appropriate locations with it and save the opportunity again.

Main Account

A Main Account holder can copy opportunities from any of their accounts, and save them to either to their Main Account or to any of their Sub Accounts.

If you are a Main Account holder, you may wish to make opportunities available as templates for your Sub Account holders to copy, thus making it easy to standardise opportunity data across accounts.

Sub Account

A Sub Account can copy opportunities from any of the organisation's accounts, including the Main Account, but they can only save the copies to their own Sub Account.

How to copy an opportunity

Step 1: Get to the Opportunities Summary screen

To copy an opportunity, you first need to go to the Opportunities Summary screen for the account that contains the opportunity you wish to copy. This can be accessed from the Account Summary screen by finding the relevant account name and clicking on the **opportunities** Action next to it.

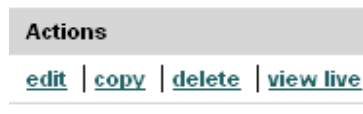
The Opportunities Summary screen can also be accessed via the View Account Details screen by clicking on **opportunities** at the top of the screen.

Step 2: Find opportunity

When you have reached the Opportunities Summary screen, find the opportunity that you wish to copy in the list of opportunities.

There are 2 ways of copying an opportunity from this screen:

1. You can copy the opportunity directly from the summary screen by clicking on the **copy** Action next to the opportunity.



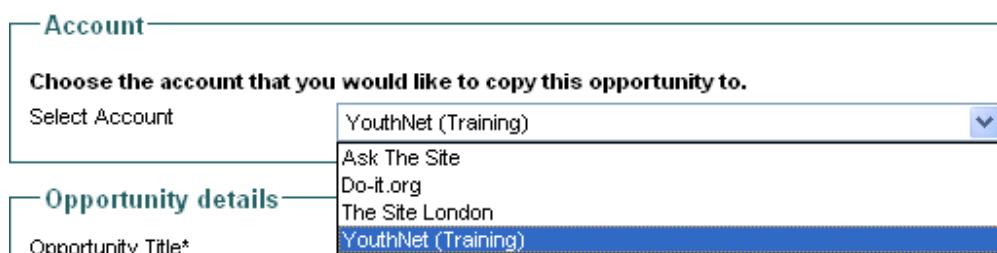
2. Alternatively, you can click on the **Opportunity Title** itself, which will take you first to the View Opportunity Details screen, where you will see full details of the opportunity. At the top of that page, click on **Copy Opportunity**.

Both of the above actions will take you to the Copy Opportunity screen.

You will see a form similar to that on the Add Opportunity screen or the Edit Opportunity screen. The fields will have been filled in with the details held within the opportunity you chose to copy.

Step 3: Assign opportunity to account

At the top of the form, choose the account you wish to save the new opportunity to from the dropdown list of accounts.



Step 4: Amend opportunity

Make any required/desired changes to the opportunity and check that all of the information is correct and up-to-date, including the point(s) of contact and the Advertising dates.

Step 5: Save opportunity

To save the new opportunity, click on **Save Changes** at the bottom of the form. You will be redirected back to the Opportunities Summary page. If you had chosen to copy an opportunity from your own account to your own account, you would see the new opportunity in the list of opportunities.



IMPORTANT Step 6: Remember to reassign location(s)

Once an opportunity has been copied, you must go to the account where you copied it to and reassign locations to the new opportunity.

To reassign location you need to edit the opportunity and save it again.

If the relevant locations are not available within that account, you can create them anew or copy them from the original account.

If you wish to abandon the copy opportunity procedure at any point before saving, click on **Cancel** and you will return to the Opportunities Summary screen.

8. Delete opportunities

By deleting an opportunity, you remove it completely from your account and from the National Volunteering Database. Once deleted, an opportunity cannot be recovered without re-inputting all of its details.

Note that when you delete an opportunity, you do not delete the locations associated with it.

How to delete opportunities

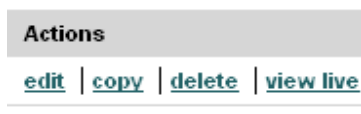
To delete one or more opportunities, you need to go to the Opportunities Summary screen. This can be accessed from the Account Summary screen by clicking on the **opportunities** Action next to the account name.

The Opportunities Summary screen can also be accessed via the View Account Details screen by clicking on *opportunities* at the top of the screen

When you have reached the Opportunities Summary screen, there are 3 ways of deleting opportunities:

Method 1: deleting a single opportunity (#1)

Find the opportunity in the list. Click on the **delete** action next to the opportunity.



You will be taken to Delete Opportunity screen where you are asked to confirm that you wish to delete the opportunity.

If you click on **Yes**, the opportunity will be deleted. If you click on **No**, the deletion will be cancelled and you will be taken back to the Opportunities Summary screen.

Method 2: deleting a single opportunity (#2)

Find the opportunity in the list. Click on the **Opportunity Title**. This will open the View Opportunity Details screen, showing all the details of the opportunity. Click on **delete opportunity** at the top of the screen.

You will be taken to the Delete Opportunity screen. If you click on **Yes**, the opportunity will be deleted. If you click on **No**, the deletion will be cancelled and you will be taken back to the Opportunities Summary screen.

Method 3: deleting multiple opportunities

On the Opportunity Summary screen, click on **delete opportunities** at the top of the screen. You will be taken to the Delete Opportunities screen, where you will see a list of all your opportunities.

You are here > [account summary](#) > opportunity summary

| [add opportunity](#) | [delete opportunities](#) | [reassign opportunities](#) |

Tick the check boxes of the opportunities you wish to delete. If you wish to delete all opportunities tick the check box on the grey bar next to the Opportunity Title heading.

Click on **Delete Selected**. You will be taken to the Delete Opportunity screen. If you click **Yes**, all of the selected opportunities will be deleted. If you click on **No**, the deletion will be cancelled and you will be taken back to the Delete Opportunities screen.

If you wish to abandon the action at any time, click on **Cancel** and you will be redirected to the Opportunity Summary screen.

9. Reassign opportunities to other branches

You may want to move responsibility for one or more volunteering opportunities from one branch/department to another.

The system allows you to reassign an opportunity, so that you move it across to another account.



IMPORTANT

Be aware that if you reassign an opportunity, the locations will not be reassigned with it. You must go to the target account, edit the opportunity and associate the appropriate locations with the reassigned opportunity and save the opportunity again.

How to reassign an opportunity

Step 1: Get to the Opportunities Summary screen

To reassign an opportunity, you need to go to the Opportunities Summary screen. On the Account Summary screen find the relevant account name and click on the **opportunities** Action next to it.

The Opportunities Summary screen can also be accessed via the View Account Details screen. To do so, click on *opportunities* at the top of the View Account Details screen of the relevant account.

Step 2: Assign opportunity to account

When you have reached the Opportunities Summary screen, click on **reassign opportunities** at the top of the page. You will be taken to the Reassign Opportunities screen, where you will see a list of opportunities associated with that account.

You are here > [account summary](#) > opportunity summary

| [add opportunity](#) | [delete opportunities](#) | [reassign opportunities](#) |

Directly above the list of opportunities is a dropdown box labelled **Assign opportunity to account**. Click on the dropdown arrow and choose the account that you wish the opportunity(ies) to be reassigned to.

Assign opportunity to account		Ask The Site
<input type="checkbox"/>	Opportunity name	Ask The Site
<input type="checkbox"/>	Chief Executive's Pla	Do-it.org
		The Site London
		YouthNet (Training)

Each of the opportunities has a checkbox to the left of it. Put a tick in the checkbox of each opportunity that you wish to reassign. If you wish to reassign all opportunities, put a tick in the checkbox next to the Opportunity Name heading.

Step 3: Confirm

Click **Reassign Opportunity**. You will be asked to confirm that you wish to reassign the opportunity(ies) to the account that you chose.

Click **Yes** to reassign (move) the opportunity(ies) to the chosen account. Click **No** to cancel the action and return to the Reassign Opportunities screen.



IMPORTANT Step 4: Remember to reassign location(s)

Once the opportunity is reassigned to a different account, you must reassign locations to the opportunity by editing it within the account to which you reassigned it. If the relevant locations are not available within that account, you can create them anew or copy them from the original account.

Locations

1. What is a location?

A location is a place where an opportunity is available and the details of the contact person in that place. It is a specific set of geographical and contact details that you can associate with one or more of your opportunities. Equally you can associate as many locations to an opportunity as you wish.

Each account can input its own set of locations and is responsible for maintaining the information contained within each of those locations. It is vital the information is accurate and is kept up-to-date.

Your list of locations is stored in much the same way as an address book, in the Locations section of your account, so that they can be easily managed in a central area.

Once you have inputted a location, you can link it to as many of your opportunities as you like. This is done when adding or editing an opportunity, where you will be presented with a list of your locations to select from.



Note: Email validation

When creating a location, a validation email will be automatically sent to the contact email entered.

Only when the email is validated, all live opportunities associated with that email will be displayed on do-it.org.uk.

Point of contact

When adding an opportunity, you can choose the point of contact for applications and enquiries from prospective volunteers. This can be either your account contact details OR the contact details of the location(s) themselves.

If you are using a location's contact details as the point of contact it is vital that those details are correct and up-to-date, including a valid email address, where possible.

Location Name

Each location has its own Location Name. Location Name is a field that you can use to easily identify a location within your list of locations, so can be the name of an organisation, a branch, a department etc.

The Location Name is for internal use only, i.e. it is not displayed anywhere public. Only your account holders will be able to see Location Names when they are logged into the V-Base Recruiter.

If you have more than one similar location, for example, different departments or contact people at the same address, try to indicate this in the Location Names that you choose.

Examples of location names could be "YouthNet Marketing Department" or "Camden Office – Mary" or "Blackburn Branch".

These are the 2 types of locations in the V-Base Recruiter:

1) Postcode locations

A postcode location must contain a valid UK postcode. It is used to indicate that an opportunity is available at a specific address. Volunteers searching for opportunities on do-it.org.uk are asked to enter their postcode and the search returns a list of opportunities closest to that postcode.

2) County locations

A county location is used to indicate that an opportunity is available across the whole of a specific UK county.

The county search on the do-it.org.uk website allows prospective volunteers to search for county-wide opportunities in postcode they have submitted. Once they enter a postcode, they can click on the county tab to view the opportunities available across the county.

The screenshot shows a web page titled "search results" with a breadcrumb "home>>county search results". Below the title, it says "You searched for volunteer opportunities within the county of London" and "Found 41 opportunities. Displaying results 1 to 10." There are three tabs: "Local", "County" (which is selected), and "Volunteer Centres". On the right side, there is a sidebar with two numbered sections: "1 Enter your postcode" with a text input field containing "N1", and "2 EITHER Choose who give your time" with radio buttons for "All Interests" and "All Activities", and "OR enter the name of the location you would like" with a text input field.

Multiple Locations

Multiple postcode and/or county locations can be assigned to a single opportunity, making the opportunity available regionally and nationally



Note

If you are using either a postcode or a county location as the point of contact for prospective volunteers, you must make sure that the contact details in the location are accurate and up-to-date, including a valid email address, where possible.

2. Locations Summary

The Locations Summary screen is the central area that you can use for viewing and managing all of your locations.

The Locations Summary screen can be accessed from the Account Summary screen by clicking on **locations** located under *Actions* for the relevant account. You will be directed to the Opportunity Summary screen of the relevant account.

The Location Summary screen can also be accessed from the view Account details screen by clicking on **locations** at the top of the screen.

On the Locations Summary screen you can view the status of your locations under the following headings:

Location name: unique name used to identify the location.

Location type: indicates if the location is a postcode or a county location.

Actions: you can edit copy and delete a location.

On the top of the Locations Summary screen you will also see the search function which can be used to search for specific locations.

3. View county and postcode locations details

To view the location list you will need to get to the Locations Summary screen. This can be accessed from the Account Summary screen by clicking on the **location** Action.

To view a specific location from the Account Summary screen click on the relevant **location Name**.

You will be directed to the View Location screen, where you can see the postcode or county location details.

4. Add postcode or county locations

You can create your own database of locations by inputting them in your account or you can add a location when required when inputting an opportunity.

How to add a postcode or county location

Step 1: Go to the Locations Summary Screen

To add a postcode or a county location to an account, you will need to get to the Locations Summary screen.

This can be accessed from the Account Summary screen by clicking on the **locations** Action, next to the account name.

Alternatively, the Location Summary screen can be accessed via the View Account Details screen. To do so, click on **locations** at the top of the View Account Details screen of the relevant account.

Step 2: Click on add location

When you have reached the Location Summary screen, click on **add postcode location** or on **add county location** at the top left hand side of the page. The Add Postcode Location screen or the Add County Location screen will appear.

You are here > [account summary](#) > [locations summary](#)

| [add postcode location](#) | [add county location](#) |

Step 3: Fill all mandatory fields

Complete all mandatory fields. If you are planning to have prospective volunteers contact the locations directly, rather than contacting the account holder, make sure that you include accurate and up-to-date contact details, including a valid email address, where possible.



Note: Validation of email addresses

Be aware that to reduce the chances of volunteer applications and enquiries being sent to an incorrect email address, any new email address added to a location will be validated before any opportunities associated with the location appear on the do-it.org.uk website.

After the location has been saved, an email will be sent to the email address, containing a link that when clicked, validates the email address. Once the email address has been validated, the opportunity will be available on www.do-it.org.uk



Note: Location name

Make sure that you also enter an appropriate Location Name. This is a field that you can use to easily identify a location within your list of locations, so can be the name of an organisation, a branch, a department etc. If you have more than one similar location, for example, different departments or contact people at the same address, try to indicate this in the Location Names that you choose.

Location Name is for internal use only, i.e. it is not displayed publicly. Only your account holders will be able to see Location Names when they are logged into the V-Base Recruiter.

Step 4: Save Location

To save the new location, click on **Save Location** at the bottom of the screen. The details will be saved and you will be returned to the Locations Summary screen, where your new location will appear within the list of locations.

If you wish to abandon the creation of the new location at any point before saving, click on **Cancel** at the bottom of the screen. The new details will not be saved and you will be taken back to the Locations Summary screen.

5. Search for a location

To search for a location, you will need to get to the Locations Summary screen. This can be accessed from the Account Summary screen by clicking on the **location** Action, next to the account name.

On the Locations Summary screen you will see the search facility on top of the screen **Search for a location by**.

Search for a location by

location name	<input type="text"/>	county	<input type="text" value="Any"/>
location type	<input type="text" value="Any"/>	<input type="button" value="find address"/>	<input type="button" value="show all location"/>

Locations can be searched either by name, type, or county. Click **find location** to select requested data. The requested location will appear on the screen.

The search function also works using partial words.

To go back to full locations list click **show all locations** and the full list of locations will appear again.

6. Edit postcode or county locations

If you wish to amend any details of any of your locations you can do it on the Edit Location screen.

This can be accessed from the Locations Summary screen by clicking on **edit** for the relevant location under the Actions heading.



On the Edit Location screen you can overwrite any out of date details.

To save your changes click on **Save Change** at the bottom of the screen.

If you wish to abandon that action at any time, click on **Cancel** and you will be redirected to the Locations Summary screen.

7. Copy postcode or county locations

The system allows you to use an existing location as a template, so that you can save it to either the same account or to another account, making any changes that you may wish to make before saving.

There are several reasons why you may wish to copy a location:

1. Your organisation may have similar locations - for example different departments in the same office. In such a case, each department recruiting volunteers can be a location.
2. If another of your accounts has a location that you would like to use, you can copy it to your own account. If you are a Main Account you can copy an existing location from any of your accounts to any of your accounts.



IMPORTANT

If you have copied an opportunity to another account or reassigned it, you must reassign locations to the opportunity. To do that you will have to go to the account where you copied or reassigned the opportunity and edit the opportunity.

How to copy a location

Step 1: Go to the Locations Summary Screen

To copy a location you need to go to the Locations Summary screen for the account that contains the location you wish to copy.

On the Account Summary screen, locate the name of the account and click on the **locations** action next to it. This will open the Locations Summary screen for that account.

Alternatively, the Locations Summary screen can be accessed via the View Account Details screen. To do so, click on **locations** at the top of the View Account Details screen of the relevant account.

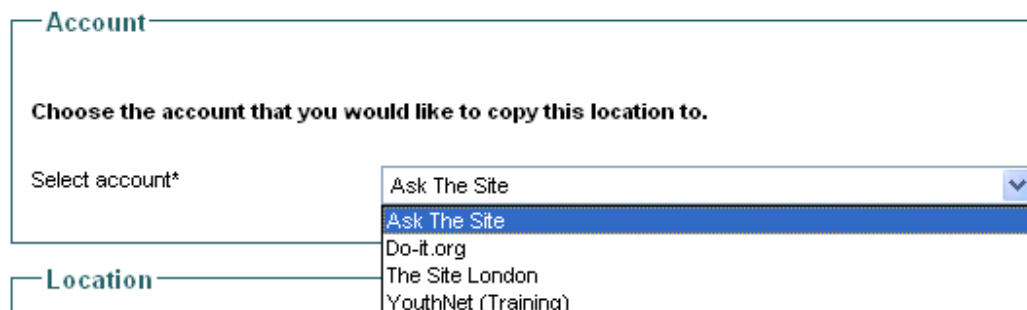
Step 2: Click on copy

Once you have reached the Locations summary screen, find the location you wish to copy in the list of locations and click on the **copy** action next to it. You will be taken to the Copy Location screen.



Step 3: Select account you wish to copy to

At the top of the form, choose the account you wish to save the new location copy to from the dropdown list of accounts.



Step 4: Check all details

If you need to change any of the details before saving the new location copy, do so now. Make sure that all details are correct, including the organisation name, organisation description, directions and contact details. Also check that the Location Name is relevant and that you will easily be able to identify this location in a list of locations.


Step 5: Save Location

To save the new location copy, click on **Save Changes** at the bottom of the page. You will be taken back to the original account Locations Summary screen. If you copied the location to the same account, you will see the new location copy in the list of locations.

If you wish to abandon the copy location procedure at any point before saving, click on **Cancel** and you will return to the Locations Summary screen.

8. Delete postcode or county locations

By deleting a postcode or a county location you remove it completely from your account. Once deleted, a location cannot be recovered without re-inputting all of its details.

 **Note:** when you delete a location, you do not delete the opportunities associated with it.

How to delete a location

To delete one or more locations, you need to go to the Locations Summary screen for the account. This can be accessed from the Account Summary screen by clicking on the **locations** Action next to the account name.

Alternatively, the Locations Summary screen can be accessed via the View Account Details screen. To do so, click on **locations** at the top of the View Account Details screen of the relevant account.

There are 2 ways of deleting locations:

Method 1: deleting a single location (#1)

Find the location in the list on the Locations Summary screen. Click on the **delete** action next to the location.

Actions
edit copy delete
edit copy delete

You will be taken to a screen where you are asked to confirm that you wish to delete the location. If you click on **Yes**, the location will be deleted completely. If you click on **No**, the deletion will be cancelled and you will be taken back to the Location Summary screen.

Method 2: deleting a single location (#2)

Find the location in the list on the Location Summary screen.

Click on the Location Name. This will open the View Location Details screen, showing all the details of the location. Click on **delete location** at the top of the page.

You are here > [account summary](#) > [location summary](#) > view county location

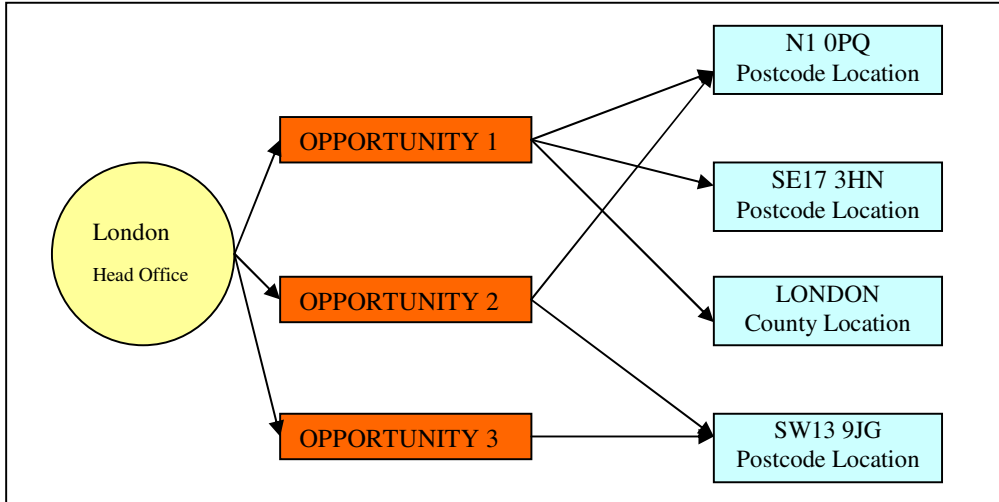
| [edit county location](#) | [copy county location](#) | [delete county location](#) |

You will be taken to a screen where you are asked to confirm that you wish to delete the location. If you click on **Yes**, the location will be deleted completely. If you click on **No**, the deletion will be cancelled and you will be taken back to the Locations Summary screen.

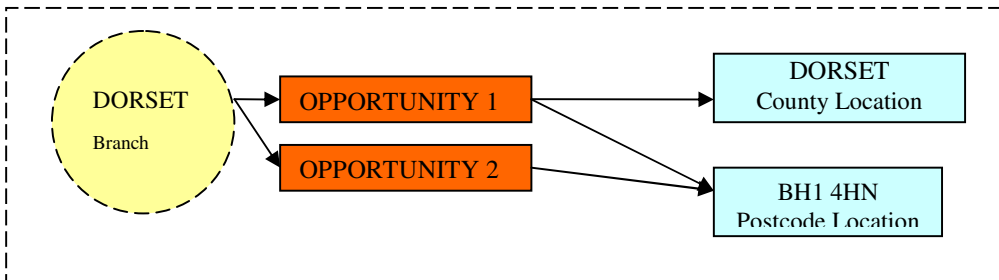
Appendix

a. Diagram - How the V-Base Recruiter works

Main Account



Sub Account 1



Sub Account 2

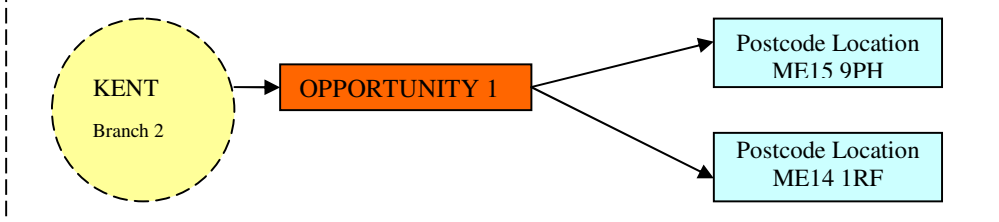


Diagram 1: My organisation has various branches/departments/users that need volunteers. I want them to manage their own opportunities.

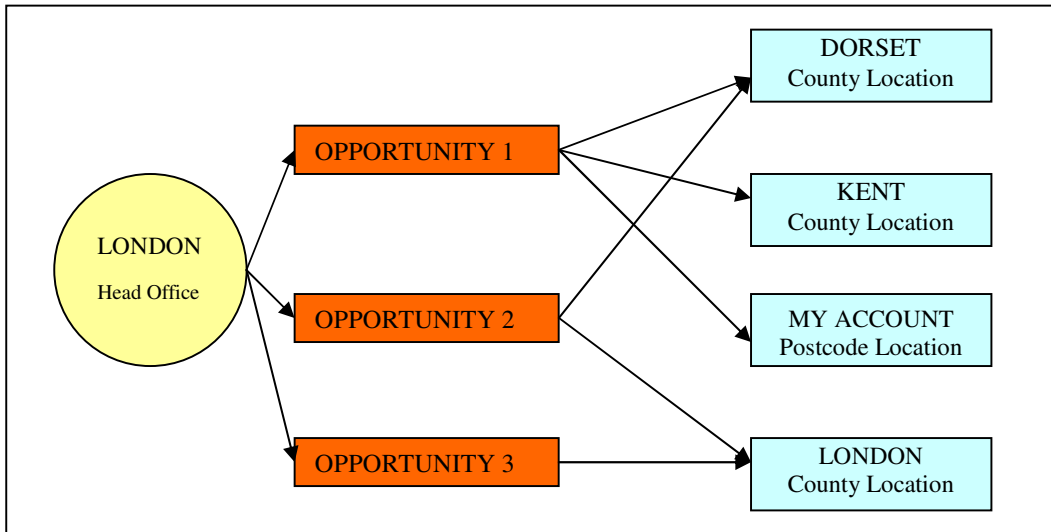


Diagram 2: My organisation has various branches/departments that need volunteers. I want to manage all the opportunities centrally.

b. Using the V-Base Recruiter Dos and Don'ts

1. Writing opportunities

When writing opportunities for do-it.org.uk, the use of html links is not allowed. The use of graphics, logos and telephone numbers is also not permitted in the text of the opportunity as volunteer applications will be sent to you via email.

Well written opportunities are far more likely to attract potential volunteers.

Opportunity title

An opportunity on do-it.org.uk has to attract people's attention in just few seconds

Use a descriptive opportunity title, which will give potential volunteers an immediate feel of what to expect. Make the title eye-catching but clear.

Generic opportunity title such as "Volunteer" or "Admin assistant" are not inspiring and will not attract the attention of a potential volunteer.

Don't use capital letters, it makes words more difficult to read on a screen.

Opportunity description

Reading from a screen is harder than reading on paper. Research shows that most users scan pages, so opportunities that are concise and logical are much more likely to be read.

Keep the opportunity description short, sharp and to the point. Make it clear what is required of the volunteers but also and most importantly what the benefit is for them to volunteer with your organisation.

When writing an opportunity description, try to answer the following questions:

- What does the role involve?
- Who will they be working with?
- What skills will they develop?
- What benefit will their volunteering bring to the organisation and to them?

Keep sentence and paragraph short and aim at keeping the word count down. Use an objective style and always check spelling.

Check list on writing a volunteering opportunity:

- Make it sound interesting and appealing
- Use a descriptive opportunity title
- Avoid generic opportunity titles e.g. 'admin volunteer', 'volunteer'
- Place important information at the start of the opportunity description
- Use short paragraphs and short sentences
- Keep the work count down
- Use an objective style
- Avoid jargon and acronyms
- Check spelling

2. Managing your account

To ensure www.do-it.org.uk users have access to the best and most up to date information, account holders should:

- Ensure that organisations' details and volunteering opportunities details (including titles, descriptions, live and expiry dates) are up to date.
- Delete opportunities that no longer exist.

To ensure users' expectations are met, account holders should:

- Follow up within 3 working days any enquiry or application for a volunteering opportunity

c. Contact us

Should you have any questions, please contact us by e-mail on op.enquiries@do-it.org.uk or call 020 7226 8008.
