



## User Manual :: Organisation

If there is any other problems that are not solved in either this document or the “Help” section of the website please email:




[tech@volunteerconnections.org.au](mailto:tech@volunteerconnections.org.au)

Last Updated: 22<sup>nd</sup> September 2008

## 1: Accessing VolunteerConnections

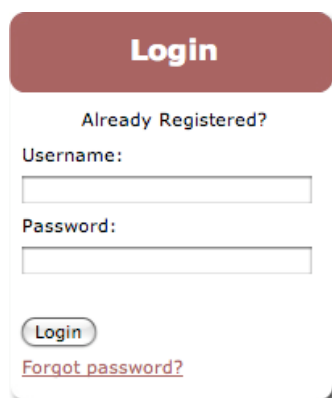
- a. VolunteerConnections is available anywhere with an internet connection at the following address:  
<http://www.volunteerconnections.org.au>
- b. VolunteerConnections is best suited to screen resolutions of 1024x768 or higher.
- c. VolunteerConnections should work with the following browser versions:
  - i. Internet Explorer 6.0+
  - ii. Mozilla Firefox 2.0+
  - iii. Apple Safari 2.0+
  - iv. And other recent versions of web browsers

## 2: Returning to homepage

- a. If at any point you wish to return to the homepage of this website you may click the  button at any point.
  - i. Note: Please make sure that if at any point you are midway through a form but wish to quit. Proceed to the end of the form and you may return to edit the form at a later date.

## 3: Logging in to VolunteerConnections

- a. Once Registered as a Organisation you are now able to login via the home page using the login section similar to below:



**Login**

Already Registered?

Username:

Password:

[Forgot password?](#)

### NOTE:

- i. Usernames and Passwords are case-sensitive if you are having troubles with your password please click on the “Forgot password?” next to the “Login” button

#### 4: Registering as a Organisation

a. There are numerous ways to go to the Register Volunteer Page via:

i. The “Interested in Registering” on the main page

OR

ii. By clicking on **Organisation** button in the navigation bar then clicking on the



button

b. Please ensure that you read and understand the Terms & Conditions before proceeding with your registration. If you do not agree you will be unable to register as an Organisation on this website.

c. During filling in this form please ensure that you fill in the following:

i. Username & Password

ii. LGA (Local Government Area)

iii. Insurance Policy

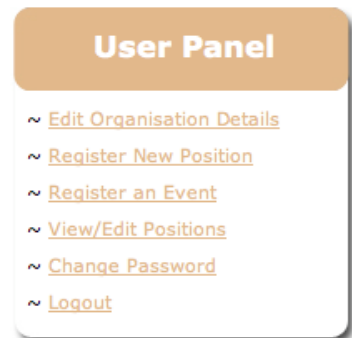
d. **Note:** please ensure you fill in as much detail as possible in order for us to find the best possible volunteers. You may return at a later time to edit or fill in any section of the registration, however if there is any interruptions while filling in the form please make sure that you click the “Submit” button in order to complete the registration process.

e. At the end of the form click “Submit” in order to complete your registration.

f. Now you are able to login as a Organisation. Please see Section 3 for instructions.

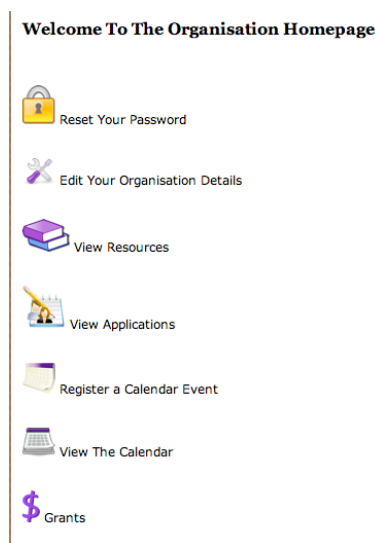
## 5: Sections available to Registered Organisations

- a. The following is available via the “User Panel” (shown):
  - i. Edit Organisation Details
  - ii. Register New Position
  - iii. Register an Event
  - iv. View/Edit Positions
  - v. Change Password
  - vi. Logout



OR

- b. The following sections are available on the homepage (shown below):



## 6: Editing your Organisation’s Details

- a. To edit details of your organisation click on “Edit Organisation Details”
- b. Once you have updated all the details please click “Submit” to save your changed

## 7: Registering a new position

- a. To register a new position please click on “Register new position”
- b. This allows you to fill in the following
  - i. Start and End date of Position Advertising on the Website
  - ii. Start and End date of the Position duration
  - iii. Interest areas where the position could be categorised under:
    1. **NOTE:** if you are unsure which areas your position vacancy would be categorised in, please **hover** on each of the Interest areas and a pop up box will be shown with examples.

- iv. Key areas of responsibility
  - v. Position description type questions will also be asked
  - vi. Any special requirements required of the Volunteer (vaccinations, police checks etc)
  - vii. If you wish for the Ballarat Volunteer Resource Centre to screen your positions for you.
- c. A complete submission of this form will allow for VolunteerConnections to find the best match possible for your position with a volunteer. A matching process will occur and will then allow a volunteer to apply for a position.

## **8: Viewing and Editing Positions**

- a. If you wish to view your registered positions at any stage please click on "Current Organisation Positions", Here will be a list of all the positions that have been posted on VolunteerConnections by your organisation.

## 9: Registering a new event



- a. Whenever you have a new training session for your volunteers or for your organisation click on “Register an Event”.
- b. Here you are able to enter the following:

**Register Event**

Event Name:

Date of Event:

Event Description:

Please select if this event is public or not. If you choose "public" "limited" then the event will only be viewed by registered users

## 10: Viewing the events calendar



- a. After registering your event you may view the calendar by clicking on “View Training/Events Calendar”
- b. Here you will be able to view all events on your calendar monthly.

## 11: Viewing applications



- a. Viewing applications allows you (organisation) to view that volunteers have applied for position that you have advertised on VolunteerConnections.
- b. You may view all the details of a volunteer in order to contact them
- c. You may accept or decline applications made by a volunteer.

## 12: Changing password



- a. If you wish at any time to reset your password please click on the “Change Password” link
- b. Insert your new password into the text box
- c. Re-enter the password for validation purposes
- d. Click “Change Password”
- e. Your password is now changed

## 13: Logging Out

- a. If you wish to log out of VolunteerConnections at any stage please ensure (for security reasons) click on the “Logout” link in your

user panel

## 14:Resources

- a. Resources (as shown below) are links to Guidelines/Templates, which VolunteerConnections have provided, that may be of use to Registered Organisations. Feel free to download these templates and use as a guideline for your organisation. There are also links to the Volunteer Coordinator Network, Resources and Useful Links



## 15:Any Questions about VolunteerConnections

- a. If you have any questions/comments/feedback about the VolunteerConnections please do not hesitate to contact us at [admin@volunteerconnections.org.au](mailto:admin@volunteerconnections.org.au)



## 16:Tech Help?

- a. If you have any questions/comments/feedback about technical aspects please do not hesitate to contact the Tech team at [tech@volunteerconnections.org.au](mailto:tech@volunteerconnections.org.au)