



## User Manual :: Volunteer

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

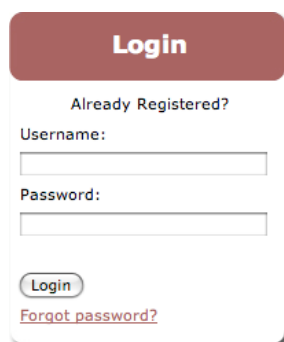
- a. VolunteerConnections is available anywhere with an internet connection at the following address:  
<http://www.volunteerconnections.org.au>
- b. VolunteerConnections is best suited to screen resolutions of 1024x768 or higher.
- c. VolunteerConnections should work with the following browser versions:
  - 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 Volunteer 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 Volunteer

- 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 **Volunteer** in the navigation bar then clicking on the

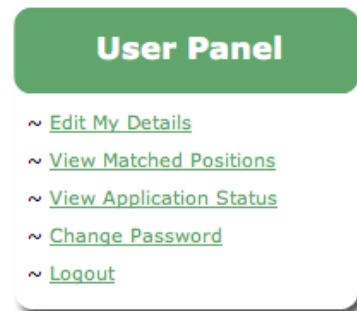


button

- 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 a volunteer on this website.
- c. During filling in this form please ensure that you fill in the following:
  - i. Date Of Birth  
and to assure a suited match to a position:
  - ii. Interests
    1. If you would like some examples of what possible position matches each interest could have please hover over the text on each interest to bring up the examples.
- d. Note: there are 5 sections to this Register form, please ensure you fill in as much detail as possible in order for us to find the best possible volunteer positions available to you.
- e. At the end of the form click “Submit” in order to complete your registration.
- f. Now you are able to login as a Volunteer. Please see Section 3 for instructions.
- g. **Note:** please ensure you fill in as much detail as possible in order for us to find the best possible position matches 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.
- h. At the end of the form click “Submit” in order to complete your registration.
- i. Now you are able to login as a Volunteer. Please see Section 3 for instructions.

## 5: Sections available to Registered Organisations

- a. The following is available via the “User Panel” (shown):
  - i. Edit My Details
  - ii. View Matched Positions
  - iii. View Application Status
  - iv. Change Password
  - v. Logout



OR

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



## 6: Editing your details

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

## 7: Viewing positions you are matched to

- a. If you wish to view your matched positions at any stage please click on “View Matched Positions”.
- b. VolunteerConnections will go through your interests and details that you have given to us and compare them to any will be a list of all the positions that have been posted on VolunteerConnections by an organisation.
- c. The page will show you positions with:
  - i. Title
  - ii. Advertised until date
  - iii. Brief description
  - iv. Read more
- d. In order to apply for the position you will be required to click on “Read more...” and click the “Apply” button at the bottom of the page.
- e. Once applied. Click on “View Application Status” (see Section 8) in your User Panel to view the status of your application.

## 8: Viewing application status

- a. Viewing applications allows you to view the status of your position applications.
- b. In this section, VolunteerConnections allows you to:
  - i. View Position that you have applied for (by clicking on the title)
  - ii. Date of Application
  - iii. Status of your application

AND

- iv. Delete your application.

## 9: Viewing the training/events calendar

- a. Here you will be able to view all events on your calendar monthly.
- b. All events are in relation to the organisation you have current volunteering positions with.

## 10: Changing password

- a. If you wish at any time to reset your password please click on the “Change Password” link available on the homepage OR the user panel
- 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

## 11: 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

## 12: Resources

- a. Resources (as shown to the left) are links to information, which VolunteerConnections have provided to registered Volunteers. Information including FAQs, Rights and Responsibilities, Resources and other useful quick links.

### Resources

-  [Calendar of Events](#)
-  [Current Vacancies](#)
- ~ [FAQ about Volunteering](#)
- ~ [FaHCSIA Volunteer Grants Program - expansion to help with fuel costs](#)
- ~ [Rights & Responsibilities of Volunteers](#)
- ~ [Resources about Volunteering](#)
- ~ [Useful Links](#)

### **13: 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)



### **14: 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)