



Fact Sheet: Using Online Services - A Guide for Member Organisations

This fact sheet gives Member Organisations the steps to using the basic functions of managing your positions and volunteers on Volunteering Waikato's website.

LOGGING IN

Go to - www.volunteeringwaikato.org.nz - and click on the log in button for member organisations. You will then be asked to enter your email address and password. Contact Volunteering Waikato if you do not have a login or have forgotten your password.



PLEASE NOTE: Always use the red login - the purple button is for volunteers only.

Click on the name of the organisation you want (this is for organisations who have multiple branches). If you only have one branch, simply click on the name of your organisation. This takes you to your 'dashboard' where you have three options:

1. Online Profile
2. Contact Details
3. Positions and Volunteers

PLEASE NOTE:

Any changes that you make to your profile, to your contact details or to the positions you list online, including new listings, need to be moderated by Volunteering Waikato before they become 'live' on the website. Moderation is generally done on the

same, or next, working day. If we have any questions or concerns we will contact you.

ONLINE PROFILE

Every member organisation has a profile on our website - giving potential volunteers some information about your organisation to assist them in making a decision about applying to become a volunteer.

If a volunteer views one of your available positions, there is a direct link that opens a new window showing them your profile.

Click on 'Online Profile' to update the information that the public sees. You can upload a 'blurb' about your group and services, a logo, and two photographs. The website provides you with details of the maximum size for logo and photos, and the acceptable formats for these.

PLEASE NOTE: You cannot list contact details, other than your website address, in your profile.

CONTACT DETAILS

If you have a change to your contact details, you can click on this link to change the contact name, email address, phone number etc.

You are able to add up to three contact people, if there are others in your organisation who would like to receive our correspondence, such as emails regarding upcoming training opportunities.

You are not able to change who from your organisation has access to the website, your log in, email address or password from this screen. This can only be done by the Volunteering Waikato staff - phone 07 839 3191.



POSITIONS & VOLUNTEERS

This is the area of the website that you are likely to use the most. Click on 'Positions & Volunteers' from the dashboard (or the link at the top of the page when you are logged in) to do any of the following:

1. Add a new position
2. Edit an existing position
3. Close a position
4. Re-open or copy a position
5. View your current volunteer applicants
6. Enter their outcomes
7. Find a previous volunteer

To add a new position:

On the right hand side of the page click 'Add New Position', and simply follow the steps. Make sure you have all the details of the position ready before you start, eg an outline of the role, when you need volunteers, training provided, skills needed etc. Ensure that all fields marked as 'required fields' are entered.

To edit a new position:

Click on 'Edit' next to the position name, making whatever changes you need.

To close a position:

Click on 'Close' next to the position name. The position can then be found if needed later by clicking the button 'View Closed Positions'.

To re-open or copy a position:

To re-open a previously closed position, go to 'View Closed Positions', then click on the 'Copy' on the right hand of the position - this creates a duplicate of the closed position, and moves it to 'Current Positions'. You then will need to update any details such as the date of the project.

Current volunteer applicants:

Any volunteer who has applied for a position with your organisation will be listed under this heading near the bottom of the page, until you have indicated that they are 'Matched' or 'Not Matched' to the position. These outcomes are generally required within four weeks of referral. Click 'View/Edit' to find contact details.

Entering an outcome:

Click on 'View/Edit' next to the volunteers name, under 'What is the outcome of the application' select the appropriate outcome.

No Decision Awaiting Training:

If you have selected the outcome 'No Decision Awaiting Training' for a volunteer, their details will remain at the bottom of the page until they have a final outcome (Matched or Not Matched). Click 'View/Edit' to enter their final outcome as above.

Finding a previous volunteer:

Once a volunteer has a final outcome (Matched or Not Matched), their details can be found by clicking on 'View Previous Applicants' and then clicking on the position that they applied for. Their details will always be available here.

Please note: Like most websites, this site is constantly evolving, we very much appreciate any feedback, or information regarding any 'bugs' that you may find in the system.

If you require any support or further training regarding our online services, please do not hesitate to give us a call on 07 839 3191.