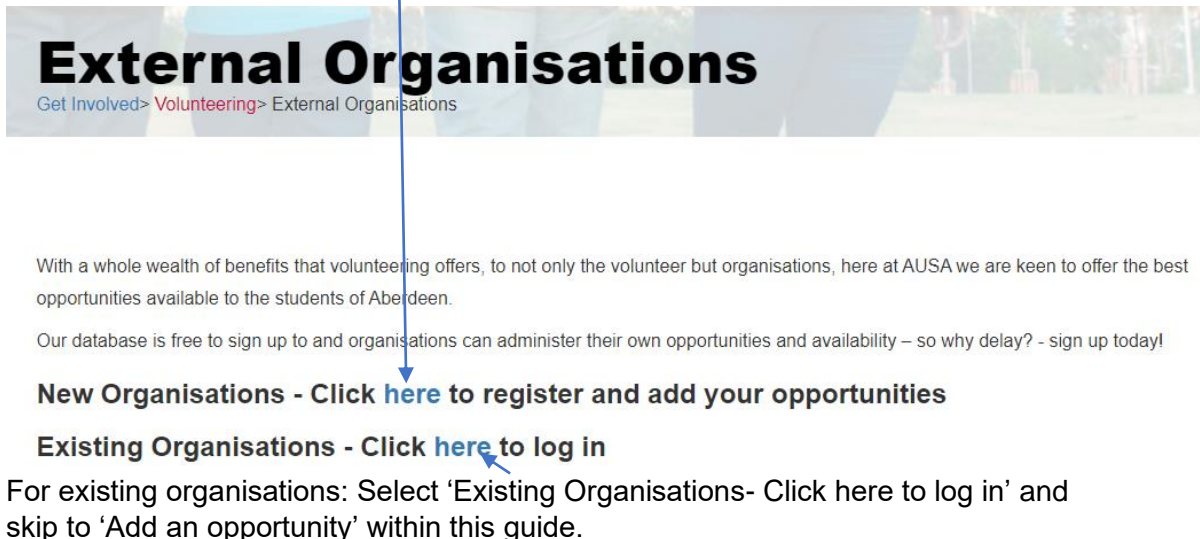


This user guide should allow you to operate our volunteering portal within our website and advertise all volunteering opportunities within your organisation. If you have any concerns or queries, then please don't hesitate to email us at volunteering@abdn.ac.uk.

Step 1: Registration/Log- in

1. Go to [External Organisations \(ausa.org.uk\)](http://ausa.org.uk)
2. For new organisations: Select 'New Organisations- Click here to register and add your opportunities'



External Organisations
Get Involved > Volunteering > External Organisations

With a whole wealth of benefits that volunteering offers, to not only the volunteer but organisations, here at AUSA we are keen to offer the best opportunities available to the students of Aberdeen.

Our database is free to sign up to and organisations can administer their own opportunities and availability – so why delay? - sign up today!

New Organisations - Click [here](#) to register and add your opportunities

Existing Organisations - Click [here](#) to log in

3. For existing organisations: Select 'Existing Organisations- Click here to log in' and skip to 'Add an opportunity' within this guide.

New Registrations Only:

4. Complete all of the boxes on the 'Details' tab



Provider Registration
volunteering > Browse Providers > Provider Registration

Register your organisation

Details [Terms and conditions](#)

Organisation details

Organisation name *

Organisation description / overview *

58/200

NB: The email address you provide for your organisation will default as the main contact and receive all communication relating to volunteers and the system.

5. Click 'continue registration' button at the bottom of the page

Continue registration

6. Read & agree to the terms & conditions (all details you confirm to in the T's and C's will be checked by our team to ensure you meet our criteria). *Please note if these are not abided by then it can result in no approval or withdrawal from the system.*
7. Choose a password
8. Complete all details on the 'details' tab.
9. Click 'Continue' at the bottom of this page.

10. Within the 'Contacts' tab you can then add any relevant colleagues or contacts who may be involved in the recruitment or management of our volunteers.

Provider details

Please complete your registration by entering your insurance details and policies.

Details Contacts Insurance Policies Change password

Add any colleagues or contacts who will also be recruiting or managing volunteers. Contacts can add opportunities, manage the volunteers on those opportunities, and keep the information up to date.

+ Add contact

11. Complete all details in the 'Insurance' tab and upload your Public Liability and Employer Liability insurance documents for us to review.
12. Click 'Continue' at the bottom of the page

NB: A message will appear on the top of the screen & you will also receive email confirmation that we have received your request to register & that it is pending approval. You will not be able to move further forward at this time.

13. You may log out of the system until you have been approved. You will receive an email confirming approval.
14. Once your registration has been approved, you can log back in & upload additional policies if you wish OR just add your opportunities.

NB: You can add other members of your organisation should they wish to advertise opportunities as well. However, the email you supply for the organisation will default as the generic contact for all communication regarding volunteers and the system. This is beneficial in that if a staff member were absent, the organisation will still receive communication, and nothing will be missed.

Alternatively, staff within your organisation may wish to advertise opportunities separately. To do this, they can register separately. This is beneficial in that only they will be dealing with their opportunities.

Step 2: Adding an Opportunity

1. Log in via [External Organisations \(ausa.org.uk\)](https://ausa.org.uk)



With a whole wealth of benefits that volunteering offers, to not only the volunteer but organisations, here at AUSA we are keen to offer the best opportunities available to the students of Aberdeen.

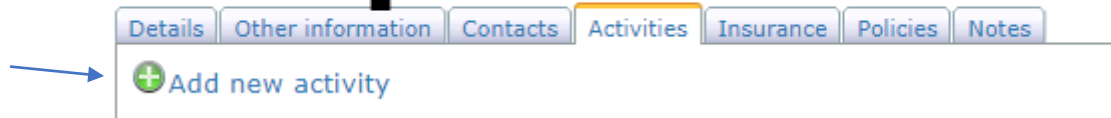
Our database is free to sign up to and organisations can administer their own opportunities and availability – so why delay? - sign up today!

New Organisations - Click [here](#) to register and add your opportunities

Existing Organisations - Click [here](#) to log in

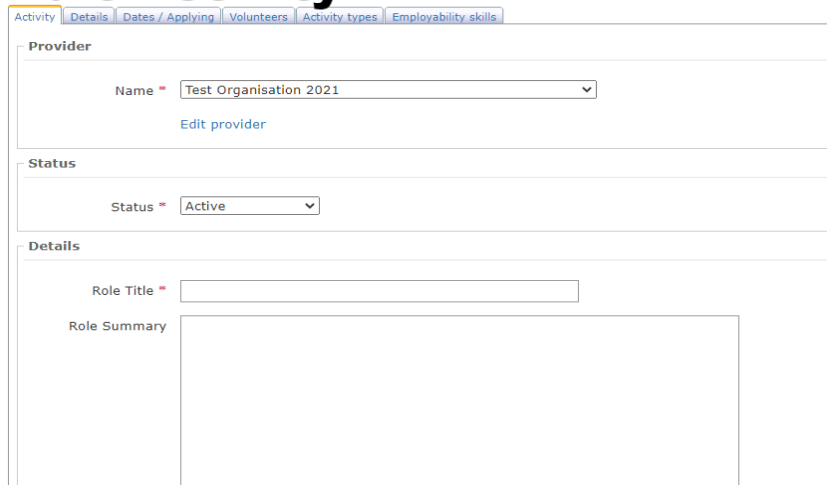
2. Select the 'Activities' tab and 'Add new activity'.

Edit provider



3. Complete all the details on each tab: Activity, Details, Dates/Applying, Volunteers, Activity Type and Employability Skills.

Edit Activity



NB: in the Activity tab, the Role summary box is the information that will be seen by volunteers' when they browse opportunities.



Make your Role summary clear, concise & informative, be enthusiastic to draw attention to your role.

NB: students will only be asked to register their interest. There is no facility for them to upload an application form or CV. You can request these in your advert if you wish.




4. Click 'Next' at the bottom of the page to move forward to the next tab.
5. Fill in the boxes of the Dates/Applying tab: if unsure what the end date of the opportunity is or if it is ongoing, you can leave this blank.

Activity dates

If your opportunity takes place on one day only, use 'Specific date'. Otherwise, set the start and / or end dates and clear 'Specific date'.




Specific date  

Or



Start & end dates  →  

Display dates


If specified, these override the activity dates.























Date range  →   [Take off display](#)

Applying

Deadline for applications  

Enter a message to be included in the acknowledgement email sent when a volunteer applies.

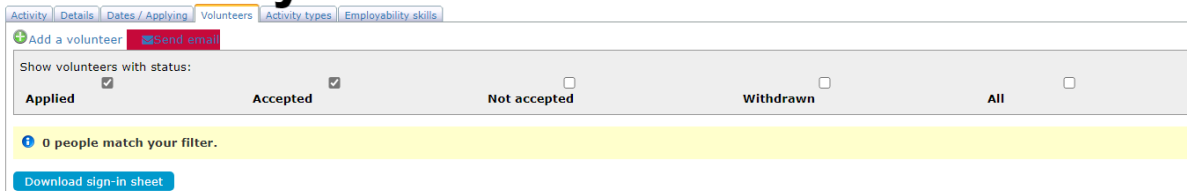


            Format          

NB: In the Dates/Applying tab, you can enter a message to be included in the acknowledgement email sent to volunteers from our system when they apply for your opportunity however this is optional.

- In the Volunteers tab, you can filter options to see your volunteers' activity – who has applied for your opportunity, who has & hasn't been accepted & who has withdrawn. This also helps us track volunteering activity.
- Click 'Save changes' at the bottom of the page.

Edit Activity



The screenshot shows the 'Volunteers' tab in the 'Edit Activity' interface. At the top, there are navigation tabs: 'Activity', 'Details', 'Dates / Applying', 'Volunteers', 'Activity types', and 'Employability skills'. Below these, there are two buttons: 'Add a volunteer' (with a plus icon) and 'Send email' (with an envelope icon). A section titled 'Show volunteers with status:' contains five filter options: 'Applied' (checked), 'Accepted' (checked), 'Not accepted' (unchecked), 'Withdrawn' (unchecked), and 'All' (unchecked). Below the filters, a yellow banner states '0 people match your filter.' At the bottom of the filter section, there is a blue button labeled 'Download sign-in sheet'.

Save changes

- Select the 'Activity Types' tab that apply to your activity opportunity- please try and be as accurate as possible to allow our students to filter to exactly what they are looking for.
- Click 'Save Changes' at the bottom of the page.
- Select the 'Employability Skills' Tab and select all of the relevant skills the volunteer may gain from undertaking the activity.
- Click 'Save Changes' at the bottom of the page.

NB: A message will appear on the screen & you will receive email confirmation that we have received your request to add an opportunity & that it is pending approval. You will receive an email confirming that it has been approved.

- Log out if you are finished or click 'Activity' to add another opportunity

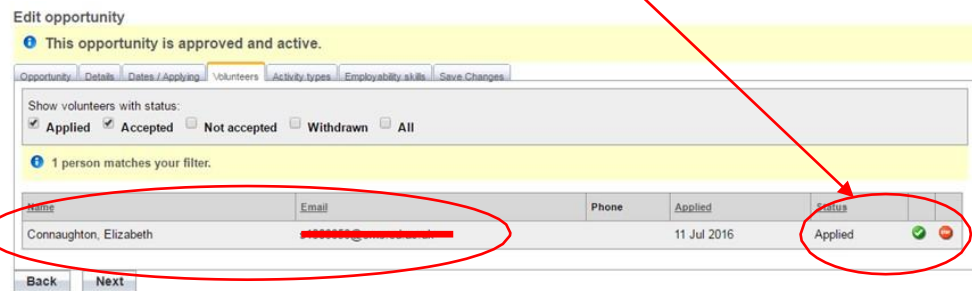
NB: Once the end date or deadline for an opportunity has passed, the opportunity will no longer appear when volunteers browse opportunities.

Step 3: Accept applicants for your opportunities

- When a volunteer registers their interest in your opportunity, you will receive an email notification & prompt to get back to them within 10 working days.
- To view the volunteer's details, log in to your account.
- Click the Activity the volunteer has expressed an interest in.
- Navigate to the 'Volunteers' tab where you will see the volunteer's contact details (some may provide an email & phone number) as well as the date they applied

NB: to apply for an opportunity, volunteers just have to select activities that they are interested in & are not required to write a bio or provide further details about themselves

- After ascertaining their suitability, if you decide to accept a volunteer to volunteer with you, please accept them on the system by clicking the green button to the right-hand side of the volunteer's name marked with a tick button or select the button to the right of the green button to decline them.



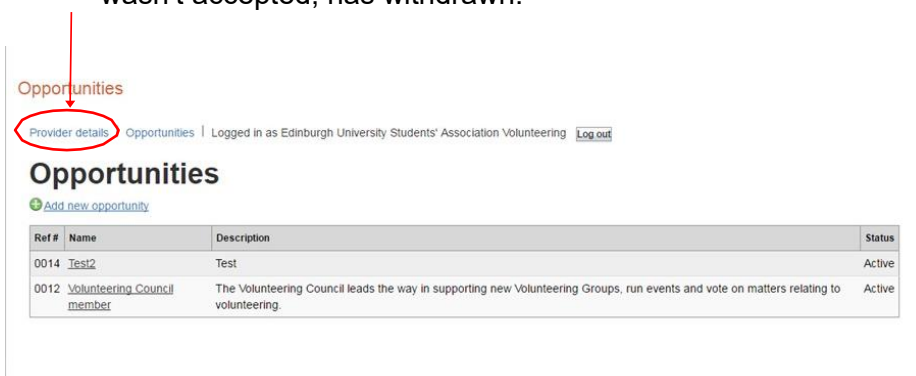
- Get in touch with the volunteer via the contact details they have provided to discuss their application further and ascertain their suitability

NB: In the Volunteers tab, you can filter options to see your volunteers' activity – who has applied for your opportunity, who has & hasn't been accepted & who has withdrawn. This also helps us track volunteering activity.

NB: Volunteers can still apply for your opportunity if it remains active on the system, even if it has been filled. To prevent further volunteers applying, please email us to delist your opportunity.

Step 4: Track or change provider details and opportunities

- Log in to your account via the Volunteers Association website
- Select 'Provider details' to make changes about yourself or organisation.
- Select 'Opportunities' to:
 - View details of your opportunities/ activities
 - Change details of your opportunities, such as dates etc.
 - View activity of volunteers- who: has applied, been accepted, wasn't accepted, has withdrawn.



NB: Make sure you save your changes by selecting the 'save changes' button at the bottom of the pages.

4. If you no longer wish to advertise an opportunity, log in to your account, view the opportunity and change the deadline in the 'Dates/Applying' tab to a pastdate
5. If you wish to re-advertise an opportunity, follow Step 4 above and change the end date and deadline to a future date or leave them blank.

NB: Please keep your Provider's details and opportunities up to date. This ensures:

- You are receiving up-to-date information from us
- Our volunteers receive up-to-date information about your opportunities and don't apply for any that are no longer available
- A high-quality experience and service all round for both providers and students.