



Voluntary Action Coventry

Simply Connect

Organisation User Guide



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Introduction

Simply Connect is the publicly available system allowing volunteers to search and register interest in roles; and for organisations to advertise roles and find potential volunteers in Coventry through the use of the **Volunteer Bank**.

Members of the public can create their own volunteer profile in order to describe their current skills and those that they would like to develop through a voluntary role.

Previous voluntary and non-voluntary experience can also be listed as well as the interests they have as a volunteer.

In order to access Simply Connect and for your registration to be approved your organisation must either be a current member of Voluntary Action Coventry's **VCSE Alliance**, or paying for one of our alternative advertisement packages*.



If you have any queries regarding Simply Connect, or recruiting or supporting volunteers please contact our Volunteering Officer, Francesca, who will be happy to help with any enquiries.

Email: f.middleton@vac Coventry.org.uk

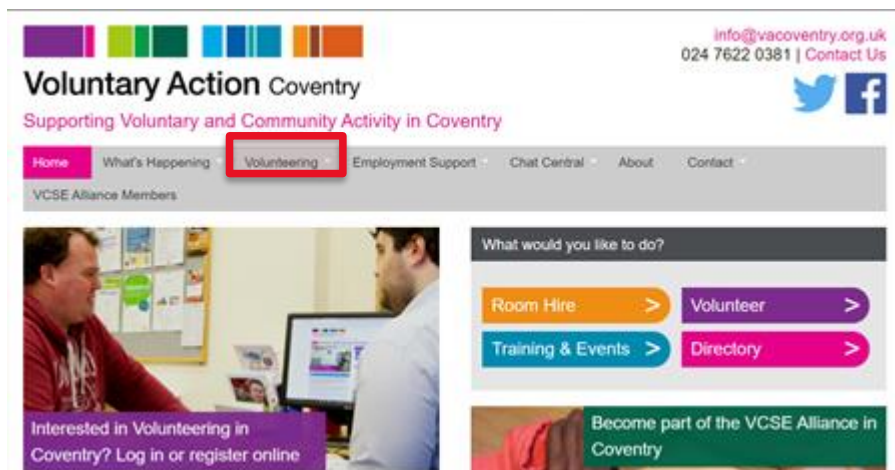
Tel: 024 7622 0381

*For more information on the advertisement packages available contact a member of the volunteering team at volunteering@vac Coventry.org.uk or call on 024 7622 0381.

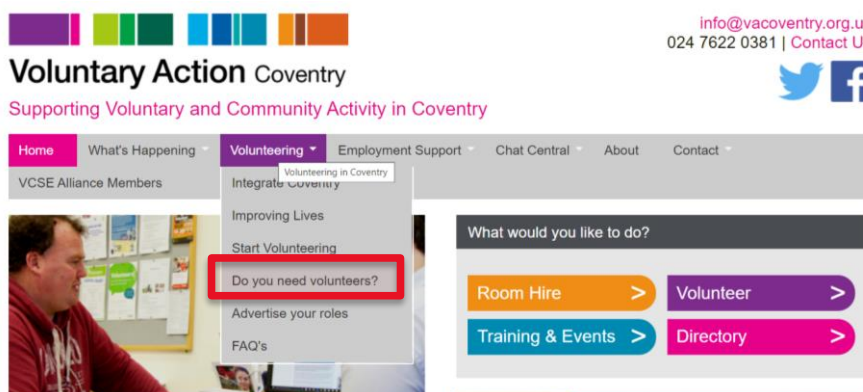
Registering or logging in as an organisation user

As a VCSE Alliance member, your organisation can have as many user accounts as required for your needs. Each user can create their own login and password; but all users for your organisation will be able to add, edit and view roles created by both themselves and any other user affiliated with your organisation. This ensures that should a member of staff move on, roles can still be monitored.

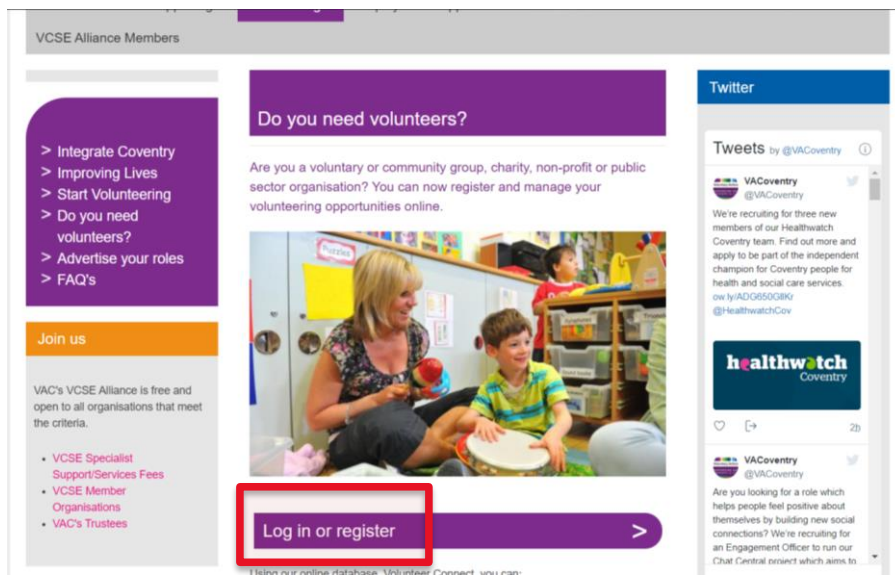
To access Simply Connect you will first need to go to www.vacoventry.org.uk and hover your cursor on the “Volunteering” tab:



From the drop-down menu that appears, click on “Do you need volunteers?”:

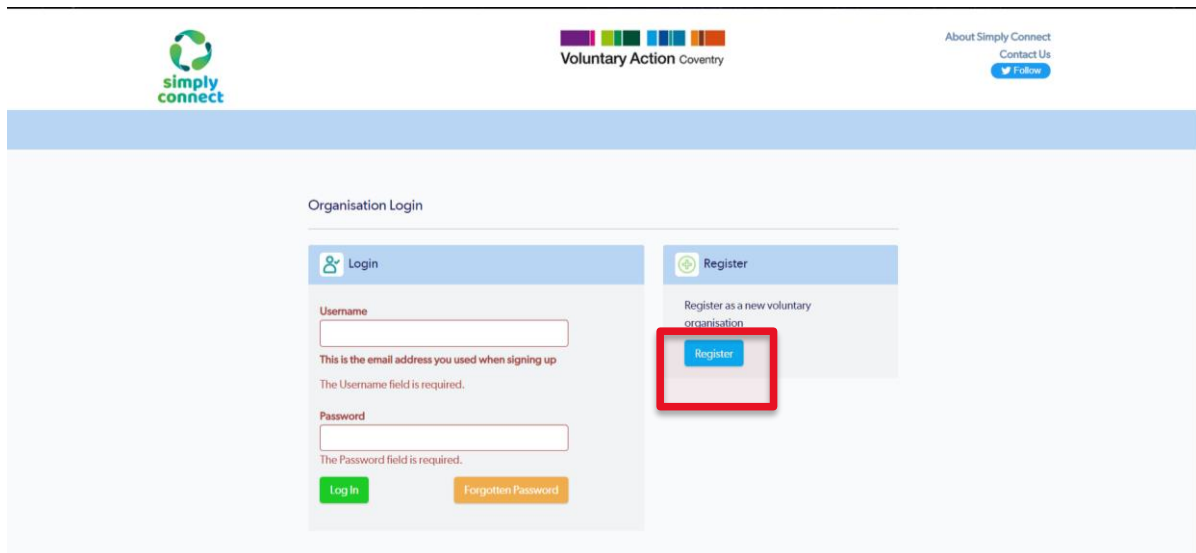


Click “Log in or register:

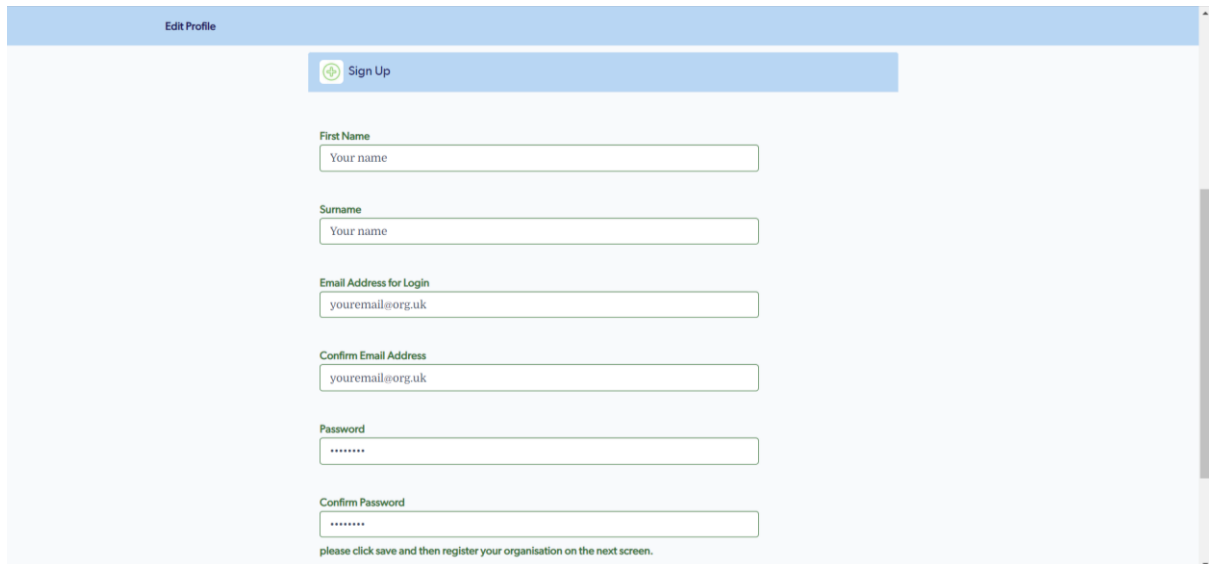


New Registrations

Click the **Register** button.



Enter your name, email address, and create your own password, as shown below:

A screenshot of a web form titled 'Edit Profile'. At the top left is a 'Sign Up' button with a green plus icon. Below it are six input fields: 'First Name' (placeholder: 'Your name'), 'Surname' (placeholder: 'Your name'), 'Email Address for Login' (placeholder: 'youremail@org.uk'), 'Confirm Email Address' (placeholder: 'youremail@org.uk'), 'Password' (placeholder: '*****'), and 'Confirm Password' (placeholder: '*****'). At the bottom of the form, there is a small instruction: 'please click save and then register your organisation on the next screen.'


Click the green **Save** button. 

Complete the Organisation Profile

If your organisation is an existing VCSE Alliance member, type their name into the **Organisation** field – this will auto-complete the profile fields with the organisation details.

If your organisation is not already on the database, then please enter the details requested into the organisation fields manually.

You have been registered.

 Organisation

Select your organisation - this will automatically complete most of the information below.
Type your organisation name in the box below to bring up a list of matching organisations.
If you are not already on the list, completing this form will add it to our database.

Please COMPLETE this page for your registration to be approved

Organisation

Start typing in this box to bring up a list of matching organisations. If your organisation is not already in this list, enter its full name here.

Building

House Number (if the address does not have a number please enter space or 0)*

Street *

Notes on filling in organisation details:

- **Contact Details** of your organisation. Please enter the main contact point for your organisation – often the reception or admin contact, ***not*** the main contact for volunteering.

You are able to specify different or more appropriate contact details for your volunteer roles when you add/edit them.

- **Main purpose** of the organisation, or your mission statement
- **Client groups** you work with or offer services to.
- **Primary service** (you may provide a range of services, so please select the main or most appropriate)
- **Areas of interests** indicates the broad theme your organisation works towards or delivers on, and will directly influence the search results when volunteers search for and enter their own personal 'areas of interest'.

Once this information is completed, click **Save**.

New organisation user registrations will receive an email notification that their registration is pending and will be reviewed by Volunteer Centre Staff.

Once reviewed by the Volunteer Centre Team your organisation will receive an email confirming your registration has been approved.

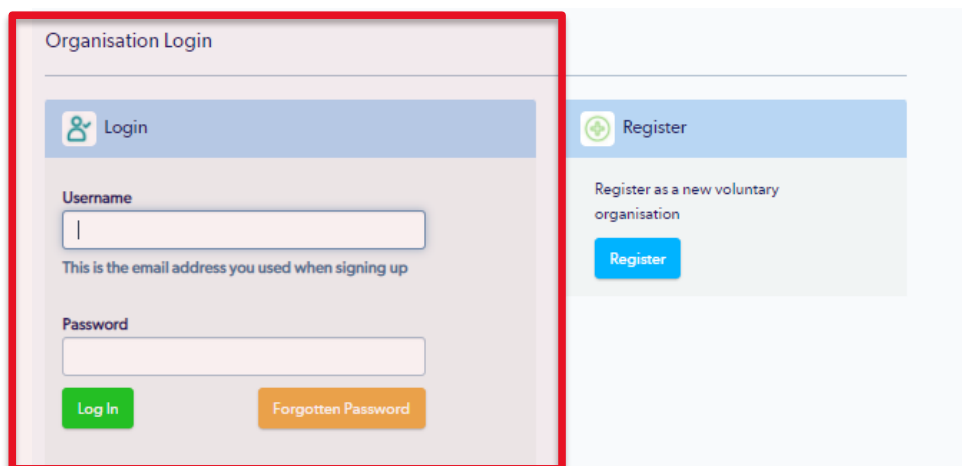
You will now be able to:

- Add and edit your volunteer roles
- Search the Volunteer Bank for volunteers with suitable skills
- Edit your organisation profile
- Manage your password

Existing User log-in

If you've previously registered with Simply Connect and completed your profile:

- Enter your Username (this is your email address) and Password
- Click **Log In**

A screenshot of the 'Organisation Login' web page. The page is divided into two main sections. The left section, titled 'Login', is highlighted with a red border and contains a 'Username' field with a placeholder character '|', a note 'This is the email address you used when signing up', a 'Password' field, a green 'Log In' button, and an orange 'Forgotten Password' button. The right section, titled 'Register', contains a 'Register' button and the text 'Register as a new voluntary organisation'.

Adding and editing roles

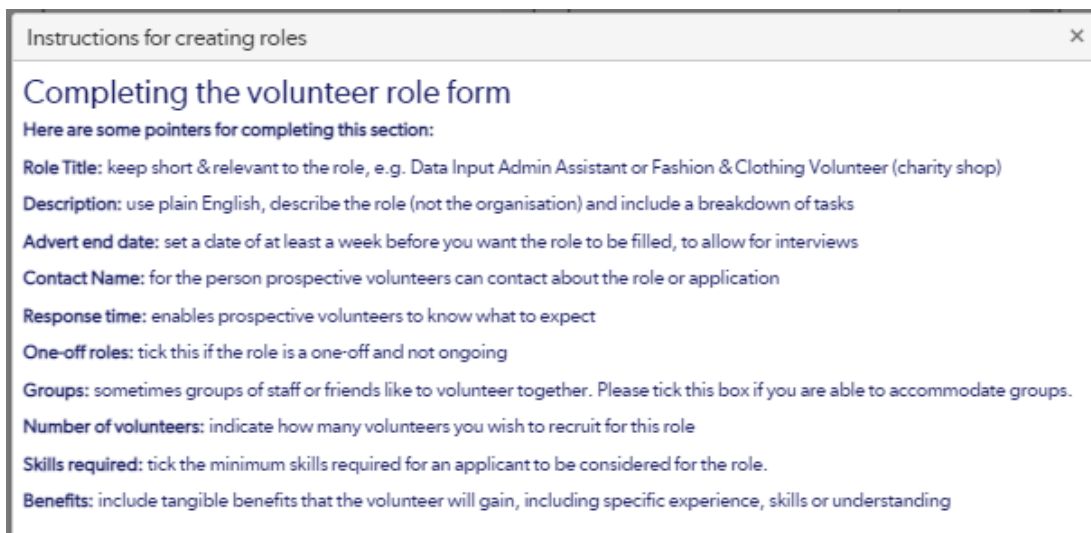
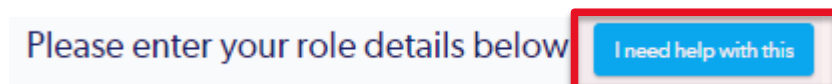
Click on **Manage Roles** on the menu bar.



To add a role click **Add Role**.



When filling out the form, if you need any help or guidance, click on the **I need help with this** button. This provides guidance on completing the role profile e.g. using clear role titles, using plain English and highlighting benefits to the volunteer.

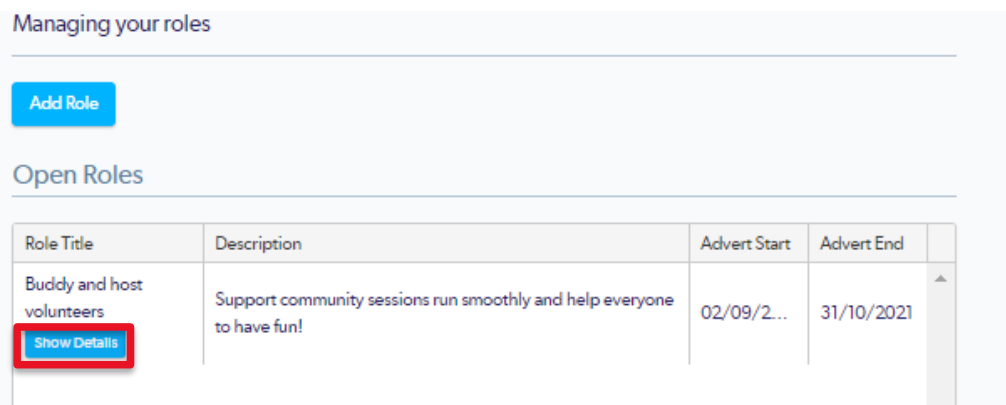


You can edit any of your roles at any time – click on **Show Details** next to the role. Once you have edited the details of the role click **Save**, at the bottom of the page.

NOTE - When completing the form you have 45 minutes to enter the information onto the system before it ‘times out’. We recommend completing any mandatory fields marked with an asterisk first, save this and then edit the saved role. Having your role description typed up beforehand so you can copy and paste it onto the form is also very helpful.

Editing Roles

To edit a role please click on the **Show Details** button under the role title.



Managing your roles

Add Role

Open Roles

Role Title	Description	Advert Start	Advert End
Buddy and host volunteers	Support community sessions run smoothly and help everyone to have fun!	02/09/2...	31/10/2021

Show Details

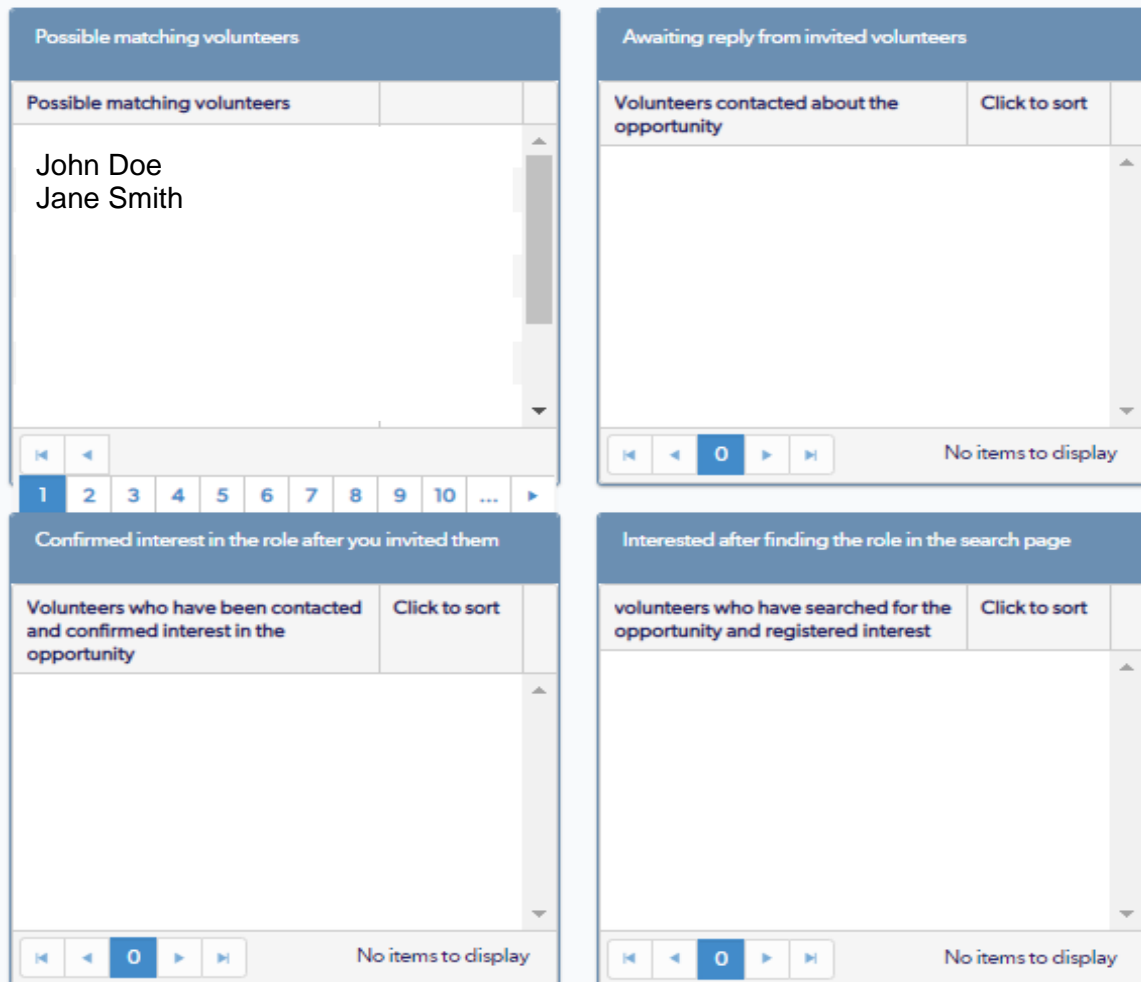
Here you can edit all the role details, contact information for the role and control the dates that the role will be advertised online. Please check:

1. The advertising dates are correct.
2. The ‘closed’ button: ticking the closed button will take a role off the website, but will leave it on the system for future use. If you leave this box un-ticked, the role will be advertised online.
3. Contact e-mail: This will be *emailed* to volunteers who register an interest in the role, and will not be displayed on your role advertisement. It is also the email address that will receive notifications when volunteers express interest.
4. “How to find out more” – please write out comprehensive instructions e.g. “Please call Sarah Green on 024 76 294634” or “Email the volunteer manager on welovevolunteers@greatcharity.org”
5. Short description field – try and keep this to 5 or 6 words e.g. “Greet visitors to our hub”; “Build experience volunteering in retail”; “Befriend a lonely older person”.

6. Check there is no space at the end of the contact email address (be careful when pasting text in)
7. Description fields must not include any unusual characters e.g. < >
8. Ensure all mandatory fields are completed
9. Telephone number field cannot contain text
10. Click **Save** and the changes will be made automatically.

Managing your Volunteer Contacts

When you view your role details, you will be presented with the 4 following boxes, containing volunteer names:



The image shows four screenshots of a web interface for managing volunteer contacts. Each screenshot is a rectangular box with a blue header and a white body. The first box, 'Possible matching volunteers', shows a list of names: 'John Doe' and 'Jane Smith'. The second box, 'Awaiting reply from invited volunteers', is empty and shows '0' items. The third box, 'Confirmed interest in the role after you invited them', is also empty and shows '0' items. The fourth box, 'Interested after finding the role in the search page', is empty and shows '0' items. Each box has a 'Click to sort' button and a pagination bar at the bottom.

a. Possible matching volunteers

This box contains a list of volunteers on the **Volunteer Bank** who have been automatically matched by the system to your volunteer role, based on the skills they have, where they would like to volunteer or activities they would like to undertake, if they also correspond with what is required to undertake your role.

You can click on any of the names contained in this box in order to view their volunteer profile and send a message directly to them inviting them to apply for your role.

The volunteer will get an email notifying them of the potential invite and can review the details via their opportunities dashboard.

b. Awaiting reply from invited volunteers

If you invite any volunteers from the “Potential Matching Volunteers” box to apply for your role, their name will no longer be shown in the first box and instead move to “Awaiting reply from invited volunteers” to show that you are waiting for a response from them. The date you contacted them is also shown.

c. Confirmed interest in the role after you invited them

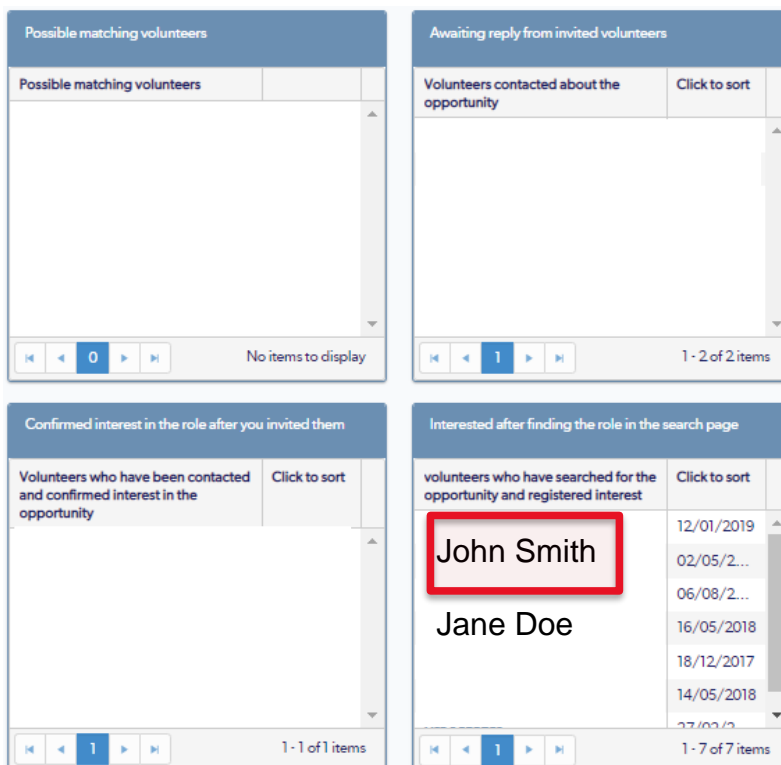
If an invited volunteer decides they are interested in the role you suggested for them, their name will move to the “Confirmed interest” box and no longer be shown in the “Awaiting reply” area. You will be able to click on their name and read any response message they may have sent you, and the date this was sent . You will also receive an email notifying you of this confirmation of interest.

d. Interested after finding the role in the search page

This is a list of volunteers who have searched for suitable opportunities through the website and who have registered their interest. They may want further details, or to ask a question, or find out how to apply. You will receive an email prompting you to respond to them.

Once you have read the volunteer’s information and think they are suitable for your role you can ‘Invite them to apply’.

Click on the volunteer’s name:



The image displays four screenshots of a web interface for managing volunteers:

- Possible matching volunteers:** A table with the header "Possible matching volunteers" and a "Click to sort" button. The table is currently empty, and the status at the bottom is "No items to display".
- Awaiting reply from invited volunteers:** A table with the header "Volunteers contacted about the opportunity" and a "Click to sort" button. The table is currently empty, and the status at the bottom is "1 - 2 of 2 items".
- Confirmed interest in the role after you invited them:** A table with the header "Volunteers who have been contacted and confirmed interest in the opportunity" and a "Click to sort" button. The table is currently empty, and the status at the bottom is "1 - 1 of 1 items".
- Interested after finding the role in the search page:** A table with the header "volunteers who have searched for the opportunity and registered interest" and a "Click to sort" button. The table contains two entries: "John Smith" (highlighted with a red box) and "Jane Doe". To the right of the names is a list of dates: 12/01/2019, 02/05/2..., 06/08/2..., 16/05/2018, 18/12/2017, 14/05/2018, and 27/02/2... The status at the bottom is "1 - 7 of 7 items".

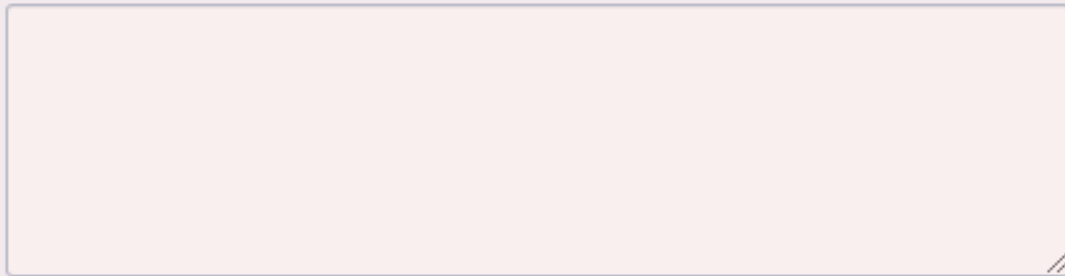
Scroll to the bottom of the volunteer's profile and type your message into the **Invite volunteer to apply for** section.

Invite volunteer to apply for: **Buddy and host volunteers**

Message From Volunteer



Message To Volunteer



After entering your text, click on **invite to apply**.

Invite to Apply

Back

After reviewing a volunteer's profile you may feel they are not suitable to the role – you can remove them from the list by selecting **disassociate the volunteer from this opportunity**.

Invite to Apply/Reply

Back

Disassociate this volunteer from this opportunity

Below is an example of a volunteer profile. Please note that volunteer’s direct contact details will not be made available to you until the volunteer expresses interest in your role, either independently or after being invited by you to apply.

Contact Information

First name Volunteer Photo

Surname

Email address Not available until the volunteer accepts the role

Postcode Area Not available until the volunteer is matched to role(s)

Last Logged In

Volunteering Details

Skills Cleaning & Tidying, English - Basic, UK Driving Licence

Interests

Activities Catering

Brief profile

is currently looking for work in a Restaurant (in the kitchen) and would like to gain work experience to help him to find work as his last job finished in December 2015.

He has previously worked in restaurants as a Chef Assistant supporting chefs with menu planning, liaising with suppliers, assisting with the delivery of food supplies, food preparation, operating equipment and adhering to health and safety regulations.

completed several courses in July 2017 including the food hygiene certificate and Health and Safety in the workplace.

enjoys indian cooking in his spare time

Availability

	Morning	Afternoon	Evening
Monday	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thursday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Saturday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other Details

Link to Youtube

How much notice do you require before starting a role? One day

Volunteer for one off events YES

Volunteer for regular events YES

Referred by Volunteer Centre N/A

Back

Contacting Voluntary Action Coventry



Voluntary Action Coventry

SUPPORTING VOLUNTARY
ACTIVITY IN COVENTRY

Voluntary Action Coventry

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2 Sandy Lane
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CV1 4DX

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F: 024 7625 7720

Email: volunteering@vacoventry.org.uk

Web: www.vacoventry.org.uk