

Using the new system - Provider

When you visit the website for the first time you will be asked to register. To do this you will need to select the region where you are based. If you cover several counties, you can still register in the area where you are based. You will be the contact person for all the opportunities that you post.

If you have different contact people for different opportunities it is better for each to register as a separate provider (eg 'Myorganisation North Wales'; 'Myorganisation South Wales')

Try volunteering
Register now

Enter search and click Search

Need Volunteers?
Select the area where you are based when register to start adding your opportunities and recruiting volunteers today!

Select your region

Not Sure? If you are national organisation or are unsure which area to select then [register here](#) or contact us on volunteering-wales@wcva.org.uk

Want to volunteer?
Click the [Try Volunteering button](#) above to get started today!

Looking for information?
Visit the [wcva website](#) for:

- [Information on volunteer management](#)
- [Model policies and templates](#)

 Cyngor Gwethredu Gwirfoddol Cymru
Water Council for Wales

If you are a large national organisation or are not sure, register here

You will need to populate the required fields with your organisations information.

Do you need volunteers?
Do you have events that our volunteers might be interested in ?
Register now and start adding and offering your own opportunities to our volunteers.

Organisation and Contact Details

Your Name

Your email address ✘ Invalid

Your phone number

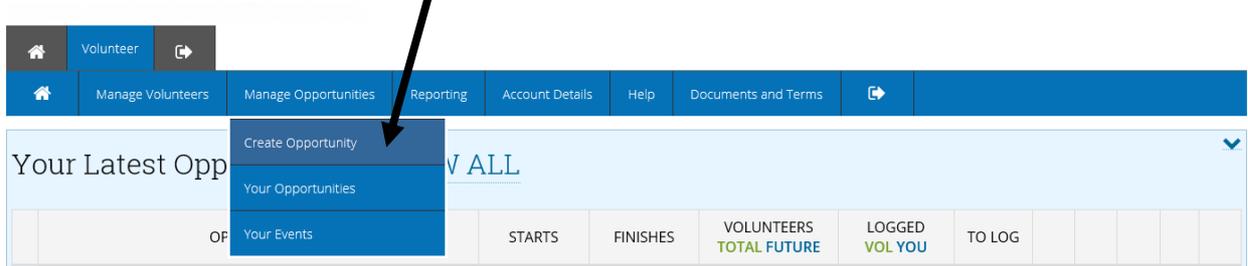
Organisation name

Your Profile Webpage <http://wcvs.teamkinetic.co.uk/profile/> 🌐 ✘ Invalid

Please describe your organisation

Once you have completed and submitted the form it will be sent to an administrator for approval.

Once you are registered and approved you will be able to login and create opportunities. To create an opportunity click on Manage Opportunities and then Create opportunity.



You will be required to put in information about your opportunity including title and description. You can add additional information including skills required, perks, and transport information. Please enter information in Welsh and English if possible - Adding a good descriptive title in both languages means that people can search and find you in Welsh and in English. You will be asked if you want to share your opportunity to the wider network. For this select yes this will show your opportunity on the whole Volunteer Wales sites

Create New Opportunity

Key Details

Opportunity Name (English) View example	Brief title that will easily identify the opportunity for example 'Marshalls required to run water stations along the Great North Run this summer - no experience necessary'
Opportunity Name (Cymru)	
Opportunity Description (English) View example	Be as descriptive as possible and remember you are trying to give volunteers a good reason for giving up their time.
Opportunity Description (Cymru)	Be as descriptive as possible and remember you are trying to give volunteers a good reason for giving up their time.

You will then need to select the session information. This is the days and hours available for a volunteer to register. This can be Repeating, Non-Repeating or Flexible.

Select Repeating

An opportunity that occurs over regular intervals, such as every week or month.

Select Non-Repeating

An opportunity that takes place on one or only a few days, such as over a weekend.

Select Flexible

An opportunity, like a work placement, with no specific times but a maximum number of days.

Tags: When creating an opportunity you can add tags. These tags allow volunteers to search and find your opportunity quicker. When adding these you have to push enter for the tag to save.

Activity Tags ?

Suggested Tags: 18-25 + 25+ + festival + pride + 16-17 + community +

Added Tags

Once your session and opportunity is set up, you are all set for volunteers to see you and to sign up

If a volunteer signs up to a session you can see who they are and also can also contact volunteers directly through the system.

2 ACTIVE VOLUNTEERS RETURNED									
VOLUNTEER	DATE REG	VOL HRS	PRO HRS				CRIMINAL CHECK	STATUS	
Gavin Wilson - (29)	19/02/2018	0	0						<input type="checkbox"/>
Mickey Mouse - (29)	26/02/2018	100	100						<input type="checkbox"/>
Total Hours		100	100						

Email Volunteer

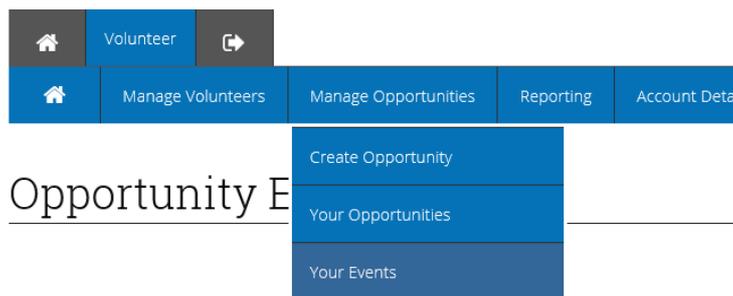
Click to send an email to the volunteer at gwilson@wcva.org.uk

Events:

If your planning an event you can create an events page by click Manage opportunities and then your events. Once on this page click Add Event. This gives you a webpage, with its own web address, where you can describe the event, add pictures and upload documents.

You can link relevant opportunities to this event , and they will appear on the event page too.

You will be able to do all of this in Welsh - at present the Welsh language on the website is not complete



Opportunity Events

[+ Add Event](#)

Add new Event

Event Name (English)

Event Name (Cymru)

Event Website <http://wcvs.teamkinetic.co.uk/event/> ✘ Invalid

There are some reserved characters that are not allowed in website addresses that will be removed as you type.

[✔ Add New Event](#)