

## How to view and manage your organisation's details

This guide explains how to view and manage your organisation's details in the NHS Volunteering service.

Sign in to the [NHS Volunteering service](#) to access your account and follow the instructions in this guide.

You can change the following details:

- The website URL of your organisation.
- The 'About' details of your organisation.

You can view the following details:

- The name of your organisation.
- The address of your organisation.
- The privacy policy of your organisation.
- The organisation logo.
- The details of users with access to your organisation account.
- Any sites associated with your organisation's account.

Contact the [NHS Volunteering team](#) to request changes you are unable to make.

## Contents

<a href="#"><u>How to view and manage your organisation's details .....</u></a>	<a href="#"><u>1</u></a>
<a href="#"><u>View your organisation's details.....</u></a>	<a href="#"><u>3</u></a>
<a href="#"><u>View and manage your organisation's details .....</u></a>	<a href="#"><u>4</u></a>
<a href="#"><u>Update your organisation website URL.....</u></a>	<a href="#"><u>5</u></a>
<a href="#"><u>Check your answers before submitting changes to your website URL.....</u></a>	<a href="#"><u>6</u></a>
<a href="#"><u>Update the 'about' details for your organisation .....</u></a>	<a href="#"><u>7</u></a>
<a href="#"><u>Check your answers before submitting changes to your 'About' details.....</u></a>	<a href="#"><u>8</u></a>

## View your organisation's details

**Important:** You should be signed into your NHS Volunteering account and currently on 'Your Dashboard'.

To view your organisation's details, complete the following step:

1. Select the '[View your organisation's details](#)' link.

NHS Volunteering  
Your Dashboard

With your dashboard you can:

- create new volunteer listings
- save draft listings to come back to later
- review applications for each of your opportunities
- edit certain details of your listing such as the closing date or application limit
- reuse a listing
- view your listings
- close live listings

Your organisation is NHS Volunteering - Training and Support

1 [View your organisation's details](#)

[Advertise an opportunity](#)

Your listings

Title	Date created	Closing date	Applications received	Status
<a href="#">Porter</a> VZBSA2-HPG-CS4	23 October 2024	Not provided	Not started	<a href="#">Draft</a>
<a href="#">Walk And Talk Volunteer</a> 071124 VZBSA2-4GB-3BR	07 November 2024	01 December 2024	1	<a href="#">Published</a>

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[Accessibility statement](#)

## View and manage your organisation's details

**Important:** You can change any information that has a 'Change' link.

To view and manage your organisation's details, complete the following steps:

1. Select the '[Go back](#)' link to return to the dashboard.
2. Contact the [NHS Volunteering team](#) to request changes you are unable to make.
3. View the name of your organisation.
4. Select the '[Change](#)' link to update your website URL.
5. View the address of your organisation.
6. View the privacy policy of your organisation.
7. Select the '[Change](#)' link to update the 'About' details for your organisation.
8. View the organisation logo.
9. View the details of users with access to your organisation account.
10. View any sites associated with your organisation's account.

The screenshot displays the NHS Volunteering - Training and Support dashboard. At the top, there is a blue header with the NHS logo, 'Volunteering', and a 'Log out' link. Below the header, a 'New service' banner encourages feedback. The main content area is titled 'NHS Volunteering - Training and Support' and includes a note about contacting the NHS Volunteering team for changes. The 'Organisation details' section contains a table with the following information:

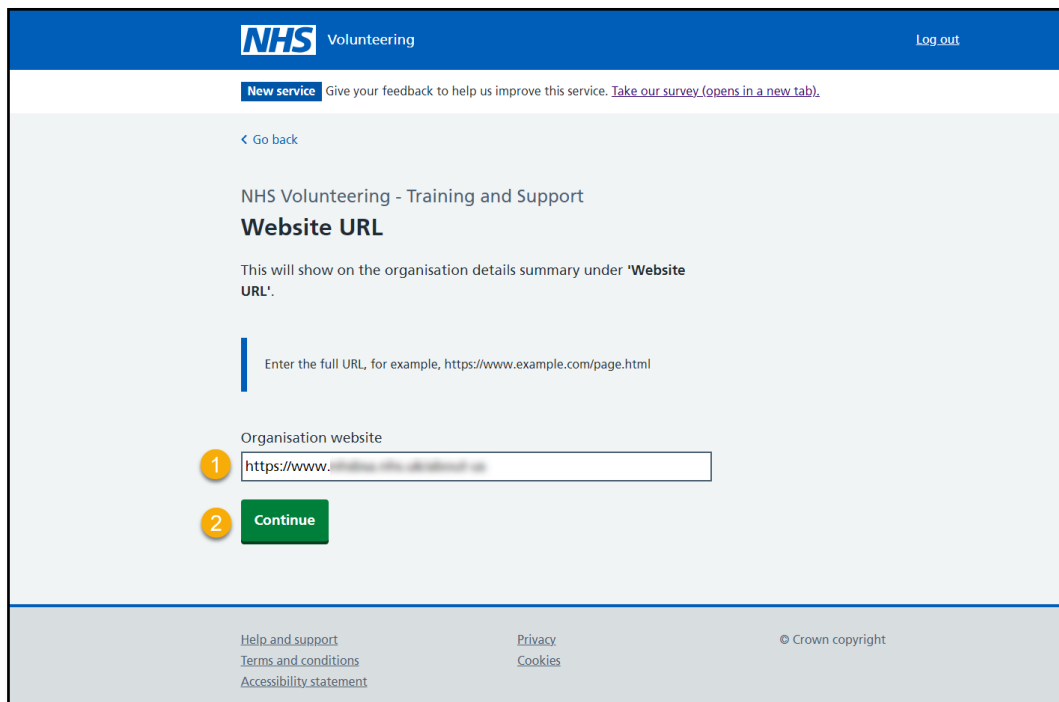
Field	Value	Action
Name of organisation	NHS Volunteering - Training and Support	
Website URL	<a href="https://www.nhsbsa.nhs.uk/about-us">https://www.nhsbsa.nhs.uk/about-us</a>	<a href="#">Change</a>
Address	10 EMILY STREET [Redacted]	
Privacy policy	<a href="https://www.nhsbsa.nhs.uk/our-policies/privacy/ai-telephone-calls-privacy-notice">https://www.nhsbsa.nhs.uk/our-policies/privacy/ai-telephone-calls-privacy-notice</a>	
About	This is the NHS Volunteering Training account for the purpose of training and demo with external users. Please do	<a href="#">Change</a>

Below the table is the 'Organisation logo' section, which shows the NHS Business Services Authority logo. The 'Contact information' section lists Wayne Liddle as the contact person, with fields for Telephone Number and Email Address. The 'Sites associated with NHS Volunteering - Training and Support' section states that there are no sites associated with the account. At the bottom, there are links for 'Help and support', 'Terms and conditions', and 'Accessibility statement', along with 'Privacy' and 'Cookies' links, and a '© Crown copyright' notice.

## Update your organisation website URL

To update your organisation website URL:

1. Enter the URL in the 'Organisation website' textbox.
2. Select the [Continue](#) button.



The screenshot shows the NHS Volunteering interface for updating a website URL. At the top, there is a blue header with the NHS logo and 'Volunteering' text, and a 'Log out' link on the right. Below the header, a 'New service' banner encourages feedback. A '< Go back' link is visible. The main heading is 'NHS Volunteering - Training and Support' followed by 'Website URL'. A note states: 'This will show on the organisation details summary under "Website URL".' Below this is a vertical line and the instruction: 'Enter the full URL, for example, https://www.example.com/page.html'. The form includes a text input field labeled 'Organisation website' containing 'https://www.', a green 'Continue' button, and a 'Go back' link. The footer contains links for 'Help and support', 'Terms and conditions', and 'Accessibility statement', as well as 'Privacy' and 'Cookies' links, and a copyright notice: '© Crown copyright'.

## Check your answers before submitting changes to your website URL

To use the check your answers before submitting page, complete the following steps:

1. Select the ['Change'](#) link if the URL is not correct.
2. Select the ['Submit'](#) button if the URL is correct.

**NHS** Volunteering Log out

**New service** Give your feedback to help us improve this service. [Take our survey \(opens in a new tab\)](#).

[Go back](#)

Submit changes to 'Website URL'

### Check your answers before submitting

NHS Volunteering - Training and Support

Website URL  [1 Change](#)

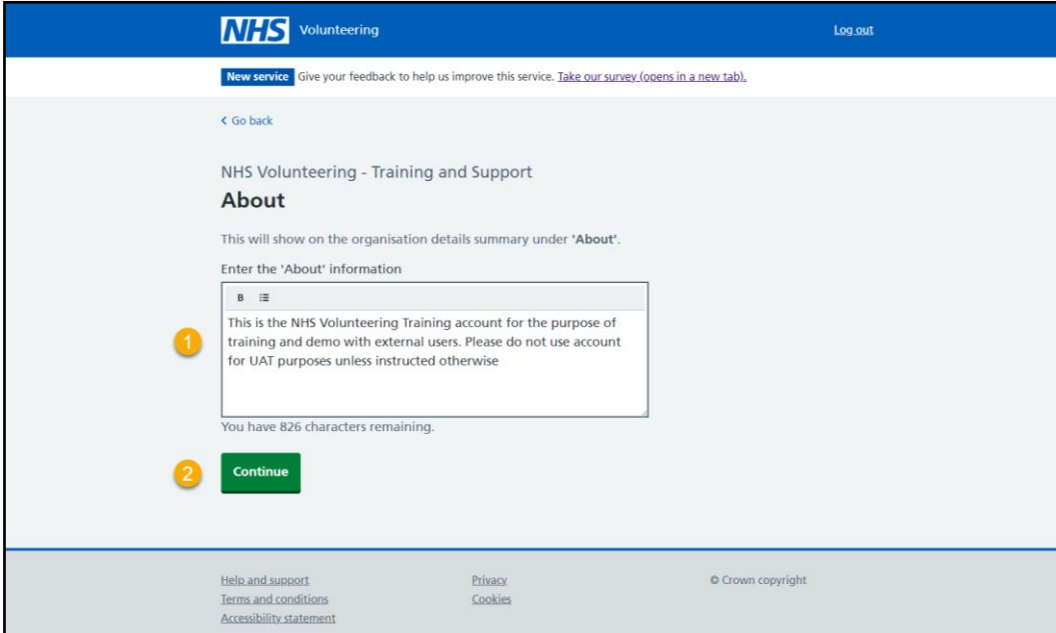
[2 Submit](#)

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[Accessibility statement](#)

## Update the 'about' details for your organisation

To update the 'about' details for your organisation:

1. Enter the 'about' information in the textbox.
2. Select the [Continue](#) button.



The screenshot shows the NHS Volunteering interface. At the top, there is a blue header with the NHS logo and 'Volunteering' text, and a 'Log out' link. Below the header, a 'New service' banner encourages feedback. The main content area is titled 'NHS Volunteering - Training and Support' and 'About'. It explains that the information entered will be shown in the 'About' summary. A text input field is provided for entering 'About' information, with a character count of 826 remaining. A green 'Continue' button is located below the input field. The footer contains links for 'Help and support', 'Terms and conditions', and 'Accessibility statement', as well as 'Privacy' and 'Cookies' links, and a copyright notice.

NHS Volunteering Log out

New service Give your feedback to help us improve this service. [Take our survey \(opens in a new tab\)](#).

< Go back

NHS Volunteering - Training and Support

### About

This will show on the organisation details summary under 'About'.

Enter the 'About' information

1 This is the NHS Volunteering Training account for the purpose of training and demo with external users. Please do not use account for UAT purposes unless instructed otherwise

You have 826 characters remaining.

2 Continue

Help and support  
Terms and conditions  
Accessibility statement

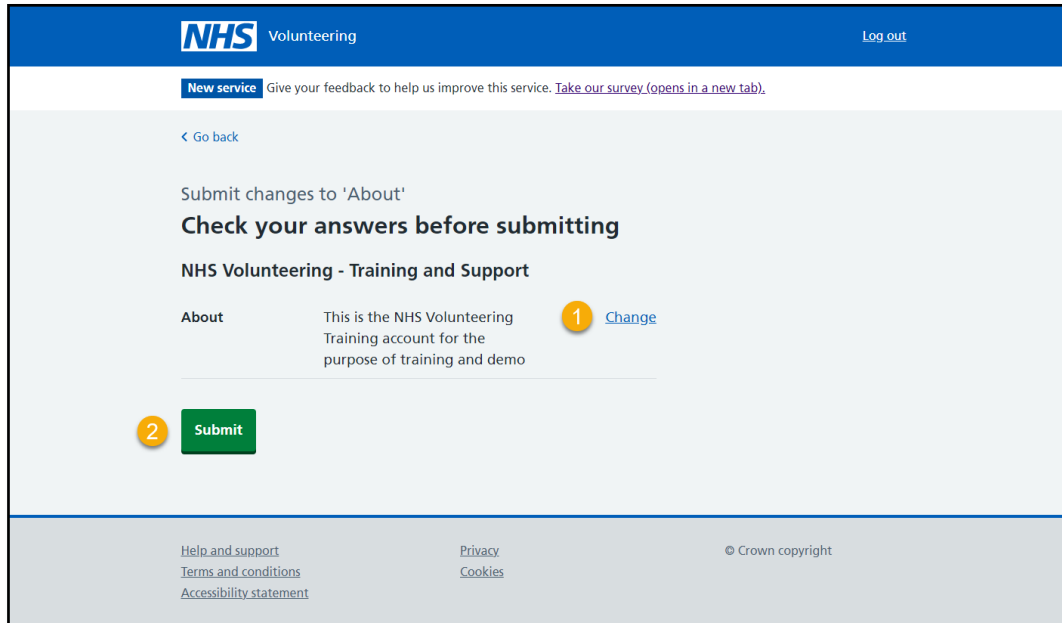
Privacy  
Cookies

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## Check your answers before submitting changes to your 'About' details

To use the check your answers before submitting page, complete the following steps:

1. Select the ['Change'](#) link if the 'about' details are not correct.
2. Select the ['Submit'](#) button if the 'about' details are correct.



You've reached the end of this user guide.

[Return to the start of guide.](#)