

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.

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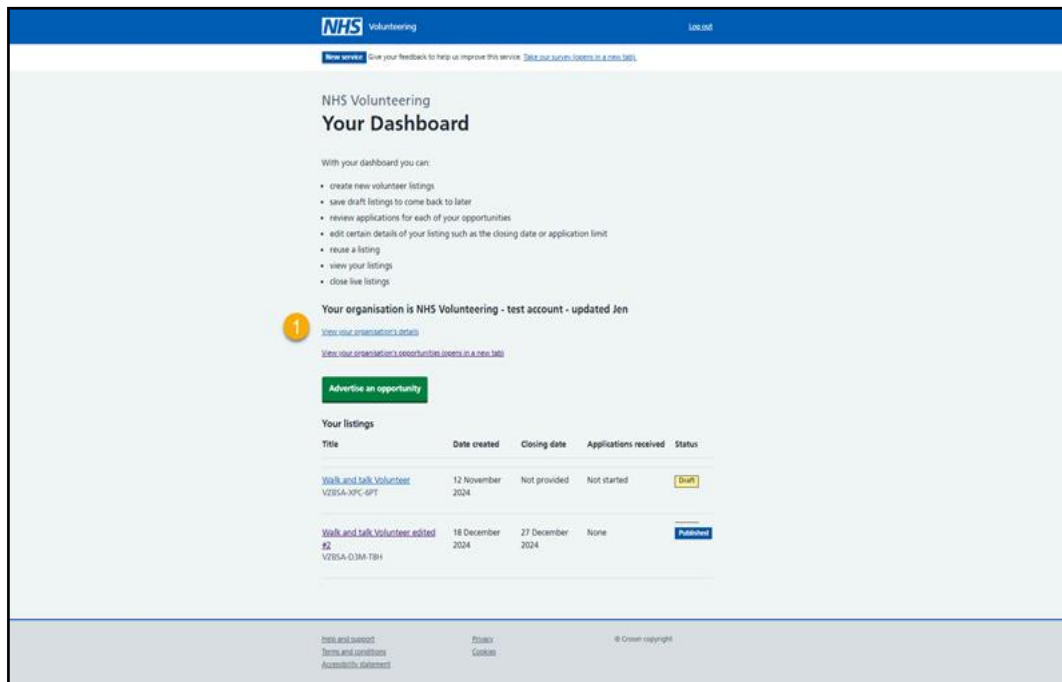
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View your organisation's details

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.



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 shows the NHS Volunteering - Training and Support dashboard. The page is titled "NHS Volunteering - Training and Support" and includes a "New service" banner at the top. The main content area is divided into several sections:

- 1** [Go back](#) link.
- 2** A message: "To request any changes you are unable to make, contact the NHS Volunteering team at nhsvolunteering@nhsbsa.nhs.uk".
- 3** **Organisation details** section:

3 Name of organisation	NHS Volunteering - Training and Support	
4 Website URL	https://www.nhsbsa.nhs.uk/about-us	Change
5 Address	10 EMILY STREET	
6 Privacy policy	https://www.nhsbsa.nhs.uk/our-policies/privacy/ai-telephone-calls-privacy-notice	
7 About	This is the NHS Volunteering Training account for the purpose of training and demo with external users. Please do	Change
- 8** **Organisation logo**: NHS Business Services Authority logo.
- 9** **Contact information** section:

Wayne Liddle	
9 Telephone Number	0115 8545000
Email Address	Wayne.Liddle@nhsbsa.nhs.uk
- 10** **Sites associated with NHS Volunteering - Training and Support**: There are no sites associated with NHS Volunteering - Training and Support.

The footer contains links for "Help and support", "Terms and conditions", "Accessibility statement", "Privacy", "Cookies", and "© Crown copyright".

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 displays the NHS Volunteering interface for updating a website URL. At the top, the NHS logo and 'Volunteering' text are visible, along with a 'Log out' link. A 'New service' banner encourages feedback. The main heading is 'NHS Volunteering - Training and Support Website URL'. A sub-heading explains that the entered URL will be used in the organisation details summary. A text input field is labeled 'Organisation website' and contains the text 'https://www...'. A green 'Continue' button is positioned below the input field. The footer includes links for 'Help and support', 'Terms and conditions', 'Accessibility statement', 'Privacy', and 'Cookies', 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](#)

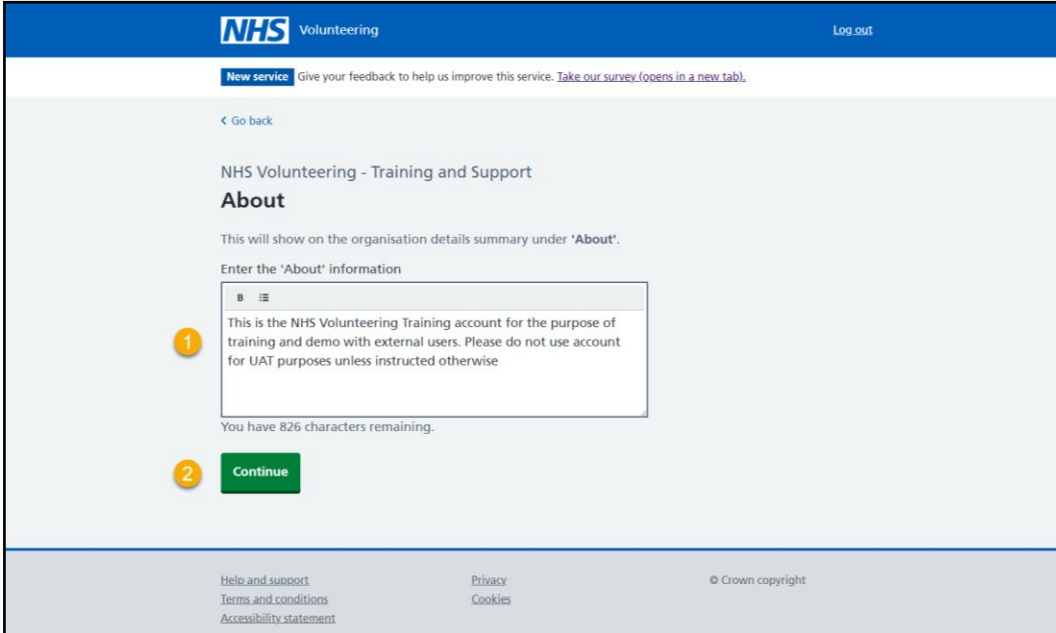
[2 Submit](#)

[Help and support](#) [Privacy](#) [© Crown copyright](#)
[Terms and conditions](#) [Cookies](#)
[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.

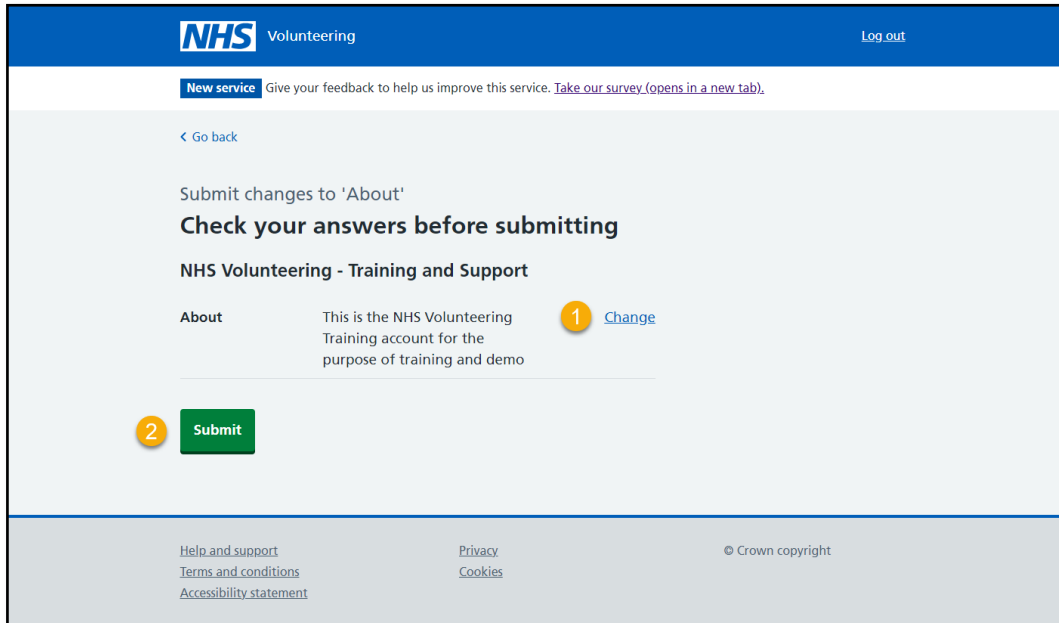


The screenshot shows the NHS Volunteering 'About' page. At the top, there is a blue header with the NHS logo and 'Volunteering' text, and a 'Log out' link. Below the header, there is a 'New service' notification bar. The main content area has a 'Go back' link and the title 'NHS Volunteering - Training and Support'. Underneath is the 'About' section, which explains that the information entered will be shown in the organisation details summary. A text input field is provided for entering the 'About' information, with a red circle '1' next to it. The text inside the field reads: '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'. Below the field, it says 'You have 826 characters remaining.' A green 'Continue' button with a red circle '2' next to it is positioned below the field. At the bottom of the page, there are links for 'Help and support', 'Terms and conditions', and 'Accessibility statement' on the left; 'Privacy' and 'Cookies' in the center; and '© Crown copyright' on the right.

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.](#)