NHS

Volunteering

How to view and share your organisation's live opportunities

This guide explains how to:

- **View** your current opportunities on the NHS Volunteering service.
- **Share** your current opportunities on the NHS Volunteering service.

Add your current opportunities link to documents, emails or webpages to share them with others.

Sign in to the NHS Volunteering service to follow the instructions in this guide.

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View your organisation's opportunities

To view your organisation's current opportunities, complete the following steps:

1. Select the 'View your organisation's opportunities (opens in a new tab)' link.

Highlight the URL from the address bar of the web page

To highlight the URL from the address bar, complete the following steps:
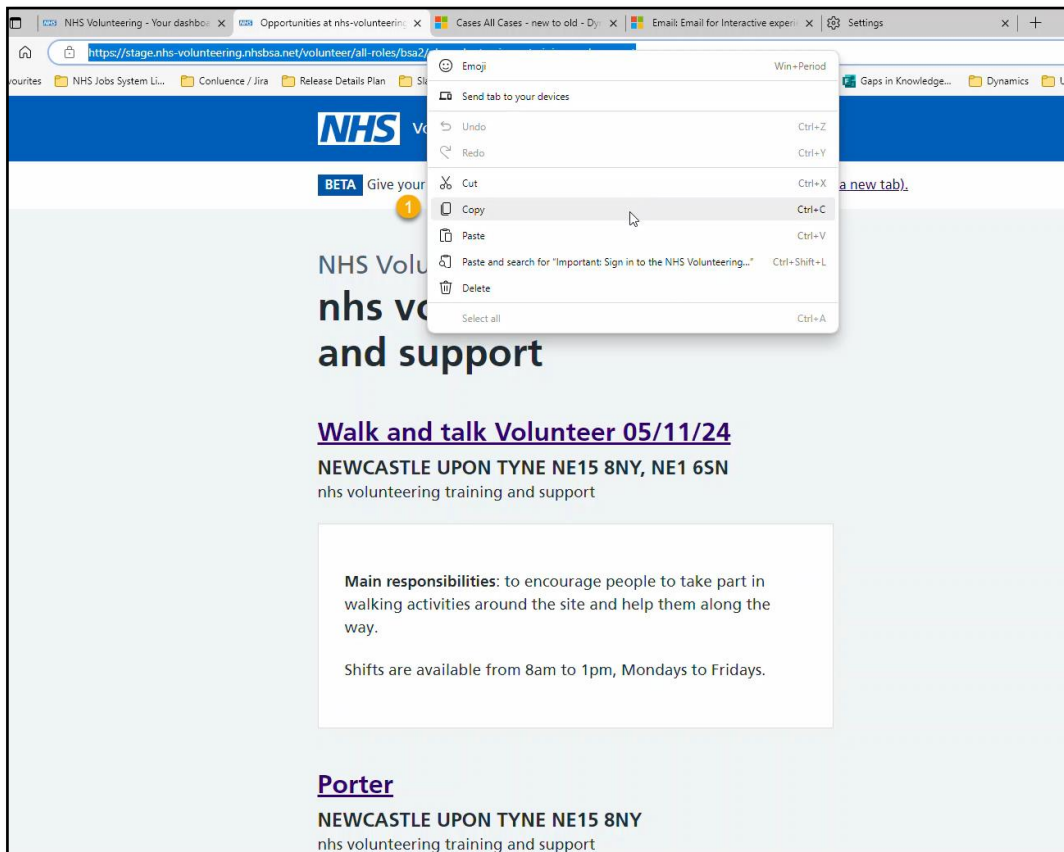
1. Go to the address bar and 'right click' using the right button on your mouse. Or
1. Press the Ctrl + L keys or F6 on your keyboard.
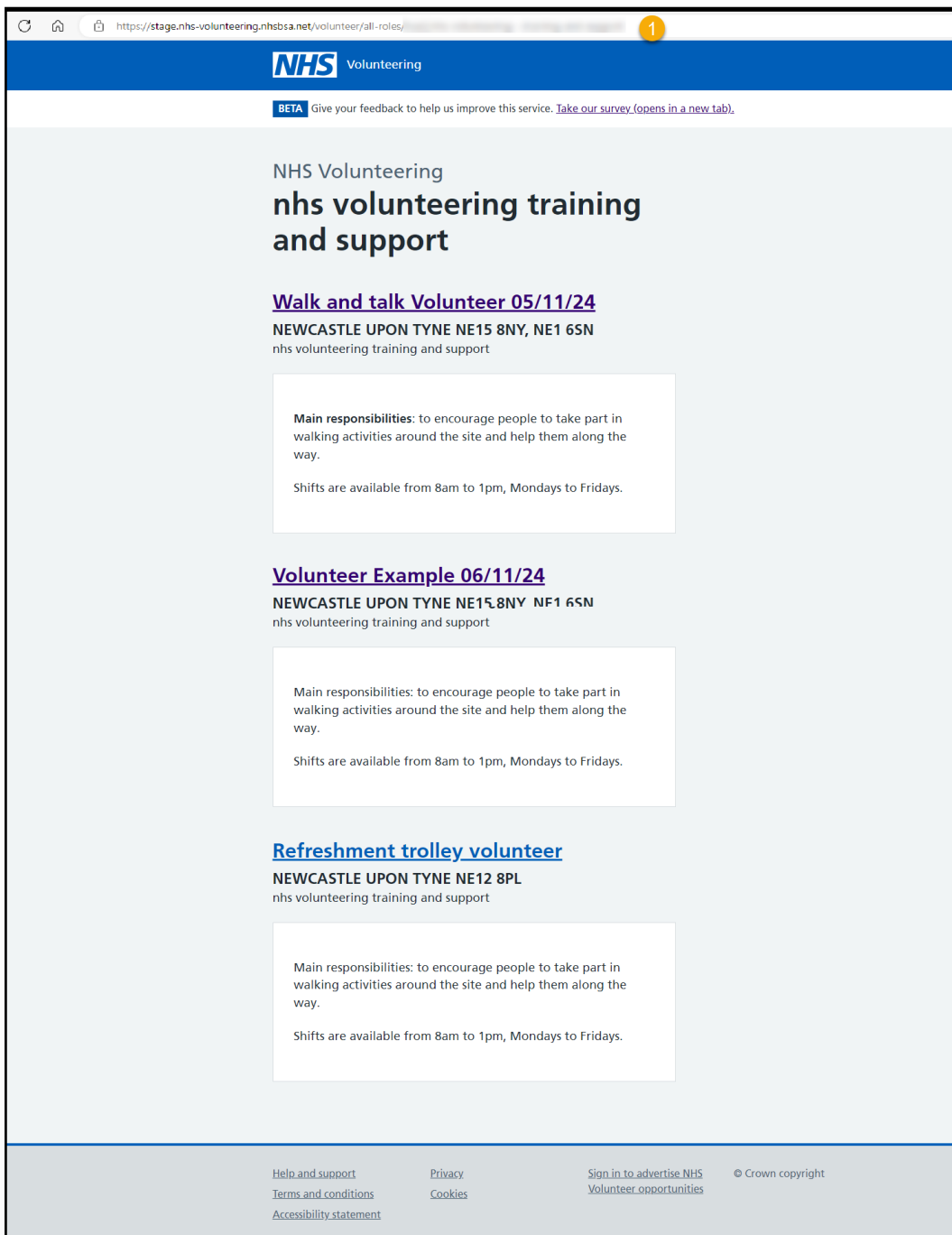
Copy the URL from the address bar of the web page

To copy the highlighted URL:

1. Select 'Copy' from the drop-down menu.
   Or
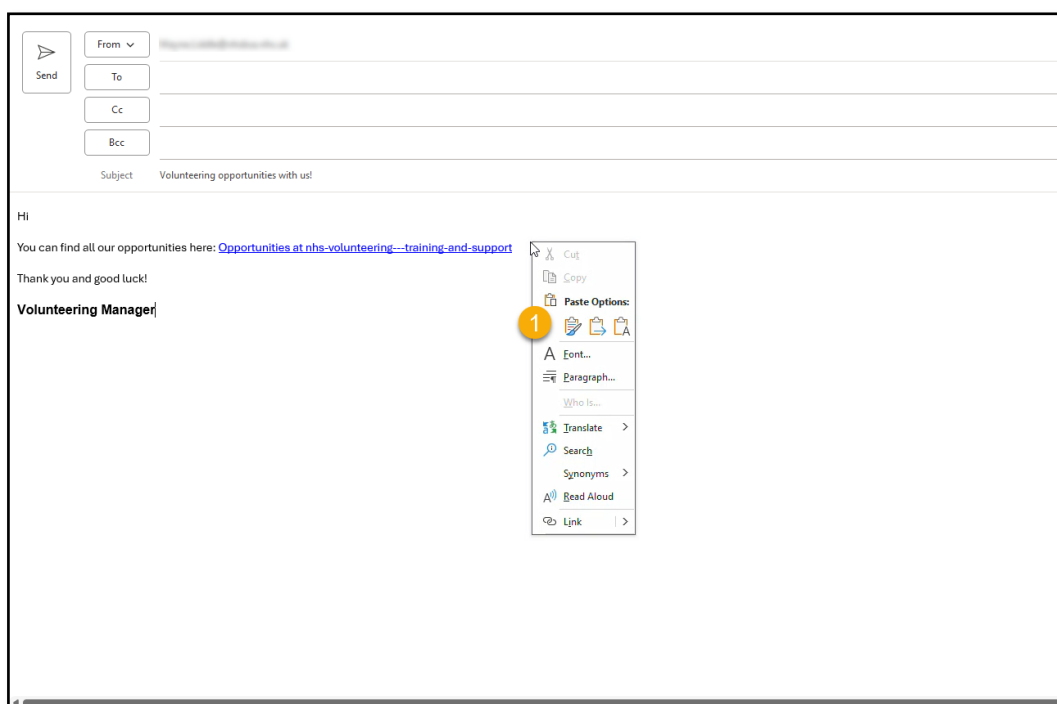1. Press the Ctrl + C keys on your keyboard.

Paste the URL from the address bar of the web page

<mark>Important:</mark> Add the URL to documents, emails or webpages to share your current opportunities.

This example shows the URL being added to an email.

To paste the highlighted URL:

1. Select the 'paste' icon from the drop-down menu.
   Or
2. Press the Ctrl + V keys on your keyboard.

<mark>Tip:</mark> The URL will always show your current opportunities. You do not need to update it when you add or close opportunities.

You've viewed and shared your current opportunities and reached the end of this user guide.