

## 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.

The screenshot shows the NHS Volunteering dashboard. 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. The main content area is titled 'Your dashboard' and includes instructions on how to use the dashboard. It identifies the user as 'NHS Volunteering - test account' and provides a link to 'View your organisation's details'. A yellow circle with the number '1' highlights the link 'View your organisation's opportunities (opens in a new tab)'. Below this is a green 'Create new listing' button. The 'Your listings' section contains a table with three rows of listings.

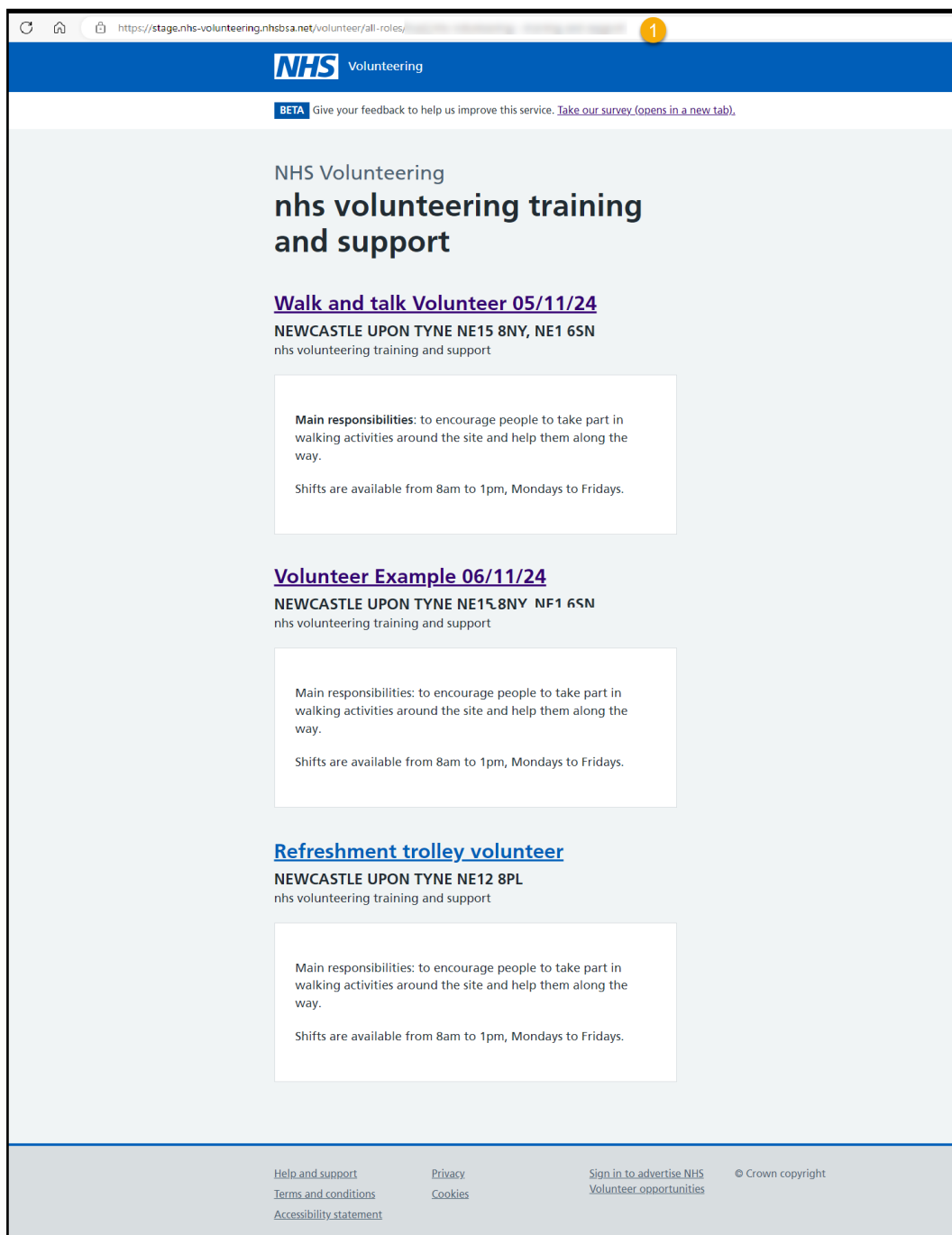
Title	Date created	Closing date	Applications received	Status
<a href="#">Test Opportunity - v250205</a> VZBSA-WW7-2RX	05 February 2025	Not provided	Not started	<span>Draft</span>
<a href="#">Walk and talk Volunteer</a> VZBSA-44R-K9T	11 February 2025	Not provided	None	<span>Published</span>
<a href="#">One Stop Shop</a> VZBSA-K32-W75	30 January 2025	Not provided	None	<span>Published</span>

At the bottom of the dashboard, 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.

## Highlight the URL from the address bar of the web page

To highlight the URL from the address bar, complete the following steps:

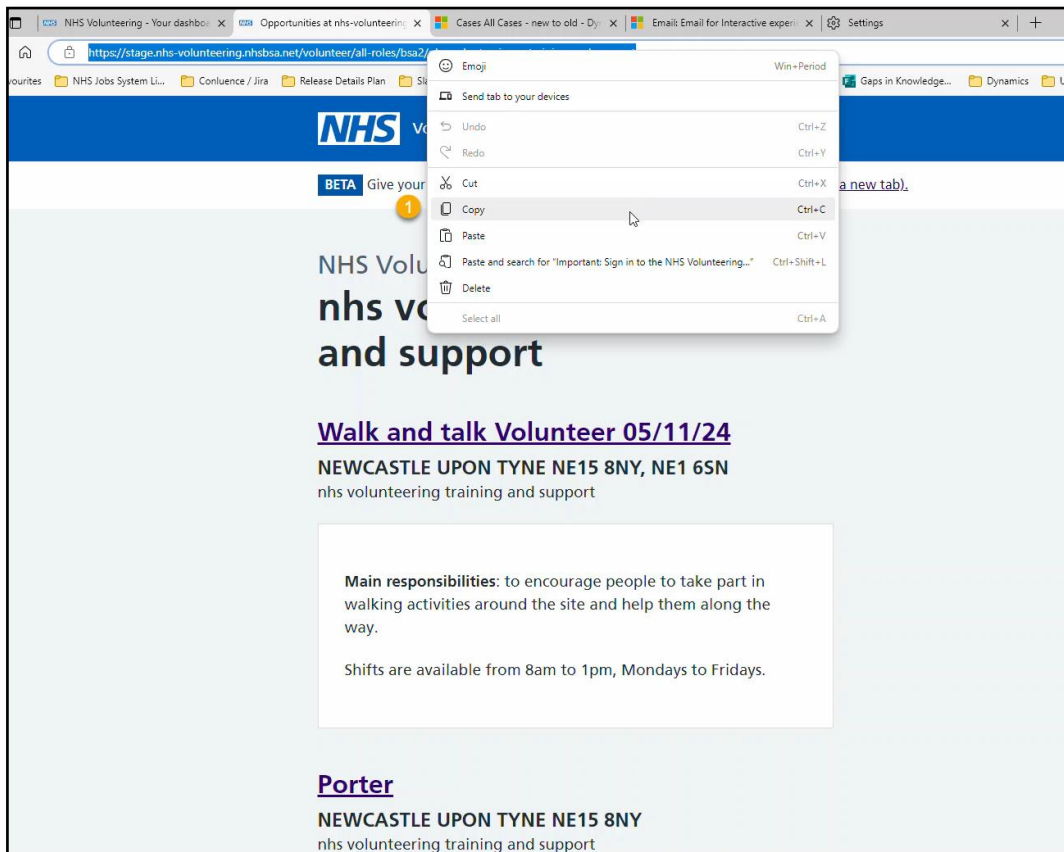
1. Go to the address bar and '[right click](#)' using the right button on your mouse.  
Or
1. Press the [Ctrl + L keys or F6](#) on your keyboard.



## 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.



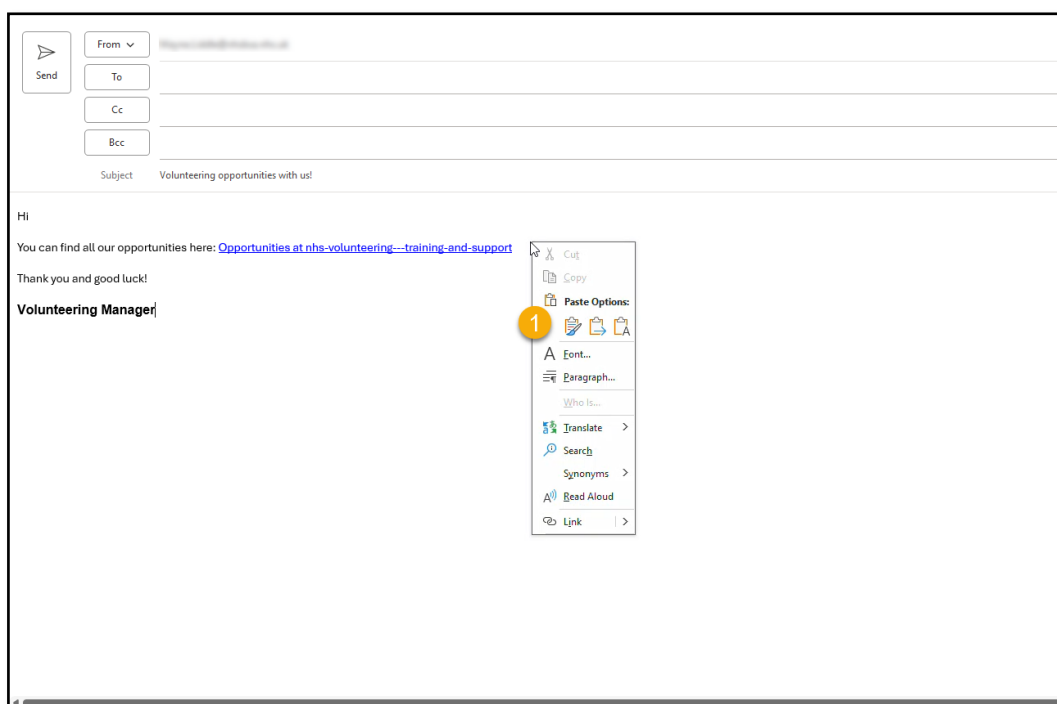
## Paste the URL from the address bar of the web page

**Important:** Add the URL to documents, emails or webpages to share your current opportunities.

This example shows the URL being added to an email.

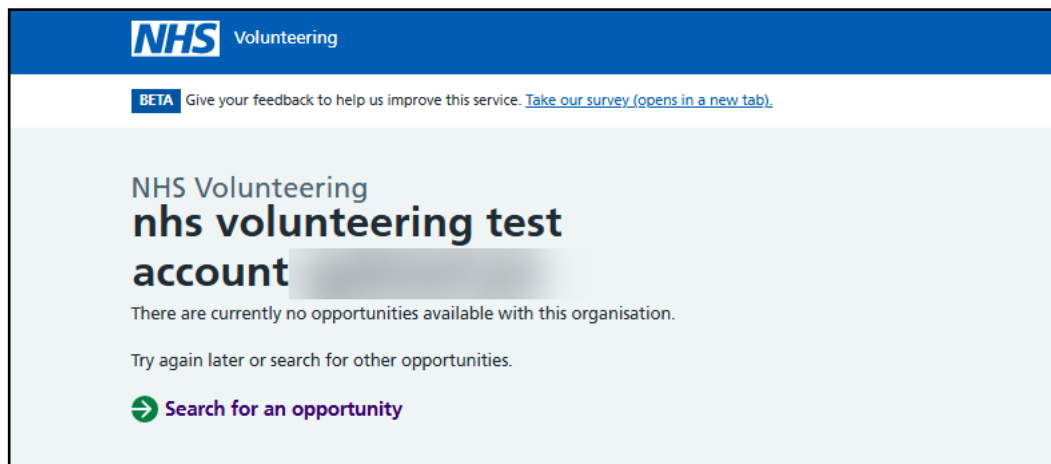
To paste the highlighted URL:

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



**Tip:** The URL will always show your current opportunities. A message will explain there are currently no opportunities if you don't have any live. You do not need to update it when you add or close opportunities.

If you have no live opportunities, the following screen will be shown:



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