

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 <u>NHS Volunteering service</u> 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 '<u>View your organisation's opportunities (opens in a new tab)</u>' link.

	Volunteering				Log out
	New service Give your feedback to he	Ip us improve this service.	Take our survey (or	pens in a new tab),	
	Your dashboa	ard			
	You can use your dashboard to cre	eate, edit and reuse lis	stings. You can al	lso review your application	ons.
	Your organisation is NHS V	olunteering - tes	t account ·		
	View your organisation's details				
- 0	View your organisation's opportur	nities (opens in a new	tab)		
	Create new listing				
	Your listings				
	Title	Date created	Closing date	Applications received	Status
	Test Opportunity - v250205 VZBSA-WW7-2RX	05 February 2025	Not provided	Not started	Draft
	Walk and talk Volunteer VZBSA-44R-K9T	11 February 2025	Not provided	None	Published
	One Stop Shop	30 January	Not provided	None	Published
	VZBSA-K32-W75	2025			
	Help and support Terms and conditions	<u>Privacy</u> Cookies		© Crown copyrigh	it
	Accessibility statement	SOUTHER			

Highlight the URL from the address bar of the web page

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

- Go to the address bar and '<u>right click</u>' using the right button on your mouse. Or
- **1.** Press the $\underline{Ctrl + L \text{ keys or } F6}$ on your keyboard.

C 🙃 https://stage.nhs-volunteering	.nhsbsa.net/volunteer/all-roles/
	NHS Volunteering
	BETA Give your feedback to help us improve this service. Take our survey (opens in a new tab).
	NHS Volunteering nhs volunteering training and support
	Walk and talk Volunteer 05/11/24 NEWCASTLE UPON TYNE NE15 8NY, NE1 6SN nhs volunteering training and support
	Main responsibilities: to encourage people to take part in walking activities around the site and help them along the way. Shifts are available from 8am to 1pm, Mondays to Fridays.
	Volunteer Example 06/11/24 NEWCASTLE UPON TYNE NE15.8NY NF1 65N nhs volunteering training and support
	Main responsibilities: to encourage people to take part in walking activities around the site and help them along the way. Shifts are available from 8am to 1pm, Mondays to Fridays.
	Refreshment trolley volunteer NEWCASTLE UPON TYNE NE12 8PL nhs volunteering training and support
	Main responsibilities: to encourage people to take part in walking activities around the site and help them along the way. Shifts are available from 8am to 1pm, Mondays to Fridays.
	Help and support Privacy Sign in to advertise NHS © Crown copyright Terms and conditions Cookies Volunteer opportunities
	Accessibility statement

Copy the URL from the address bar of the web page

To copy the highlighted URL:

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

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nhs volunteering training and support	NE	WCASTLE UPON TYNE NE15 8NY		

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:

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

	From 🗸	Name and Address of a
Send	То	
	Cc	
	Bcc	
	Subject	Volunteering opportunities with us!
Hi		
		tunities here: Opportunities at nhs-volunteeringtraining-and-support
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		Synonyms > A ^(I) Bead Aloud
		A/ii <u>K</u> ead Aloud ⊗ Link >

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.