



VOLUNTEER NOW'S

# OPPORTUNITY SEARCH PLATFORM

A step by step guide for PARENTS/  
GUARDIANS of YOUNG volunteers

# What is Be Collective?

This guide is to support parents/guardians/trusted adults enable their young child/person to find a meaningful volunteering opportunity on Volunteer Now's opportunity search platform which is powered by Be Collective.

Volunteer Now and Be Collective wish to keep young volunteers as safe as possible as they volunteer so all young people **under the age of 16 must** have a parent/guardian/trusted adult also registered on the platform and the family group enables you to manage volunteering activity effectively.

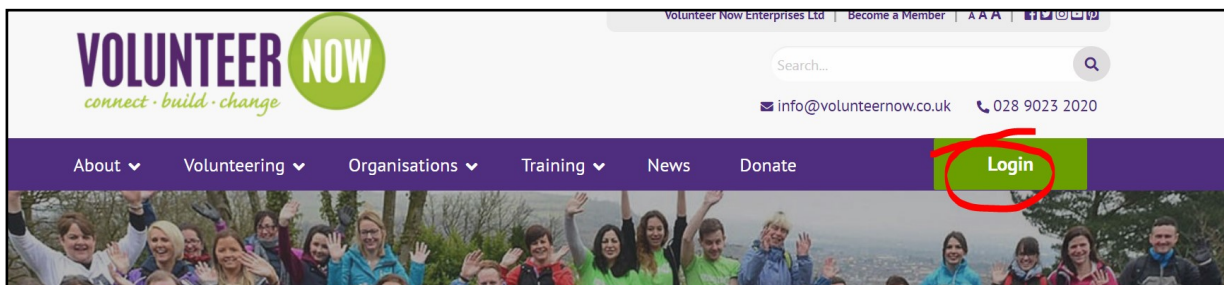
This guide will take you through the steps and Be Collective have also wonderful guidance on their platform: <https://help.becollective.com/en/im-a-parentguardian-of-a-young-volunteer>

Volunteer Now encourages everyone to volunteer and age shouldn't be a barrier to being able to make a meaningful difference to a chosen cause.

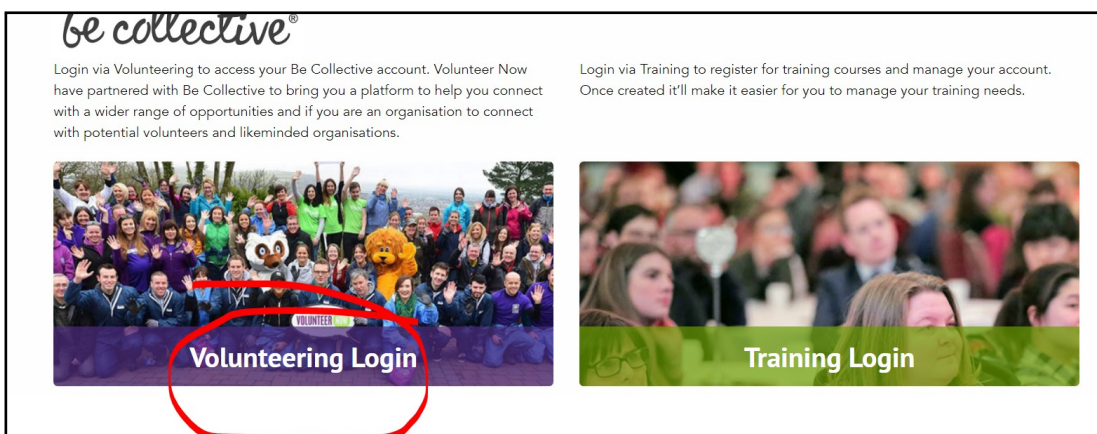
We recommend that before a young person registers on the platform a family group is established by a parent/guardian/trusted adult. A young person under the age of 16 will not be able to register for an opportunity without consent.

## Registering on the Be Collective platform

Log into: <https://www.volunteernow.co.uk/choose-login/>

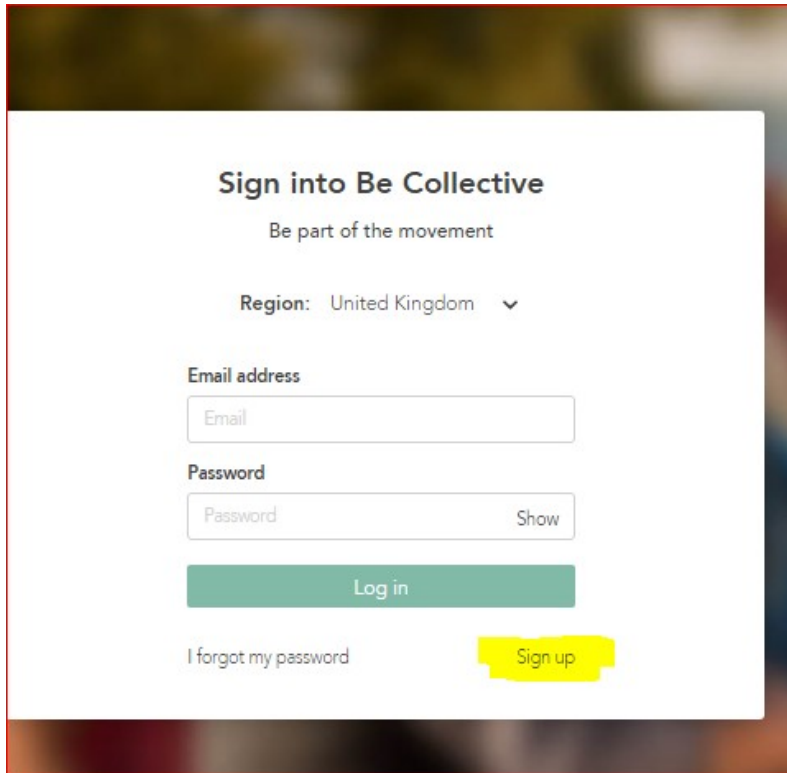


Click on the Volunteering Login:



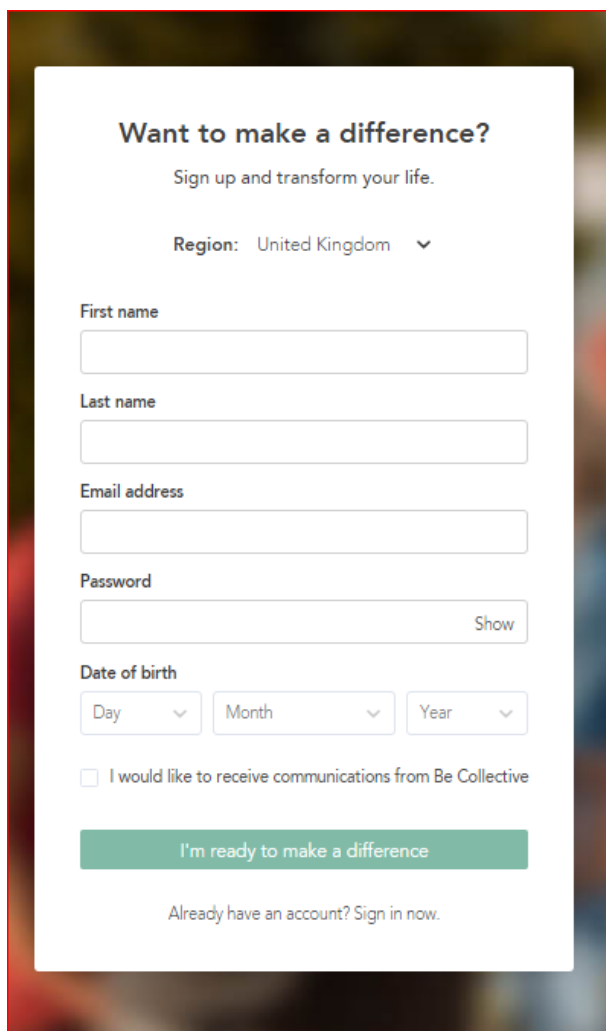
# Signing in

You will be brought to a sign in page on Be Collective where you **sign up** (if you have done so already and cant remember your password you can click the 'I forgot my password' button for support.



The screenshot shows a login form titled "Sign into Be Collective" with the subtitle "Be part of the movement". It features a "Region" dropdown menu set to "United Kingdom". Below this are input fields for "Email address" and "Password", with a "Show" button next to the password field. A green "Log in" button is positioned below the password field. At the bottom left, there is a link for "I forgot my password", and at the bottom right, a yellow "Sign up" button is highlighted.

You will then be directed to the following page:



The screenshot shows a sign-up form titled "Want to make a difference?" with the subtitle "Sign up and transform your life.". It features a "Region" dropdown menu set to "United Kingdom". Below this are input fields for "First name", "Last name", and "Email address". There is a "Password" field with a "Show" button. The "Date of birth" section consists of three dropdown menus for "Day", "Month", and "Year". A checkbox option is present: " I would like to receive communications from Be Collective". A green button labeled "I'm ready to make a difference" is at the bottom. Below the button, it says "Already have an account? Sign in now."

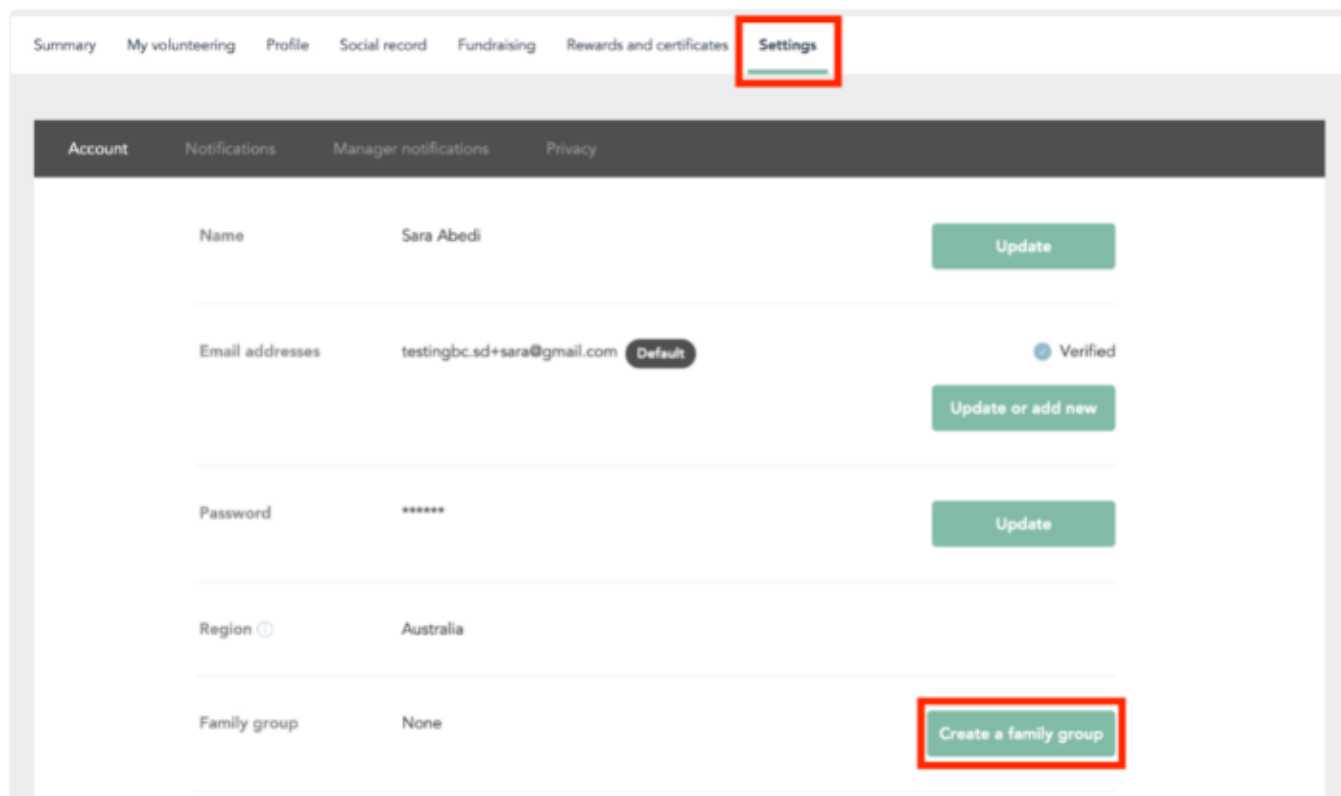
## Creating a Family Group

Once you create your profile we recommend that you set up your family group.

There is great guidance in the Be Collective help desk (<https://help.becollective.com/en/article/how-do-i-start-a-family-group>) but here is a little overview for you to share:

To create a family group, go to the **Settings** tab on your personal user dashboard.

At the bottom of the page, in the **Account** tab, you'll see a button called **Create a family group**.



The screenshot shows a user dashboard with a navigation bar at the top containing: Summary, My volunteering, Profile, Social record, Fundraising, Rewards and certificates, and Settings (highlighted with a red box). Below this is a sub-navigation bar with: Account, Notifications, Manager notifications, and Privacy. The main content area displays user details for Sara Abedi:

Name	Sara Abedi	Update
Email addresses	testingbc.sd+sara@gmail.com (Default) <span>Verified</span>	Update or add new
Password	*****	Update
Region	Australia	
Family group	None	Create a family group (highlighted with a red box)

Read the guidelines in the pop-up carefully. If you'd like to proceed, click **Create a family group**.

Create a family group

You will then be asked to name your family group. This can be something like 'The Roberts Family'. When you're happy with the name, click **Done** to create your family group.



The pop-up form features a house icon with people, a close button (X), and the title "Give your Family Group a name". It includes a text input field labeled "Name of your family group\*" and a "Done" button.

## Creating a family group

Create a family group

You will then be asked to name your family group. This can be something like 'The Roberts Family'. When you're happy with the name, click **Done** to create your family group.



### Give your Family Group a name

Name of your family group\*

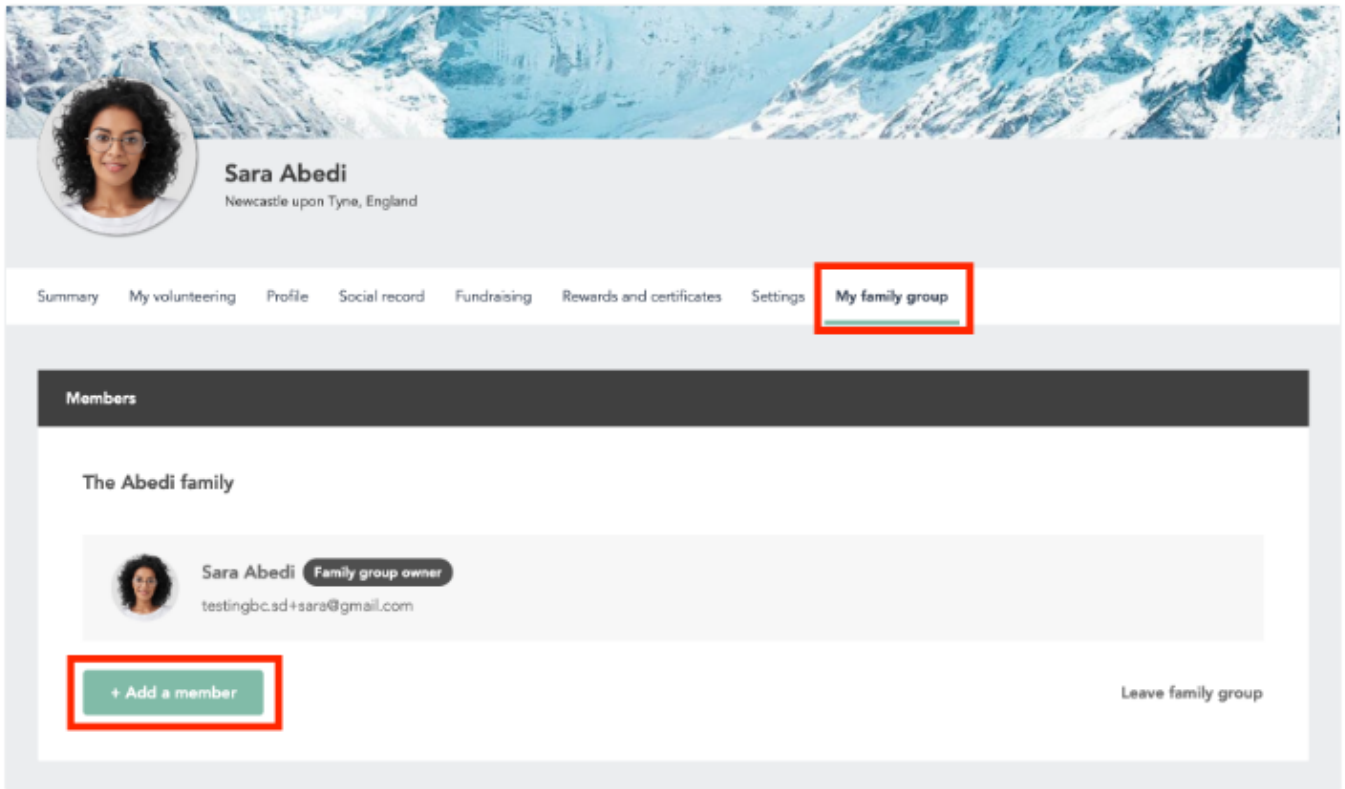
Done

You can then go ahead and add members to your family group. These members can be of any age but for those who are under 16 you will receive notifications when they apply for opportunities and they will need your approval before the application can proceed. Any correspondence from the organisation will also be sent to you.

# Registering on the Be Collective platform

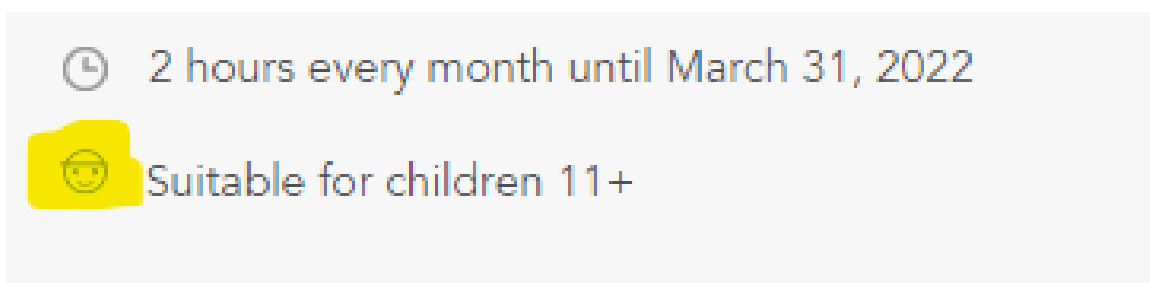
How to add a new family member:

To add a child to your family group, open the **My family group** tab in your Be Collective Dashboard. Click the '+ Add a member' button which will open the Add member pop-up.



You can then either add your child and if they already registered on Be Collective or they will receive a notification that they've been added to your family group.

Once completed your child can then begin to apply for an opportunity on Be Collective. They will know the opportunities that are appropriate for them as they will a little symbol see the following:



# How to find a volunteering opportunity

To help your under 16 find a volunteering opportunity they can do the following when searching:

The screenshot shows a search interface with a left-hand filter menu and a main results area. The filter menu includes sections for 'Cause', 'Skills', and 'Suitable for'. Under 'Suitable for', the 'Children Under 16' option is selected and highlighted in yellow. The results area shows two listings: 'Citizen Sea Crew' and 'Volunteer Now Youth Forum'. The 'Citizen Sea Crew' listing includes a boat icon, the organization name, location (Bangor, UK), and a description. The 'Volunteer Now Youth Forum' listing includes the organization logo, name, and location (Anywhere).

Filter by	Clear filters	Sort by	Relevance
Cause	▼		
Skills	▼		
Suitable for	1 ▲		
<input type="checkbox"/> Centrelink Approved			
<input checked="" type="checkbox"/> Children Under 16			
<input type="checkbox"/> Families			
<input type="checkbox"/> Hearing impaired			

Organization	Location	Details
<b>Citizen Sea Crew</b> CITIZEN SEA	📍 Bregenz House, 5 Quay St, Bangor BT20 5ED, UK	🕒 Flexible - hours are based on your availability and other factors
<b>Volunteer Now Youth Forum</b> VOLUNTEER NOW	📍 Anywhere	🕒 2 hours every month until

As above you can click on the 'suitable for' and choose 'children under 16'. Opportunities in this category will be shown.

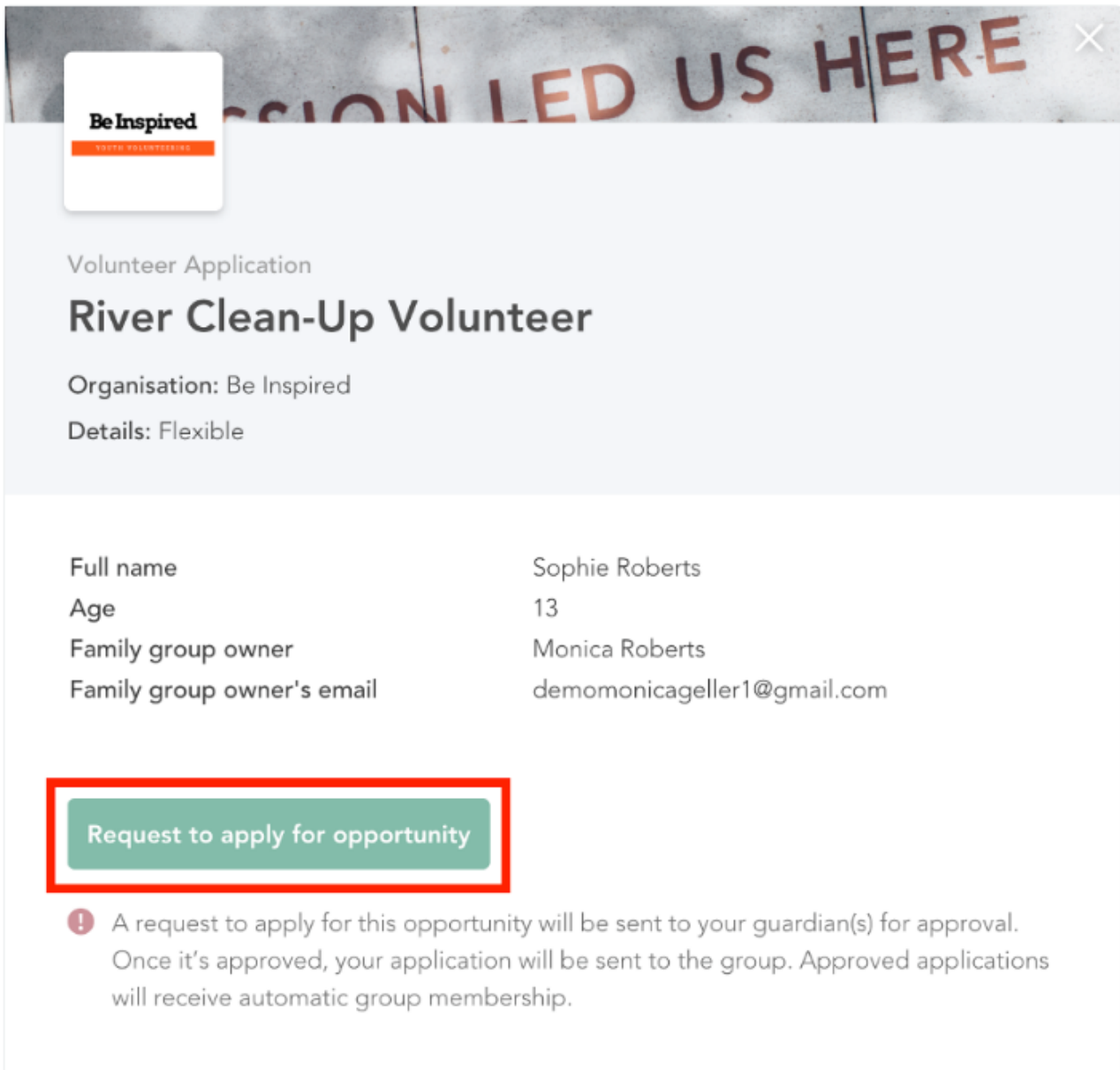
If you choose to do a general search then the young person will see the information within the opportunity that is outlined on page 6:

The screenshot shows two lines of text on a light grey background. The first line features a clock icon followed by the text '2 hours every month until March 31, 2022'. The second line features a yellow smiley face icon followed by the text 'Suitable for children 11+'.

# Applying for an opportunity on the Be Collective platform

When your under 16 applies for an opportunity they will click on the box below and see the message below letting them know that you have been alerted and await your approval.

When the pop-up appears, click **Request to apply for this opportunity** to continue. This will send an email to your parent or guardian so that they can tell us if it's OK for your application and your personal details to be sent to the group you'd like to volunteer with.



The screenshot shows a pop-up window with a header image containing the text 'SSION LED US HERE'. The pop-up has a 'Be Inspired' logo in the top left corner. The main content area is titled 'Volunteer Application' and 'River Clean-Up Volunteer'. Below the title, it lists 'Organisation: Be Inspired' and 'Details: Flexible'. A table of personal details is shown below:

Full name	Sophie Roberts
Age	13
Family group owner	Monica Roberts
Family group owner's email	demomonicaGeller1@gmail.com

A green button with the text 'Request to apply for opportunity' is highlighted with a red border. Below the button is a warning icon and text: 'A request to apply for this opportunity will be sent to your guardian(s) for approval. Once it's approved, your application will be sent to the group. Approved applications will receive automatic group membership.'

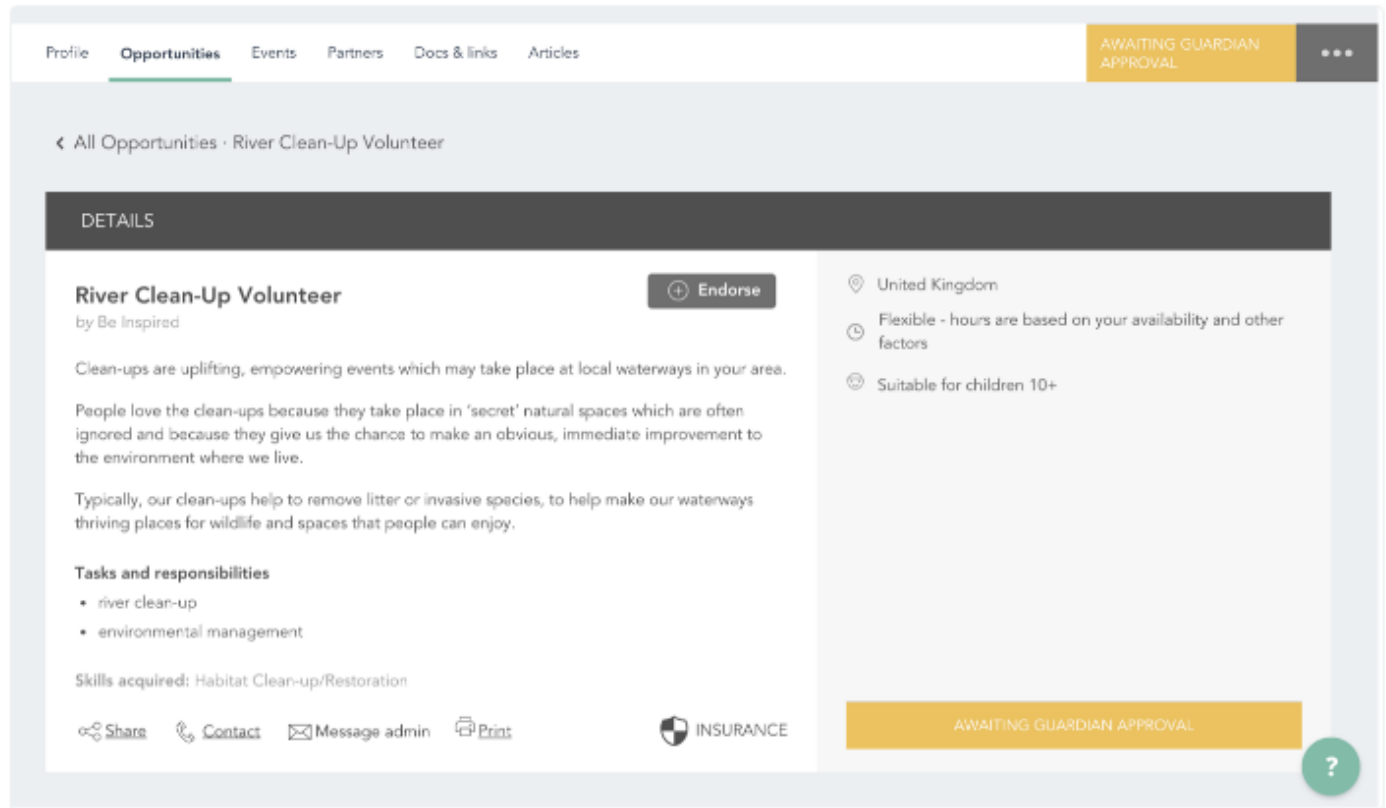
You will need to go into your family group and approve the opportunity for them if you feel it is suitable. If not you can say no and the application will be removed.



# Applying for an opportunity on the Be Collective platform

What happens next for the young volunteer?

When you return to the opportunity page afterwards, a yellow button will appearing saying 'Awaiting guardian approval'.



If your parent or guardian approves your application, it will be sent to the group for them to look at. If they say 'yes' to your application, we'll let you know with an email and notification.

You will also automatically become a group member. This means the group's manager will be able to contact you through your parent or guardian in the future with any volunteering updates. You'll also be able to keep up with any future opportunities the group posts that are suitable for your age group.

If your parent or guardian decide not to approve your application for any reason, it will be cancelled and the group won't see it.

# The Be Collective Platform

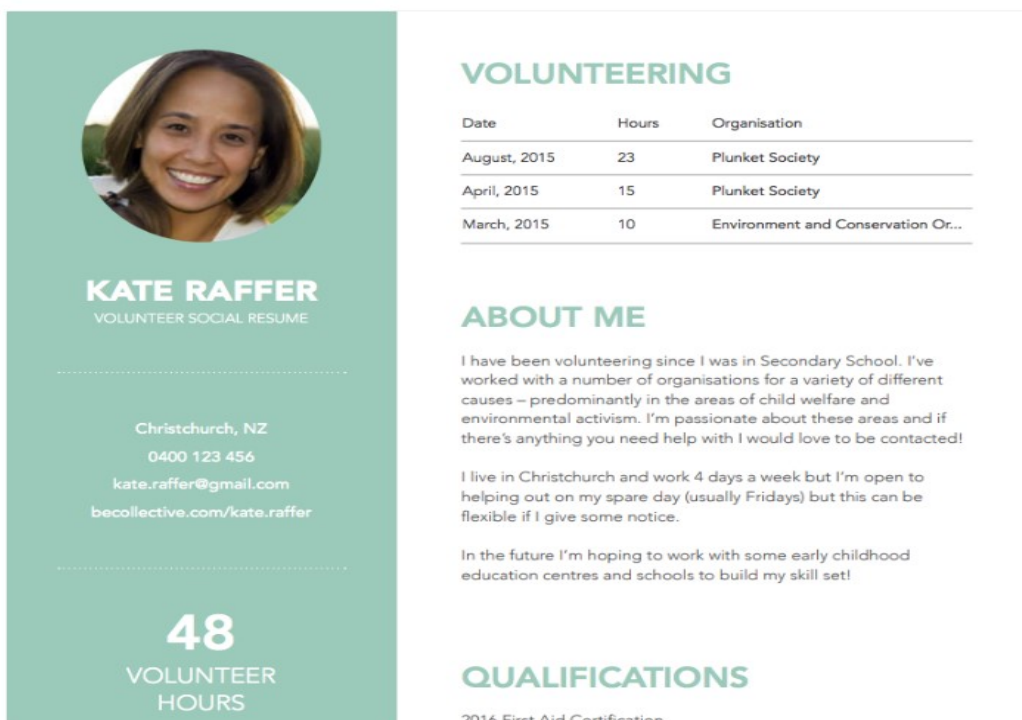
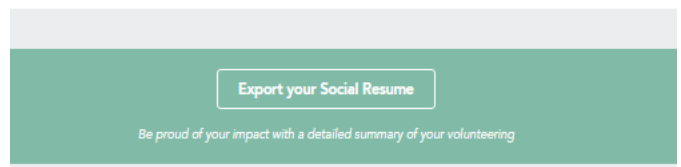
The Be Collective platform is not only a volunteering search system but also a volunteer management system enabling different opportunities for both organisations and individuals:

For organisations:

- The ability to communicate with their volunteers, offering additional opportunities, training, skills and the confirmation of shifts and roles.
- The opportunity to partner with organisations who might have the same/similar aims or values as them; be in the same geographical area or may feel that they have something to offer that organisation.
- They can create social impact reports detailing further information about the positive impact that volunteer make within their organisations and trends in their volunteering

For the volunteer:

- The social profile enables volunteers to see other opportunities that they may be interested in depending on the causes and skills that are included within their personal profile.
- It enables the volunteer to see how many hours have been given, any skills or training gained and the volunteer can receive testimonies from their organisation
- They can also download, export and save a social cv which is integrated into the system.
- For young volunteers (11-25 year olds) they can also receive recognition for the hours that they give through the Volunteer Now Impact Awards (further information on page 11).



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**48**  
VOLUNTEER  
HOURS

### VOLUNTEERING

Date	Hours	Organisation
August, 2015	23	Plunket Society
April, 2015	15	Plunket Society
March, 2015	10	Environment and Conservation Or...

### ABOUT ME

I have been volunteering since I was in Secondary School. I've worked with a number of organisations for a variety of different causes – predominantly in the areas of child welfare and environmental activism. I'm passionate about these areas and if there's anything you need help with I would love to be contacted!

I live in Christchurch and work 4 days a week but I'm open to helping out on my spare day (usually Fridays) but this can be flexible if I give some notice.

In the future I'm hoping to work with some early childhood education centres and schools to build my skill set!

### QUALIFICATIONS

2016 First Aid Certification

## VOLUNTEER **NOW** IMPACT AWARDS

Young volunteers inspiring change

Volunteer Now launched the Impact Awards in June 2021 to recognise all young volunteers for your commitment. Certificates awarded monthly for 50, 100 and 200 hours (more may be added!). Recognition is available for those aged 11 to 25 years.

### How does a young person receive recognition?

The young person needs to be volunteering with an organisation registered on Be Collective. They'll see within their profile that their hours automatically total for you so all they need to do is to register with the Volunteer Now Impact Awards group!

### Joining Volunteer Now Impact Awards

They can either search for the group through the search or click on <https://bit.ly/3l3OIkO> and ask to become a member.

### Sharing Hours

They will need to share their hours with us so that we can see how many they have done. Only verified hours will be included. These are hours approved by your organisation. This can be done through the settings tab:

Share total volunteering hours

Share hour with below groups



Volunteer Now Impact Awards

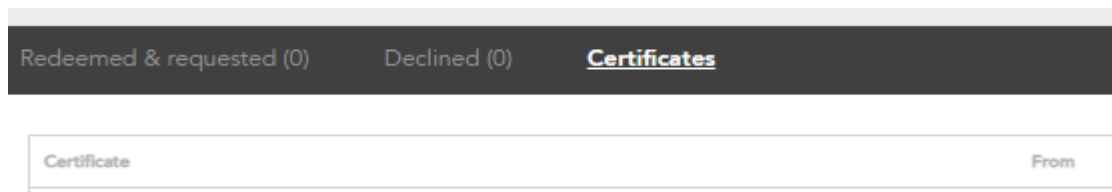
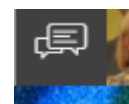
Off  On

### How do volunteers receive their certificates?

Every month we will send certificates to volunteers who are ready to receive their recognition for one of our certificates. Volunteers don't need to do anything at all!

They will receive a notification in their messages box notifying them of their recognition

They will also be stored in their certificates tab ready for downloading and saving as they wish. It will also be in your social record!



## Need Help?

There's a whole selection of help items available by clicking 'visit help centre' from the left hand column or click here: <https://help.becollective.com/en/im-a-volunteer>

Or if you need any assistance, email [info@volunteernow.co.uk](mailto:info@volunteernow.co.uk) and we can give you a hand.