

Be Collective is here to help you bring on board new volunteers as part of #PlayForLives!

Here's how you can get started and recruit volunteers to support your organisation:

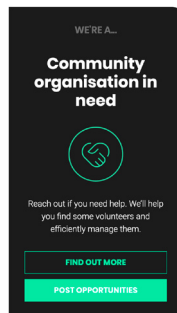
STEP

01

Sign up and create your group

To create a **group profile** for your community group, charity or not for profit organisation on Be Collective just follow these steps:

To begin, go to PlayForLives.org, then scroll down the page and click on 'Post Opportunities' under the Community organisation tab.



Scroll down the page and click on 'Register here'. You'll be taken to a form where you'll need to enter your basic details. When you're done, click 'Register now'.

After you fill out this form, you'll be asked for a **verification code**. This is sent to the email address you entered when you signed up.

Sometimes it can take a few minutes for this email to arrive, so if it hasn't arrived after a few minutes check your spam and junk folders.

Copy the code and paste it into the verification form.

Finally, you'll be asked to upload your organisation's **logo and location**, as well as **insurance details** if applicable.

Once you've completed this form, click on 'Finalise group'.

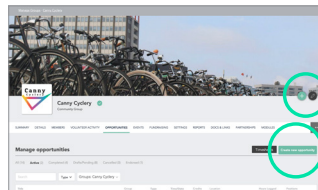
Now that your group has been finalised, you can add volunteer opportunities!

STEP

02

Create your volunteering opportunities

Click on the 'Create new opportunity' button under the Opportunities tab, or the green '+' button on the right-hand side of your group's menu in manage mode.



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You'll then be taken to the **Volunteer Opportunity Creation wizard** which will guide you through the process of creating a volunteer opportunity.

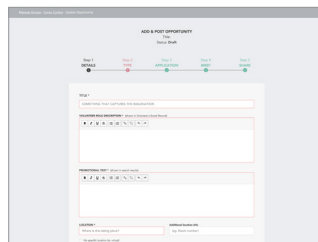
The wizard is tailored to meet your needs as an organisation. It allows Volunteer Managers to design custom forms reflective of their organisation's recruitment and screening processes.

04

Details

Fill out your initial details as best you can. The wizard will ask you for the following:

- Title
- Volunteer Role Description
- Promotional Text
- Location
- Experience Gained
- Under 16s suitability
- Contact Person
- Causes
- Opportunity suitability



05

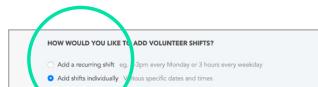
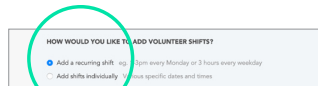
Opportunity type

The next step is to choose **what kind of volunteer opportunity** it is.

Shift-based opportunities are for when volunteers are needed for a specific time or date.

There are two different types of shift:

- **Recurring shifts** are used if you require the same volunteer (or volunteers) to attend a series of shifts with a regular, recurring pattern, e.g. every Monday and Friday from 9 am to 12pm. This is best used if your volunteers have committed to working with you on an ongoing basis.
- **Individual shifts** are used if the dates and times don't follow a set pattern, or if you'd like to assign volunteers on a shift-by-shift basis instead of committing them to a longer recurring schedule.



CONT.

05

One-off tasks are for when there's a completion date but you are flexible with when the task is completed by, as long as it's by the due date.

Click on the opportunity type based on your organisation's needs and follow the step-by-step directions relating to times, dates and frequency.

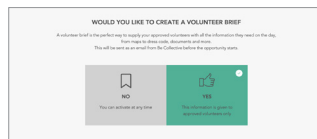
06

Create your opportunity application form

After entering the opportunity type section, you can then decide on what you need to have in your **application form**.

You can also create a **volunteer brief** at any time before the start of the opportunity. The brief is an automatic email Be Collective sends to volunteers on behalf of your organisation, providing volunteers with all the information they need to know before the role starts.

You can also **attach files** to your volunteer brief – these can include forms your volunteers need to complete and bring with them to their first shift, maps or guidelines.



07

Publish your opportunity!

It should now appear as an opportunity volunteers can apply for at: PlayForLives.org/get-involved-volunteer

Good work!

