# Guide to...
Getting onto Do-It

Do-it is a great tool for finding and advertising volunteer roles. This guide highlights how to set up a Do-it account, add your organisation and start advertising a volunteer opportunity.

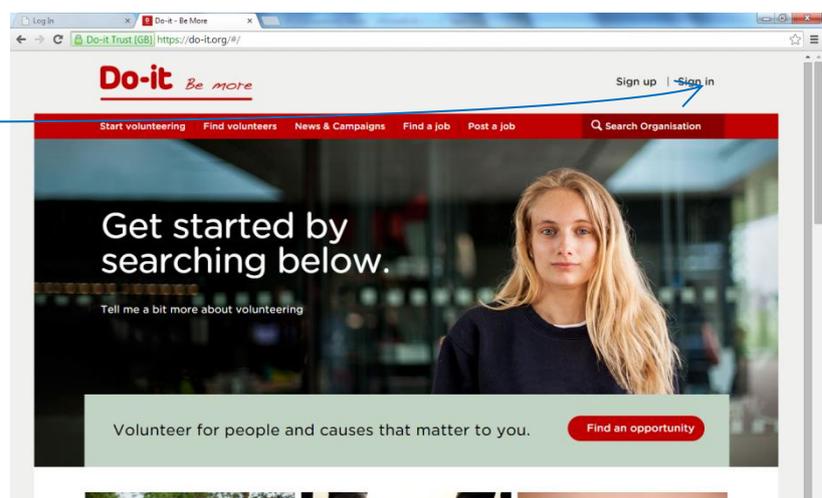**Go to the new Do-it website:**

http://do-it.org
N.B. the site only works on Chrome, Firefox, Safari or Internet Explorer 9 or above.
You must have JavaScript enabled. To enable it please go to this website **http://www.enable-javascript.com/**
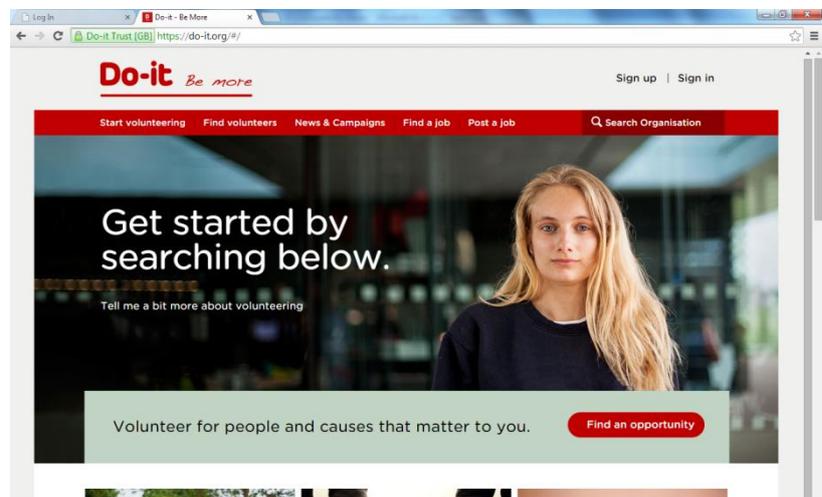
Click on 'Sign up'

This opens a new dialogue box for you to enter your details – see the next page...
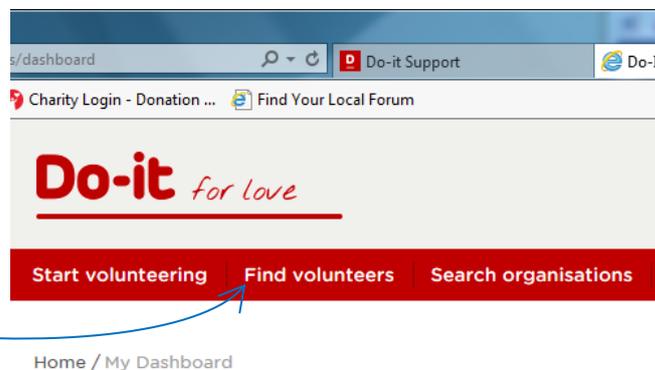
Enter your details:

Please add:
- First name
- Last name
- Email
- Password
- Confirm password
- Click box to 'agree to the terms & conditions'
- Click on 'Create Profile'

You will then be sent to your registered email address where you can verify your account.

Once you're registered and verified, log into Do-it, go to Find Volunteers.

Have a read through the process of how to find volunteers – then scroll to the bottom and click Got it. Let's go.

You will then be taken to a 4 step process where you can set up your organisation, inputting your name, description, address and contact details.

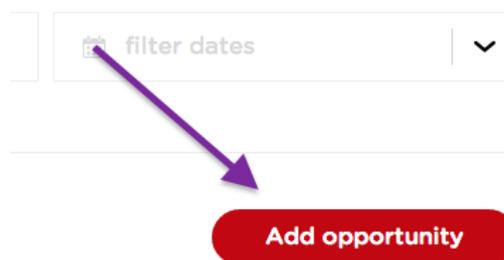Then click on 'Save and view' to see your new organisation page.

In order to **add a new opportunity** to the Do-it website go to your 'Recruiter dashboard':
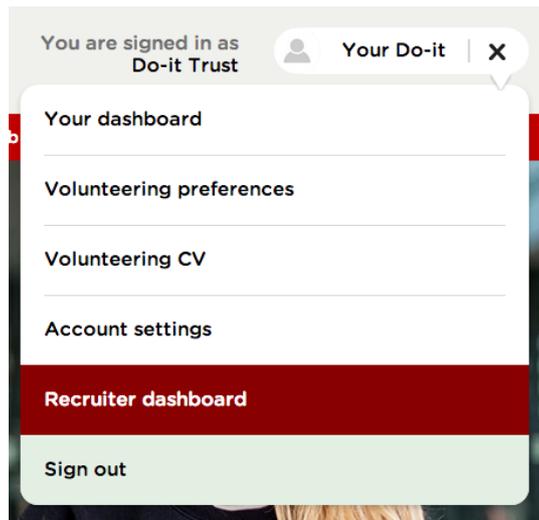

And then select 'My opportunities':

Within the 'My opportunities' page please select the 'Add opportunity' button located on the right hand side of the page, this will load up the new opportunity form.

1) What is the opportunity?

- *Title* - First enter the opportunity title. Note the title can be up to 100 characters long. Please be as descriptive as possible as this will give the potential volunteer more information and be more engaging.
- *This opportunity is offered by* – insert the name of your organisation here.

- *This opportunity is offered for* – insert the name of your organisation here.
- '*Alternative contact point* - only fill in this section if the contact details you wish to see on the application are different to those contact details you have entered in the organisation information.
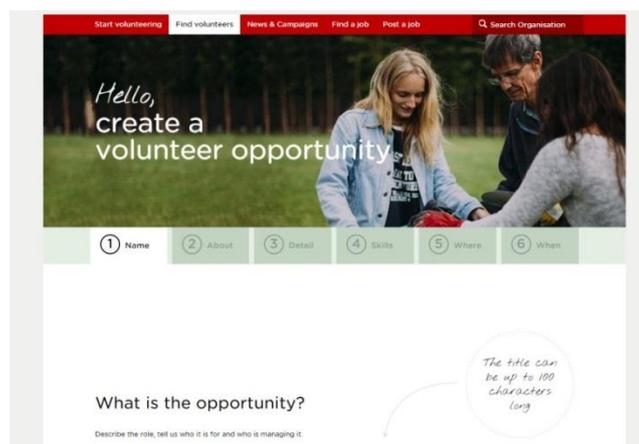
2) About the opportunity

- *Description* - Describe your volunteering role as accurately as possible as this is what the volunteer will read on the Do-it website. This field has a limited character length of 4000 characters and please make sure you spell check before publishing.
- *What are you looking for?* – Giving potential volunteers an idea of what is required from them to be able to fulfill the role well.

3) Opportunity information

- *Practical considerations* - any practical information you wish the volunteer to know, for example whether you cover volunteer's expenses or not.
- *Requirements* - when a volunteer tries to register their interest for an opportunity they must agree to these criteria first before the registration can be submitted. This space can be helpful to bring attention to potential volunteers any restrictions / criteria that a volunteer will have to meet in order to be considered suitable for this opportunity.
- *Suitability's* – who/what the opportunity is suitable for, this list will help a volunteer decide if they wish to apply for this opportunity.
- *Number of volunteers* - how many volunteers do you require for this role/number of places available.

4) Categorising your opportunity

- *Suitable for volunteers interested in* - Please select a maximum of 5 key subject areas.
- *What skills will they gain?* - Please select a maximum of 5 key subject areas.
- *What skills should they have?* - Please select a maximum of 5 key subject areas.
- *What activities will they do?* - Please select a maximum of 5 key subject areas.

5) Where is the opportunity located?

You will need to enter a location for the opportunity.

- **No Location**

Most volunteering opportunities will not fit this category, as there are only occasionally volunteering roles which have no location at all. However, sometimes you may need to list a role which can be done from anywhere, and this would be the location you choose. For example, a charity may need a volunteer to proof-read something, and this can be done from home, from the office, from a coffee shop.

To a volunteer, this shows as 'Flexible location' on the opportunity information.

- **Working from home**

When a volunteering opportunity needs to be done from the volunteer's home, this would be the location you would select.

- **Regional or local area**

When a volunteering opportunity can be done in various locations across a region or local area, this would be the option you'd choose. It brings up another box like this:

- **Specific address**

When a volunteering role takes place at a specific location, this is the option you would choose. For example, if a community centre needs a volunteer, you would enter here the address and postcode of the centre.

6) When is the opportunity available?

- *Start and End dates* - this is when the volunteer will actually be doing the role; for example this may be an event that only lasts a day, or a longer-term role.
- *Time of day* – please select the time(s) this role takes place.
- *Advertising Start and Advertising End dates* - this is when you want the role to appear live on Do-it.org. You may want to start advertising the role immediately, or at some point in the near future.

7) Finishing up

- *Save and publish* - saves and publishes the opportunity, i.e. makes the opportunity Live (if you have set the Advertising Start date to today).
- *Save as draft* - Saves the opportunity as a Draft.

You have now added your organisation and are advertising your first opportunity on Do-it! To find out how to deal with applications that may come your way and for all other information regarding Do-it please visit http://support.do-it.org/hc/en-us.

Thank you