

Using Volunteering Waikato Online



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Logging In

The very first time you log in, you will need to follow an email link, and set your own password.

After that, you login by visiting [volunteeringwaikato.org.nz](https://nfp.volunteeringwaikato.org.nz).

Step 1. If you are a Member Organisation



Step 2.



Note: If you ever forget your password, simply head to <https://nfp.volunteeringwaikato.org.nz/login> and click "Forgot password?"



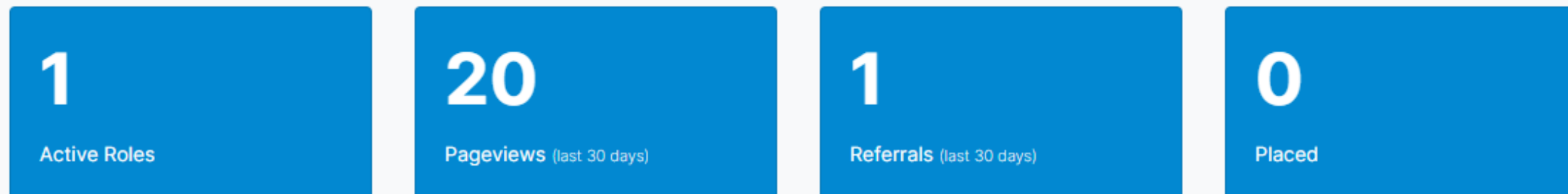
Dashboard

This is where you land after logging in.

You can see your recent statistics here and access all your active roles and latest referrals. If you are a new organisation, or if it's been a while since someone logged in, your stats will probably say "Zero".



Dashboard



Active Roles

| ID | Title |
|------|--|
| 1952 | Volunteering/ Vacuuming Mentor |

[All roles](#)

Latest Referrals

| Date | Name | Status |
|-------------|------------|-------------|
| 26 Nov 2020 | Taya Cross | No response |

[All referrals](#)



Roles

All your voluntary roles are displayed here.

If the role is active and live for people to view and apply for online, the tick will be green.

Add a new role by clicking on "New".

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Dashboard **Roles** Referrals Teams News **3** Account ▾

Roles

New

| ID | Title | Active | Type | Category |
|------|--|--------|---------|----------------|
| 1952 | Volunteering/ Vacuuming Mentor | ✓ | Ongoing | Mentoring |
| 1697 | Community Activities Expert | | Project | Administration |
| 1460 | Howzatt??!! - Cricketers dream | | Ongoing | Companionship |
| 1176 | Volunteer Companion | | Ongoing | Companionship |

Show older

Adding a new role...

Title: *

Add a catchy title here

Type: *

Please select... **Choose from: Ongoing, Event, One-Off or Project** ▾

Category: *

Please select... **What category does this role best fit under?** ▾

Hours: *

Please select... **Choose from: Working Hours, Evenings/Weekends, or Flexible/Both** ▾

Location: *

Where is the role based? You can add multiple towns here, and even choose "Home Based".

Where the work is performed

Summary: *

1 - 2 sentences that briefly describe the role, and why it's important. Think of this as your elevator pitch. This shows in the search results and needs to draw the people in to find out more.

Description: *

What do you want them to do? Describe the tasks, duties and ideal outcomes of the role. Talk a bit about the mission and vision of your organisation.



Adding a new role... (Part 2)

Requirements: *

Who do you want for this role?

Describe your ideal person.

Be specific, and avoid using discriminatory language.

Time commitment: *

When do you need them?

Background check: *

Please select...

**Choose from: None, MOJ, Police. If you are doing background checks, please let us know why.
E.g. "Role involves contact with vulnerable people".**

Contact via: *

Please select...

Contact name: *

Contact phone:

Contact email: *

Add in your preferred contact details here.

This email address will be the one that receives the applications.



Adding a new role... (Part 3)

This part is super important!

When you submit a role for publishing, you are agreeing to three key things:

- You will contact the volunteer within 5 working days.
- You will update us with a final outcome within 4 weeks.
- You will de-activate the role as necessary.

Please, if you cannot do these three things, do not list the role, and talk to us on 07 839 3191.

By listing this role with Volunteering Waikato and activating it you agree to the following:

- To contact all volunteers referred to our organisation within five working days.
- To provide Volunteering Waikato with an outcome for every referral, generally within four weeks.
- To deactivate this position as soon as we have adequate referrals or volunteers are no longer needed for this role.

Submit for publishing Cancel

FINAL STEP! Click Submit when you're happy that the role is good to go. We will then moderate it within 1-2 working days.



Managing your roles

Once you've created a role, you can manage it by clicking on the title of the role in the "Roles" page.

Here you can "Deactivate" roles, or "Activate" older roles if necessary. You can also click on "Edit" to change any details. Please allow us up to two working days to moderate any edits that you make, although we usually get them done much quicker than that!

The "Stats" section will show you the page views etc for the role.

The small blue rectangle/arrow to the right of the title takes you to the public view of the role, in case you want to quickly share it on social media.

Volunteering/ Vacuuming Mentor #1952 [↗](#)

Stats Deactivate Edit

| | |
|----------|--|
| Type | Ongoing |
| Status | Active |
| Category | Mentoring |
| Hours | Working Hours |
| Location | Hamilton |
| Summary | Volunteer for two organisations at once, and support young men to vacuum at a local op shop. |



Managing your referrals...

When people apply online, the role contact will receive an email that includes the volunteer's contact details. You can also access their contact details by logging in, and going to the "Referrals" page.



Referrals

Show incomplete

| Date | Volunteer | Role | Status |
|-------------|----------------------------|--|-------------|
| 26 Nov 2020 | Taya Cross | Howzatt??!! - Cricketers dream | No response |

Click on the persons name to see their email address and phone number

Forgot what they applied for?!
Click here to open the role.

Update their status by clicking on the status, and choosing a new one from the drop-down list.

Note: Volunteer details stay on this page for 6 months, so we recommend you have an alternative method of storing this information.



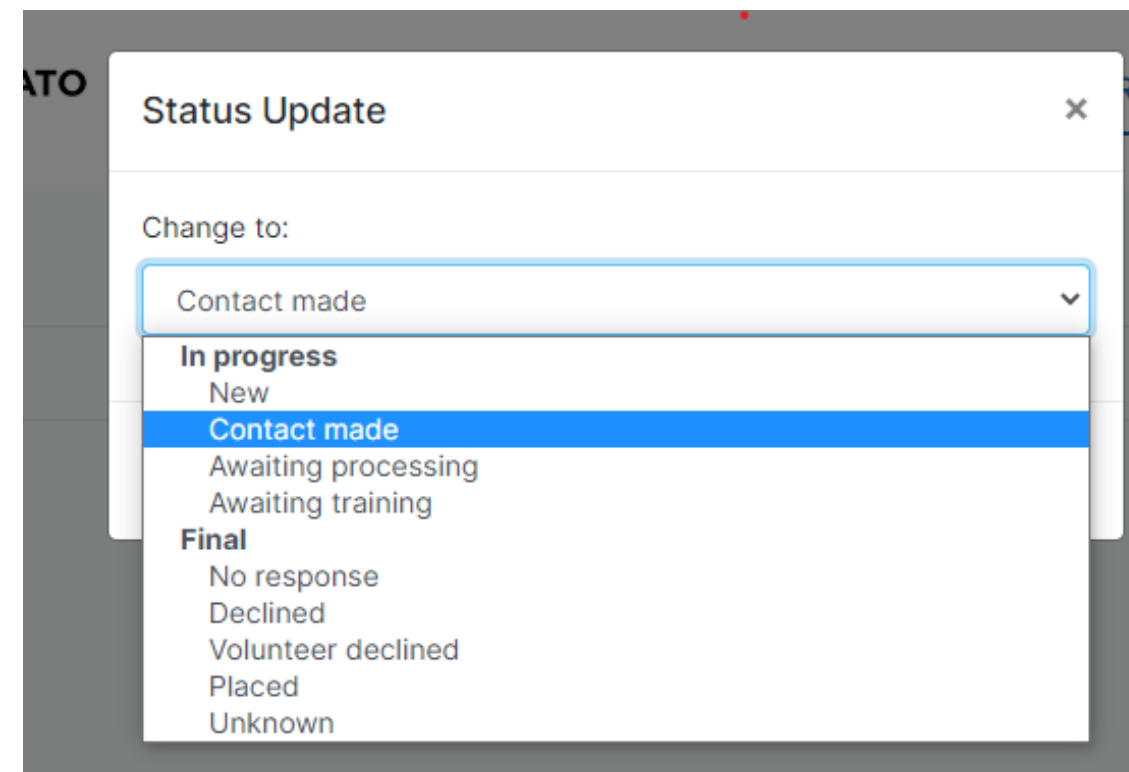
Managing your referrals... (Part 2)

Making contact:

We require you to contact all applicants within 5 working days. We highly recommend making contact as soon as you can - as the good volunteers are in high demand. Contacting people by telephone or text message is the most successful way to make initial contact.

Once you've connected with the volunteer, please change their status to "Contact made" (as shown below).

If you need time to train the volunteer, or to process their application (e.g. you're waiting on Police check results), then set the status to "Awaiting training" or "Awaiting processing" accordingly.



The screenshot shows a 'Status Update' dialog box with a dropdown menu. The dropdown menu is open, showing the following options:

- Change to:
- Contact made (selected)
- In progress**
- New
- Contact made
- Awaiting processing
- Awaiting training
- Final**
- No response
- Declined
- Volunteer declined
- Placed
- Unknown



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Managing your referrals... (Part 3)

Final Outcomes

When you know the final outcome, please update the status accordingly.

- No response = The volunteer did not get back to you despite several attempts at your end to contact them
- Declined = The volunteer wasn't suitable for the role
- Volunteer declined = The volunteer decided not to proceed
- Placed = The volunteer has successfully been matched to the role.

When listing a role with Volunteering Waikato you agree to give us an outcome for each referral within four weeks. Providing outcomes as quickly as possible will minimise the number of follow up emails you get from our system regarding referrals.



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Other online options

Listing a Team opportunity

If you are interested in recruiting a team for a project, from your dashboard, click on “Teams” located at the top right of the page. To create a new opportunity click “New” and populate the fields of information. Click “Submit for Publishing” once finished.

To reactivate and edit an existing team opportunity, click on the role and then reactivate or edit using the buttons located at the top right of the page. Click “Submit for Publishing” when finished.

Team opportunities are moderated before being activated and published on our website.

News

Check out our "News" tab to see interesting news snippets.

Managing Your Account

You can change a password, check your membership history and logout from here. Click on “Account” located at the top right on your dashboard page.



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Excellence in volunteer management

Resources

We are committed to best practice in volunteer management. You might like to visit volunteeringwaikato.org.nz/resources to access all our useful guides, factsheets and templates to assist you.

Training

We offer a series of training workshops, at a reduced rate for member organisations. You can view up-coming workshops here: volunteeringwaikato.org.nz/events.

Networking

Connect with other volunteer coordinators and not-for-profit organisations at our regular network meetings, also on the events page: volunteeringwaikato.org.nz/events

Newsletter

Keep up to date with our newsletter for nonprofits: volunteeringwaikato.org.nz/organisations/register



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Further Assistance

Feel free to get in touch with us if you need assistance using our site:

Trust House
2 London Street
P O Box 19-111,
Hamilton 3244
07 839 3191
recruitment@volunteeringwaikato.org.nz

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