

# How to Register your Organisation

## Organisation Registration Form

The organisation registration form is split into 5 different sections. You must complete each step before continuing to the **Next Step**.

**Organisation Registration** Help

Please follow the registration process by completing each form and pressing the NEXT STEP button at the bottom of the page at each stage until completed. Please note if you go back to the previous page, you may loose all the entered data.

\* - is a required field

Organisation details Policies Activities Site/Locations Contacts

Organisation Name \*

Department \*

## Organisation Details

The first page of the registration form asks you for some basic details about your organisation.

**Organisation Registration** Help

Please follow the registration process by completing each form and pressing the NEXT STEP button at the bottom of the page at each stage until completed. Please note if you go back to the previous page, you may loose all the entered data.

\* - is a required field

Organisation details Policies Activities Site/Locations Contacts

Organisation Name \*

Department \*

E-mail An activation link will be sent to this e-mail address.

Web-site http://

Organisation Type Select Organisation Type \*  
If you have selected OTHER, please specify Organisation Type.

Organisation Description ?

Please ensure you fill in the following required fields

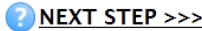
Field Name	Description
<b>Organisation Name</b>	The full name of your organisation.
<b>Email</b>	The main email contact for your organisation.
<b>Organisation Type</b>	Select the organisation type from <b>Voluntary Community, Statutory or Other</b> .
<b>Organisation Description</b>	The description entered here will appear on the opportunity details displayed on the website.

Under the organisation details you will also be asked to complete login section. These details will be used to login and manage your organisation details and volunteer opportunities.

**Login Details** *You will need these details to be able to login to the Volunteer Now website.*

Username	<input type="text" value="info@bbc.co.uk"/>	
Password Question:	<input type="text" value="Select Question"/>	⊕
Password Answer:	<input type="password"/>	⊕
Password	<input type="password"/>	⊕
Confirm Password	<input type="password"/>	⊕

*Password must be between 6 and 15 characters long and include at least one number.*

 **NEXT STEP >>>**

Field Name	Description
<b>Username</b>	Your user name will be your email address
<b>Password Question / Password answer</b>	You can set a security question and answer for your account. This can be used to recover your password.
<b>Password / Confirm Password</b>	Enter the password you would like to use for your account.

When you have completed your Organisation Details and your Password Details click on Next Step

 **NEXT STEP >>>**

## Policies

The next section of the organisation registration form deals with policy information. Please answer the questions.

Please note that if you tick Yes to 3) 4) 6) 7) this will be displayed at your opportunities on the website for volunteers choosing opportunities.

Organisation details	Policies	Activities	Site/Locations	Contacts
<p>Note: After Administration Approval you cannot edit details of your Organisation Policies. To change details please contact <a href="#">Volunteer Now Administrator</a>.</p>				
1) Does your Organisation Have? *				
Volunteer Policy	<input type="radio"/> Yes <input type="radio"/> No, but would like further information/support			
Child Protection Policy	<input type="radio"/> Yes <input type="radio"/> No, but would like further information/support			
Vulnerable Adults Policy	<input type="radio"/> Yes <input type="radio"/> No, but would like further information/support			
Insurance cover for Volunteers	<input type="radio"/> Yes <input type="radio"/> No, but would like further information/support			
2) Are Volunteers in your organisation included in your: *				
Equal Opportunities Policy	<input type="radio"/> Yes <input type="radio"/> No, but would like further information/support			
Health and Safety Policy	<input type="radio"/> Yes <input type="radio"/> No, but would like further information/support			
3) Are Travel expenses available for volunteers? *				
	<input type="radio"/> Yes <input type="radio"/> No			
Do you provide expenses for subsistence? *				
	<input type="radio"/> Yes <input type="radio"/> No			
4) Is support for childcare available for volunteers? *				
	<input type="radio"/> Yes <input checked="" type="radio"/> No			
	<p><i>If YES, please give details</i></p> <input type="text"/>			
5) Does your organisation comply with the data management principles of the Data Protection Act? *				
	<input checked="" type="radio"/> Yes <input type="radio"/> No			
6) Has your organisation been awarded Investing in Volunteers (iIV) accreditation in the last 3 years? *				
	<input checked="" type="radio"/> Yes <input type="radio"/> No			
7) Does your Organisation deliver the Millennium Volunteers programme? *				
	<input checked="" type="radio"/> Yes <input type="radio"/> No			
8) Would you be interested in becoming a member? *				
	<input checked="" type="radio"/> Yes <input type="radio"/> No			
9) How did you hear about Volunteer Now? *				
	<input type="radio"/> Internet <input checked="" type="radio"/> Media <input type="radio"/> Referred <input type="radio"/> Other			
	<p><i>If other, please give details:</i></p> <input type="text"/>			

When you have completed the entering your Policy Details click Next Step

 **NEXT STEP >>>**

## Activities

Select the groupings that best describe what your organisation does.

### Organisation Registration

You have completed the second step of the registration process. To complete the registration please proceed to add additional information about your Organisation including activities, main site and contact information.

\* - is a required field

Organisation details	Policies	Activities	Site/Locations	Contacts
Select one or more of the activities below that describes your organisation.				
<input type="checkbox"/> Advice / Information	<input type="checkbox"/> Animals	<input type="checkbox"/> Anti-poverty Work		
<input type="checkbox"/> Arts, Culture, Heritage	<input type="checkbox"/> Care, Support	<input type="checkbox"/> Charity Shops		
<input type="checkbox"/> Children	<input type="checkbox"/> Community Development	<input type="checkbox"/> Community Relations		
<input type="checkbox"/> Counselling	<input type="checkbox"/> Crime Safety	<input type="checkbox"/> Criminal Justice General		
<input type="checkbox"/> Disability General	<input type="checkbox"/> Disaster/Emergency Relief	<input type="checkbox"/> Drug, Alcohol Issues		
<input type="checkbox"/> Early Years	<input type="checkbox"/> Education & Learning General	<input type="checkbox"/> Employment, Unemployment		
<input type="checkbox"/> Environment, Conservation	<input type="checkbox"/> Families, Parenting	<input type="checkbox"/> FE colleges		
<input type="checkbox"/> GLBT	<input type="checkbox"/> Good Relations	<input type="checkbox"/> Government Departments		
<input type="checkbox"/> Government, Political General	<input type="checkbox"/> Health General	<input type="checkbox"/> Homeless, Housing		
<input type="checkbox"/> Hospices	<input type="checkbox"/> Human, Civil Rights	<input type="checkbox"/> Learning		
<input type="checkbox"/> Library, Information Management	<input type="checkbox"/> Lifelong Learning	<input type="checkbox"/> Local Councils		
<input type="checkbox"/> Men's Groups	<input type="checkbox"/> Mental Health	<input type="checkbox"/> Minority Groups General		
<input type="checkbox"/> Neighbourhood Renewal	<input type="checkbox"/> Older People	<input type="checkbox"/> Overseas Aid/Development		
<input type="checkbox"/> Physical	<input type="checkbox"/> Political Parties	<input type="checkbox"/> Poverty, Social Welfare		
<input type="checkbox"/> Primary Schools	<input type="checkbox"/> Prisoners, Offender's, Ex-Offender's	<input type="checkbox"/> Race, Ethnicity, Refugees		
<input type="checkbox"/> Religion, Faith	<input type="checkbox"/> Rescue Services	<input type="checkbox"/> Research, Policy Work		
<input type="checkbox"/> Rural Issues	<input type="checkbox"/> Secondary Schools	<input type="checkbox"/> Sensory Communication		
<input type="checkbox"/> Social Economy	<input type="checkbox"/> Special Needs Education	<input type="checkbox"/> Sport, Recreation		
<input type="checkbox"/> Teaching, Tutoring, Support	<input type="checkbox"/> Transport	<input type="checkbox"/> Victims & Survivors		
<input type="checkbox"/> Volunteer Centres	<input type="checkbox"/> Women's Groups	<input type="checkbox"/> Young People/Youth		

When you have completed selecting your Activities click Next Step

 **NEXT STEP >>>**

## Sites/Locations

You can now add the addresses details of your organisations to the site. Follow the steps below to add your main site address.

MAIN ORGANISATIONAL SITE DETAILS	
Site Name	<input type="text"/> *
<b>Address Lookup</b>	
To select or change your address please enter your postcode in the textbox below and press "Lookup Address" button.	
Postcode:	<input type="text"/> * <input type="button" value="Lookup Address"/>
Address First Line	<input type="text"/>
Address Second Line	<input type="text"/>
Town/City	<input type="text"/>
County	<input type="text"/>
Postcode	<input type="text"/>
E-mail	<input type="text"/> *
Web-site (URL)	<input type="text"/>
Telephone	<input type="text"/> *
Fax	<input type="text"/>
Main Site	<input checked="" type="checkbox"/>

**Step 1**  
 Enter in a **Site Name**.  
*This is simply a description of the site or branch used for your reference if have several site/branches*

Organisation details	Policies	Activities	Site/Locations	Contacts
<b>MAIN ORGANISATIONAL SITE DETAILS</b>				
Site Name	<input type="text" value="Age Concern - Main Site"/> *			
<b>Address Lookup</b>				
To select or change your address please enter your postcode in the textbox below and press "Lookup Address" button.				
Postcode:	<input type="text" value="BT7 1NR"/> * <input type="button" value="Lookup Address"/>			

**Step 2**  
 Enter the postcode of the site

**Step 3**  
 You will now be presented with a list of organisations for the postcode. Select the Organisation you want to use.

Postcode:	BT7 1NR
Select Address:	Age Concern 3 Lower Crescent BELFAST Castleridge Properties 2 Lower Crescent BELFAST Crescent Town House 11 Lower Crescent BELFAST Crown Dental Surgery 10 Lower Crescent BELFAST Drug Outreach 14 Lower Crescent BELFAST Flat Rentals Ltd 8 Lower Crescent BELFAST Genesis Advertising Ltd 1 Lower Crescent BELFAST Mulholland Aftercare Services 4 Lower Crescent BELFAST Multi Cultural Resource Centre 9 Lower Crescent BELFAST The Fly 5-6 Lower Crescent BELFAST The Regency Hotel Ltd 13 Lower Crescent BELFAST Flat 1-6,10 Lower Crescent BELFAST

If the address you require does not appear then please [contact an Administrator](#).

Address First Line	Age Concern 3 Lower Crescent
Address Second Line	
Town/City	BELFAST
County	County Antrim
Postcode	BT7 1NR

**Step 4**

The address for the organisation you selected will be automatically entered into the address fields. Please note the address fields are read only and cannot be edited

E-mail	info@bbc.co.uk	*
Web-site (URL)		
Telephone	02890188993	*
Fax		
Main Site	<input checked="" type="checkbox"/>	

**Step 5**

Enter the contact details for this site. You **must** enter an email address and a telephone number.

WHEN YOU HAVE COMPLETED ENTERING YOUR ADDRESS DETAILS CLICK NEXT STEP



**NEXT STEP >>>**

## Contacts

You must now enter the main contact for your organisation. You must enter the **First Name Surname, Telephone and the Email address** of the manager.

Organisation details	Policies	Activities	Site/Locations	Contacts
<b>ADD CONTACT DETAILS</b>				
Site Name	Main Site			
First Name	John *			
Surname	Smith *			
Position	Manager *			
Telephone	02890818287 *			
Mobile No.				
Fax				
E-mail	manager@bbc.co.uk *			
Accepts Emails	<input checked="" type="checkbox"/>			
Main Contact	<input checked="" type="checkbox"/>			

## Submit Your Registration

To finish and submit your registration you must first tick “**Please tick to confirm the information provided is to the best of your knowledge, correct**”. Then click the **Register** button.

Please tick to confirm the information provided is, to the best of your knowledge, correct <input type="checkbox"/>
<input type="button" value="Register"/>

## What Happens Now?

Having completed the first stage of the registration process the next stage is for the central administrator to review and process your registration. This should take about 2 working days.

