



VOLUNTEER NOW'S

# Opportunity Search Platform

A STEP BY STEP GUIDE FOR VOLUNTEERS

# What is Be Collective?

Volunteer Now has partnered with Be Collective to bring a dedicated online platform for volunteering to Northern Ireland. The platform supports volunteers through the volunteering process and helps connect more people with a wider range of opportunities. Within your volunteer account on Be Collective you can see details of the opportunities you have applied for, your existing volunteering and your Social Record which keeps a record of all your volunteering history, hours volunteered and a Social CV that you can download and print.

There is also a comprehensive [help section](#) on the Be Collective site.

If you need any assistance with your account please contact Be Collective using the 'Contact Customer Support' button.

## Getting Started & Searching for opportunities

Open [www.volunteernow.co.uk](http://www.volunteernow.co.uk) and go to the Opportunity Search page. The link can be found under the main banner on our home page or at the bottom of any section of our website.

Search For Volunteering Opportunities 🔍

Once on the opportunity search page, you have a number of options but start with a basic search using your location and how far you can travel.

The screenshot shows the search interface with several elements highlighted by red circles:

- The search input field labeled "What are you looking for?" with a "Search" placeholder.
- The "Where are you?" dropdown menu showing "Antrim BT41, UK" and a checked "Include remote" option.
- The distance dropdown menu showing "10mi".
- The "Find opportunities" button.
- The "Clear search" link.
- The "Filter by" section with a "Clear filters" link.
- The "Sort by" dropdown menu showing "Distance" selected.

To see opportunities closest to you first, change the 'Sort By' option to 'distance' or you can sort by 'newest' if you prefer.

You can also use additional filters to the left hand side to choose what general type of volunteering you want to do, or what skills you want to use/gain.

You have the option to add a specific word or phrase in the 'What are you looking for' box, but please note this is dependent on your spelling matching the spelling on the opportunity!

To reset your search, click on 'clear search' or if you have added filters click 'clear filters'.

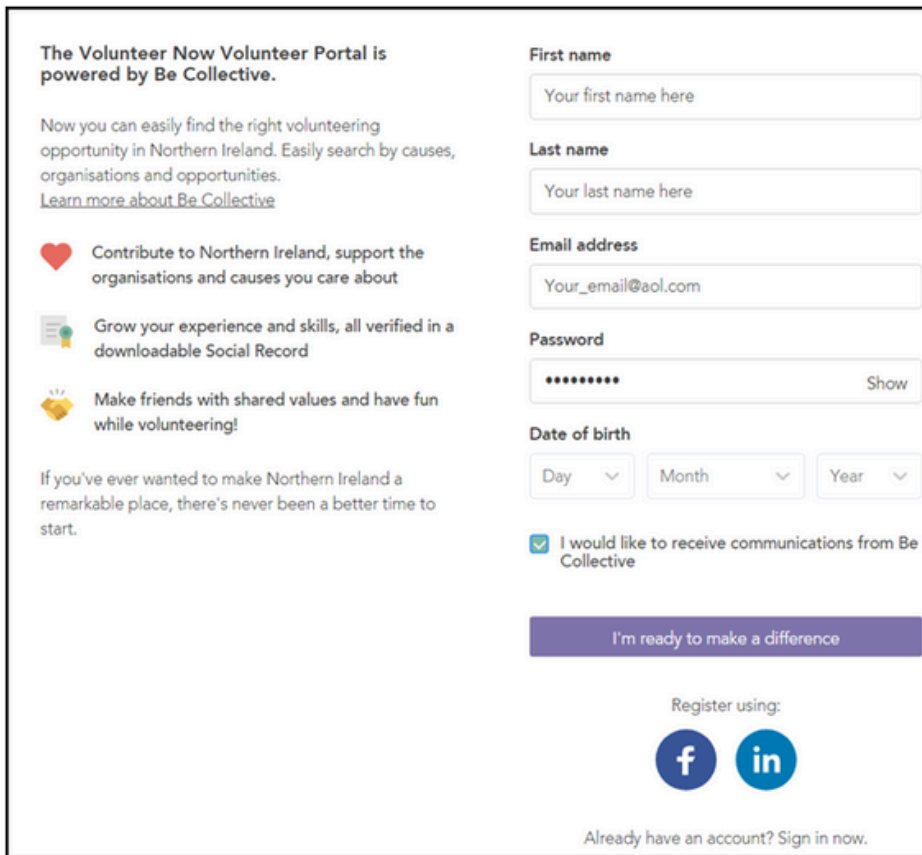
To view more details, click the opportunity you're interested in.

To register, click 'apply now' in the opportunity details and, if you haven't already done so, register your details on the Be Collective platform (see next page). Once you've registered, your details will be forwarded to the organisation advertising the opportunity and they will come back to you with more information.

# Registering on the Be Collective platform

When you have found an opportunity you want to apply for, you will be then prompted to set up your account on Be Collective. (If you already have one, simply click 'sign in now' from the bottom of the screen)

Fill in your details and click on 'I'm ready to make a difference'



The Volunteer Now Volunteer Portal is powered by Be Collective.

Now you can easily find the right volunteering opportunity in Northern Ireland. Easily search by causes, organisations and opportunities.  
[Learn more about Be Collective](#)

- Contribute to Northern Ireland, support the organisations and causes you care about
- Grow your experience and skills, all verified in a downloadable Social Record
- Make friends with shared values and have fun while volunteering!

If you've ever wanted to make Northern Ireland a remarkable place, there's never been a better time to start.

Registration form fields:

- First name: Your first name here
- Last name: Your last name here
- Email address: Your\_email@aol.com
- Password: [masked] Show
- Date of birth: Day, Month, Year (dropdowns)
- I would like to receive communications from Be Collective

**I'm ready to make a difference**

Register using:  
f in

Already have an account? Sign in now.

Make sure you tick to 'receive communications' so that you can receive messages through the Be Collective platform.

You will receive an automated email from Be Collective to activate your account.

Once your registration is complete, your details will be sent to the organisation who advertised the opportunity you're applying for and they will contact you with more information.

## How to sign in to your Be Collective account

Go to [www.volunteernow.co.uk](http://www.volunteernow.co.uk) and click 'login' (top right corner).

Select 'Volunteering login'. This will bring you to the sign in page on Be Collective where you can log in (or sign up if you haven't already created an account).

If you have forgotten your password click 'I forgot my password'. Be Collective will send an automated email to the address you registered with so you can reset your password.

be collective®

Login via Volunteering to access your Be Collective account. Volunteer Now have partnered with Be Collective to bring you a platform to help you connect with a wider range of opportunities and the right organisation to connect with potential volunteers and like-minded organisations.

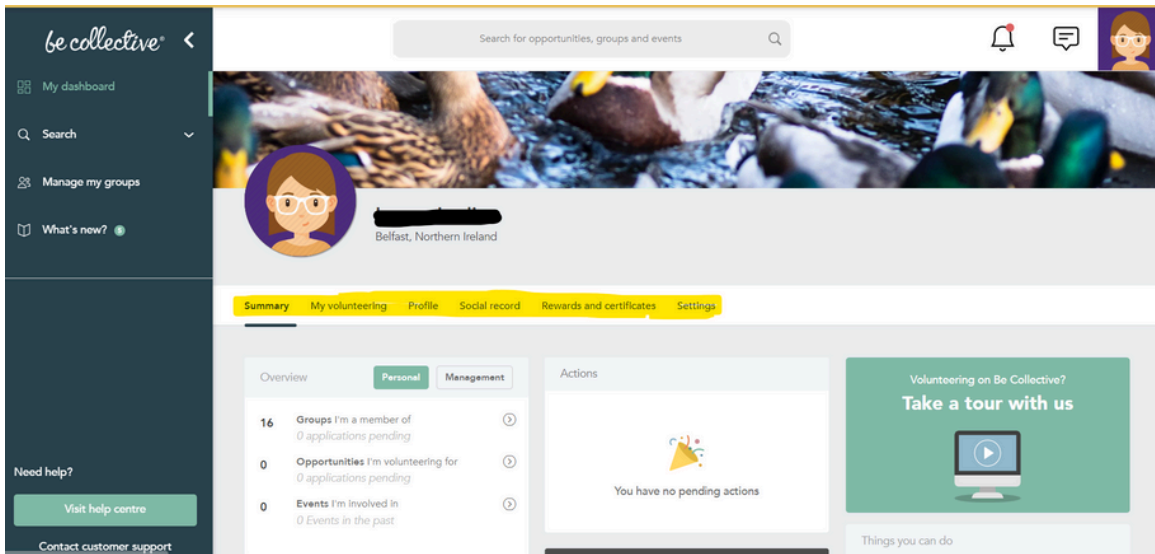


Login via Training to register for training courses and manage your account. Once created it'll make it easier for you to manage your training needs.



# Your Be Collective page

Once you've signed in to your account on Be Collective, you will be taken to your dashboard where you can click on each tab along the top of the page (highlighted in yellow) and fill in as much or as little information as you want.

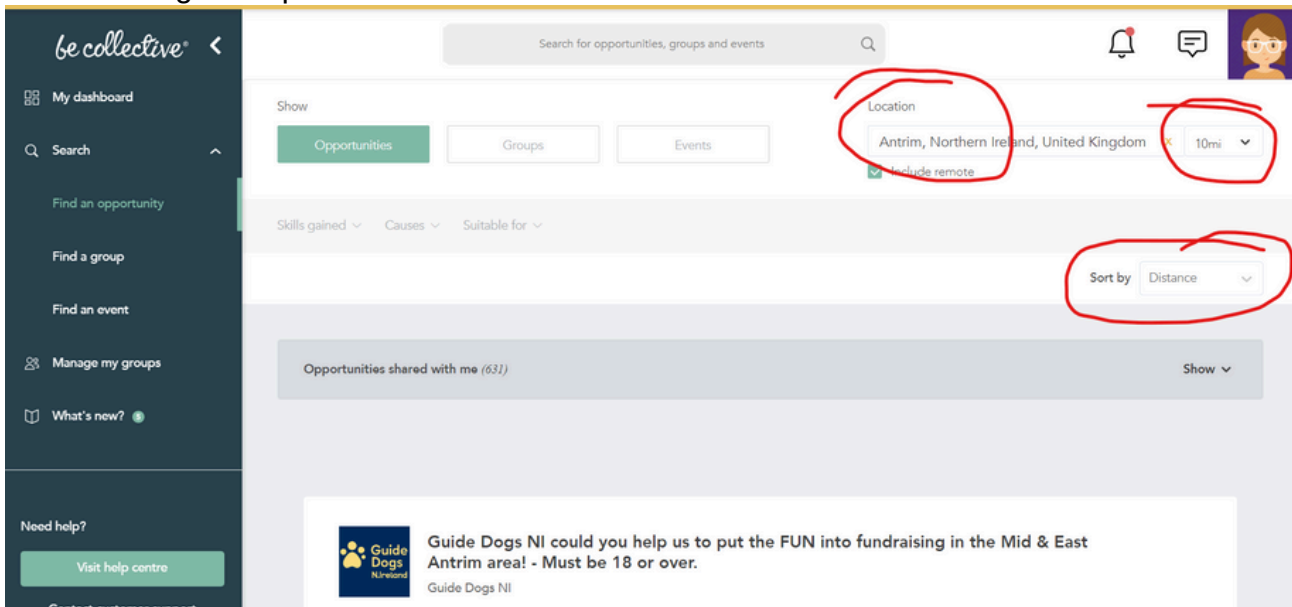


If you want to personalise your page, click on 'Profile'. You can upload a profile picture and you can also edit your banner at the top of your page and either choose one of the pre-loaded pictures or upload one of your own.

Any messages you receive through the Be Collective platform can be accessed by clicking the little icon at the top of your screen.

To get back to your own page at any time, click 'My Dashboard' from the grey column to the left of screen.

You can search for volunteering opportunities through the Be Collective platform as well as through the [Opportunity Search](http://www.volunteernow.co.uk) on [www.volunteernow.co.uk](http://www.volunteernow.co.uk). To do this on Be Collective, either select 'find an opportunity' from the left hand panel or if you know what you're looking for enter the text in the green search bar along the top.



## Need help?

There's a whole selection of help items available by clicking 'visit help centre' from the left hand column or click here: [Volunteering help articles](#)

If you need any assistance, email [info@volunteernow.co.uk](mailto:info@volunteernow.co.uk) and we can give you a hand, or if you would like to talk to one of our team please phone 028 9023 2020 and a team member will be in touch.

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