



How to use the JVN website

How to register a charity

Step 1. – Register on the JVN website at <https://www.jvn.org.uk/login-register.php>.

Register with JVN

Registering as a volunteer can open up a whole new world of volunteering opportunities - click [here](#) to find out more.

By registering as a charity contact you can promote your volunteering opportunities to a whole new audience - click [here](#) to find out more.

First name *		Date of birth *	Your date of birth will be used to select suitable opportunities for your age range and send you a birthday greeting. dd/mm/yyyy
Surname *		Postcode *	Your postcode will be used to select suitable opportunities for your location.
E-mail address *		Phone	Your phone number will only be used to contact you regarding volunteering opportunities (optional).
Password *		What is your primary reason for registering? * ☐ I would like to volunteer ☐ I represent a charity looking for volunteers	
		How did you hear about JVN? * 	

☐ I understand that by registering with JVN I will receive periodic communications for new volunteering opportunities, seminars, events and occasional opportunities to give feedback. I will be able to opt out of these at any time by using 'Manage your Subscriptions' within my Account. See the JVN Privacy Policy.

Please check box above before registering.

Step 2. – In your account, click *Add a charity* and then enter your charity's name.

Welcome, Joshua!

Please select one of the options below (if you are representing an organisation then select the organisation tab first):

If your charity is already on the JVN website ([view a list of registered charities](#)) then please [contact us](#) to request access to edit your charity profile and upload opportunities.

Otherwise, please enter the full name of your charity below and press 'Continue':

Step 3. - Fill in your charity's details.

Your account

Please update your details using the form below.

[Go back to My Account](#)

Charity name *

Charity number *

Charity logo *

Charity description

E-mail address *

Work phone

Fax

Mobile

Address

How to create an opportunity

Step 1. - Sign in to your JVN account and select your charity tab.

Step 2. - Click *Create a new opportunity* and you will be directed to a page to fill in information about the volunteering opportunity.

Logged in as joshua@jvn.org.uk

Welcome, Joshua!

Please select one of the options below (if you are representing an organisation then select the organisation tab first):

Jewish Volunteering Network | My account | Add a charity

- ➔ **Modify organisation details**
- ➔ **View public organisation page**
- ➔ **Create a new opportunity**
- ➔ **View/edit opportunities**
- ➔ **Communication centre - respond to applications and enquiries**
- ➔ **Accept/decline applications from the Mobile App**
- ➔ **Add organisation contacts**
- ➔ **Pay charity membership, and membership information**
- ➔ **Volunteer Skills Bank - find a volunteer (Full Members only)**

Step 3. - Fill in information about the opportunity and select *Submit*. The opportunity will appear on the JVN website.

The screenshot shows a web form titled "Create a new opportunity" with a link "Go back to My Account". The form includes the following fields and options:

- Title of role ***: A text input field with a placeholder "Enter an attractive and appealing title".
- Description ***: A large text area with a placeholder "List the tasks that you require the volunteer to do and describe how the role can be rewarding for the volunteer. Do not include any contact details."
- Location**: A text input field.
- Postcode ***: A text input field with a placeholder "Please provide the postcode for the location of this opportunity so that we can display it on a map".
- Minimum volunteer age**: A dropdown menu with "Any" selected.
- Maximum volunteer age**: A dropdown menu with "Any" selected.
- Opportunity type ***: A list of checkboxes:
 - ☐ Disaster relief
 - ☐ General volunteering
 - ☐ Interfaith
 - ☐ Internship

How to respond to queries and applications

Step 1. - Sign in to your JVN account and go to the Communication Centre (make sure you are in your charity's section).

The screenshot shows the JVN user dashboard for a user named Joshua. The top navigation bar includes the JVN logo, a list of links (Home, Volunteer, About JVN, Events, Stories, FAQs, Donate), and contact information. The main content area is titled "Welcome, Joshua!" and includes a message: "Please select one of the options below (if you are representing an organisation then select the organisation tab first):". Below this message are three tabs: "Jewish Volunteering Network" (selected), "My account", and "Add a charity". A list of actions is displayed under the "Jewish Volunteering Network" tab:

- Modify organisation details
- View public organisation page
- Create a new opportunity
- View/edit opportunities
- Communication centre - respond to applications and enquiries
- Accept/decline applications from the Mobile App
- Add organisation contacts
- Pay charity membership, and membership information
- Volunteer Skills Bank - find a volunteer (Full Members only)

Step 2. - A list of all applications and queries will appear. To respond to messages, select *read/reply* to respond to the messages.

The screenshot shows the 'Communication centre - Inbox' page. At the top, a purple header bar indicates 'Logged in as joshua@jvn.org.uk' and contains icons for a star, a document, an envelope, and a user profile 'JK'. Below the header, the JVN logo and 'The Queen's Award for Voluntary Service' logo are displayed. A navigation menu includes 'Home', 'Volunteer', 'About JVN', 'Events', 'Stories', 'FAQs', and 'Donate'. On the right, contact information for London & Herts and Manchester is provided, along with social media links for Facebook, Twitter, and Instagram. The main heading is 'Communication centre - Inbox', with a link to 'Go back to My Account'. Below this is a table of messages. A blue arrow points to the 'Messages' column header.

Date/time	To/from	Subject	Messages	
04/02/2020, 17:15	Jewish Volunteering Network	Opportunity query: Join the JVN Ad Hoc Squad!	2	Read/reply Delete

Step 3. - You will receive a reminder until you have responded to the applicant. There will be a red dot on the envelope icon if you have any unread messages.

The screenshot shows the 'Welcome, Joshua!' dashboard. The header bar is identical to the previous screenshot. Below the header, the JVN and Queen's Award logos are present. The navigation menu is the same. The main heading is 'Welcome, Joshua!'. Below it, a message says 'Please select one of the options below (if you are representing an organisation then select the organisation tab first):'. There are three tabs: 'Jewish Volunteering Network' (selected), 'My account', and 'Add a charity'. A list of options with right-pointing arrows is displayed:

- Modify organisation details
- View public organisation page
- Create a new opportunity
- View/edit opportunities
- Communication centre - respond to applications and enquiries
- Accept/decline applications from the Mobile App
- Add organisation contacts
- Pay charity membership, and membership information
- Volunteer Skills Bank - find a volunteer (Full Members only)

A blue arrow points to the envelope icon in the top right header bar, which has a red dot indicating unread messages.

If you have any questions or queries please don't hesitate to get in touch at info@jvn.org.uk or call 020 8203 6427.