



How to register, search, and apply for volunteering opportunities on the JVN website.

Thank you for considering giving your time to volunteer. The JVN website – www.jvn.org.uk – contains hundreds of live volunteering opportunities waiting for people like you who can offer their skills, experience and enthusiasm. To find the right opportunity for you and begin your journey, just follow these two simple steps.

1. Register/Log in

- If you have already registered for a JVN account, begin by logging in with your email address and password at the top of the homepage.
- If you do not have a JVN account, you can find the link to register just above the login boxes. Follow the simple steps to create your account. The registration process should take you no more than a couple of minutes.

2. Search and apply for volunteering opportunities

- When you have logged in you will be directed to the *My Account* page. This page allows you to change your personal details, track your applications, select which newsletters you receive from us, reset your password and more.

*Helpful tip: You can go back to the *My Account* page at any time from any other page, via the link in the top right of the website.*

- Clicking on *Search for opportunities* will bring up our database of volunteering roles. The most recently posted roles will be easily visible in the centre.
- Narrow down your options by using the filters on the left hand side. They will allow you to select the time and place you want to volunteer, the skills you want to use and the causes you want to help.

Helpful tip: Using the checkboxes as opposed to searching with a keyword will normally bring up a wider range of results.

- Click on an opportunity to see more details. You can also use the tabs to find out more about the organisation and where they are.
- You can click *Mark as favourite* on the *Opportunity details* page to find a particular opportunity again later. This is a good way to create a shortlist. Your favourites are accessible on the *My Account* page.
- Use the links on the right or the tabs at the top to contact the organisation or, if you're really keen, apply for the opportunity. Send your message and you should receive a reply from the charity shortly. You will also receive an email confirming your message has been sent.

Helpful tip: If you don't find an opportunity you like, more are being added all the time. The website will automatically save your most recent search, so you can come back later to look at similar opportunities that fit your skills, interest and schedule.