

How to add a volunteer opportunity on the VAAC website

Updated 23.2.23

If you would like VAAC to advertise a volunteer opportunity you firstly need to be a member. Membership of VAAC is free and open to all voluntary and community organisations that provide services in Arun and/or Chichester. If you would like to become a member please click on the following link:

<https://www.vaac.org.uk/membership/membership-form>

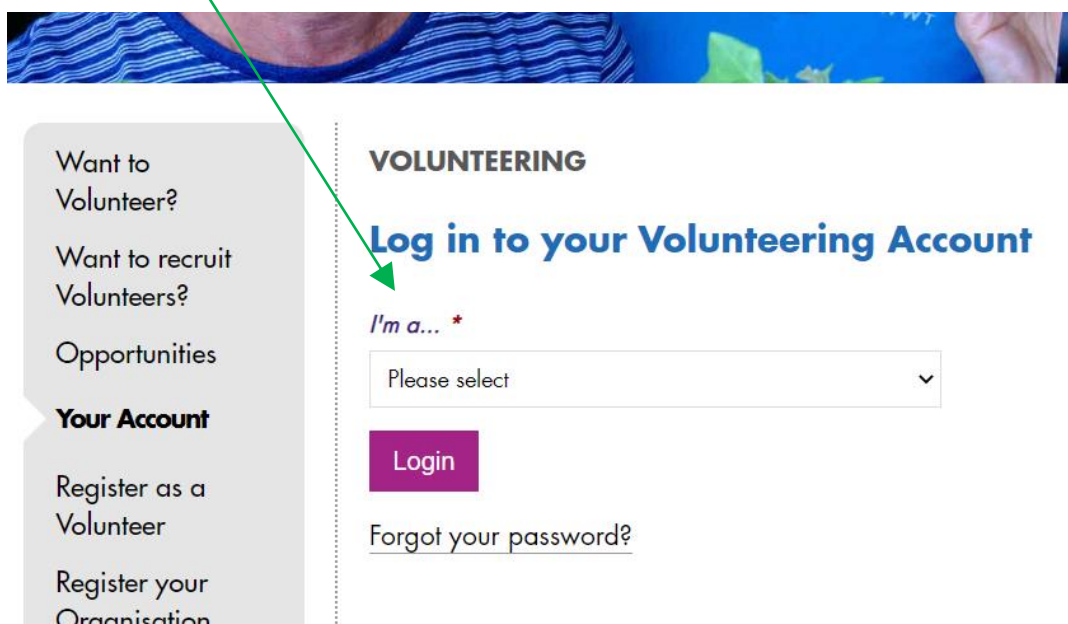
Once you are a member you can advertise your volunteer opportunities by setting up your own volunteering account. Here is the link to register for an account.

<https://www.vaac.org.uk/volunteering/register-your-organisation>

We will email you a password which you can then use to log in using the following link:

<https://www.vaac.org.uk/volunteering/account>

To get into the account, select 'I'm an Organisation' from the drop down list, then enter your email address and password, and click login:



VOLUNTEERING

Log in to your Volunteering Account

I'm a... *

Please select ▼

Login

[Forgot your password?](#)

Want to Volunteer?

Want to recruit Volunteers?

Opportunities

Your Account

Register as a Volunteer

Register your Organisation

Volunteer Now!



- You'll then be taken to your account where you can see a list of all your existing opportunities. You can click on Edit to amend an opportunity. If you would like it deleted or made inactive please contact us.

- You can also update your organisation information from here, if necessary, and change your password.
- If you would like to advertise a new volunteer role click on 'Add New Opportunity'
- Please fill in all of the information about the role:
 - Under Interests and Activities, please select between one and five options for each
 - Under location, please select the relevant option from the drop down list and then, when required, further boxes will appear to fill in the extra information. (If your opportunity is available across an area other than the County, for example across Bognor Regis or the Arun District, please select Countywide and then let us know what area/region it should be for and I can change it.)
 - Tick the boxes to say when the opportunity is available (please note if this is left blank, the opportunity will show as not being available at all across the week, so if you do not have a specific day or time please tick all of the boxes. You can then clarify the availability in the next box.)
- Once you have filled in all of the information, click on Submit Opportunity for Approval.
- Your opportunity will remain as a draft until VAAC have viewed and approved it, at which point it will be made active and will start appearing in search results.



- We will let you know when your opportunity is live, if you do not hear from us within a few days of submitting your opportunity please email us on volunteernow@vaac.org.uk.
- Once your role is approved it will appear on our app and website, on social media and in the local press. When potential volunteers contact us we will send you their details so you can get in touch with them directly.
- From time to time we will contact you to see how the recruitment is going. If you recruit someone directly from VAAC please let us know so that we can update our database.

Things to check if you are having problems logging into your volunteer account:

- Check you are trying to log in to the right place - <https://www.vaac.org.uk/volunteering/account>
- Check that you have selected "Organisation" in the drop down box
- Check you are using the most recent password emailed to you
- Check the email you are using is correct and that there are no extra spaces, full stops, capital letters etc. in either the email or password

Any problems or need a new password?

If you are having any difficulties or would like a new password sent to you, please email chris.caspari@vaac.org.uk

If you would like any advice on advertising your role or volunteer recruitment in general, please email our Volunteering Advisor at tracy.bowdery@vaac.org.uk