

**STUDENT-LED VOLUNTEERING PROGRAMME
SLP WEBPAGE USER GUIDE - PROJECT LEADERS V4 August 2022**

If you encounter any problems or have any question, please email slvpadmin@ucl.ac.uk.

These instructions are based on someone using a desktop or laptop computer, which will give you a better experience with the website. The website does work on tablets or phones, though the screens, menus and options may look a bit different to the images in this guide.

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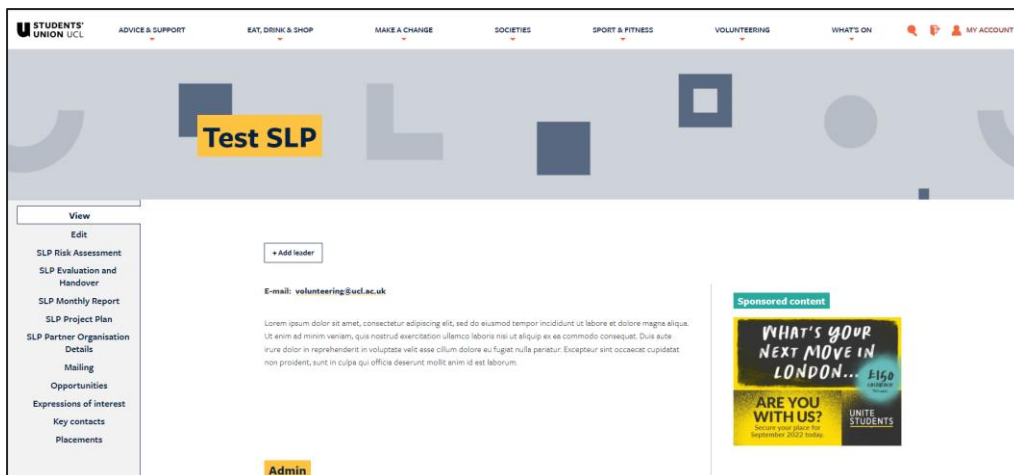
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YOUR ORGANISATION PAGE

You can find your project page by visiting <https://studentsunionucl.org/volunteering/organisations> and searching for your project. It'll look something like this:



Note that you'll need to login (top right hand corner) using your UCL credentials.

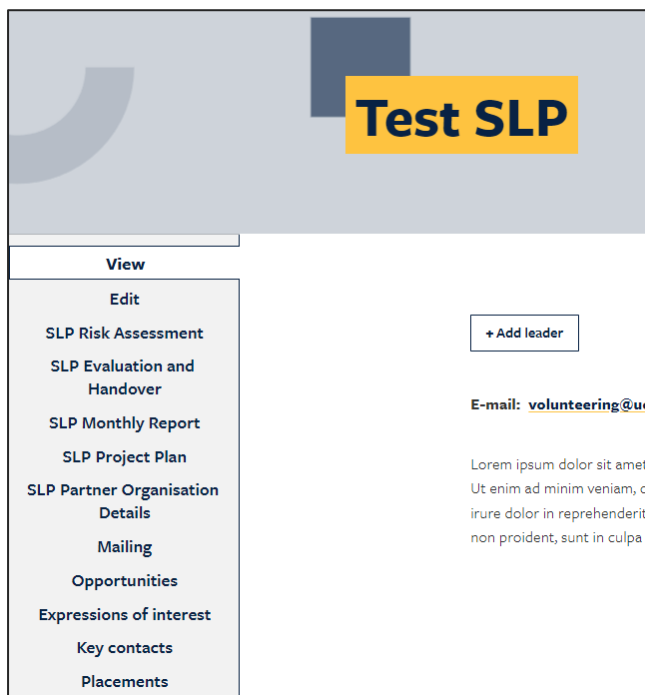
For the purposes of the website, we call projects 'organisations'!

Your organisation page has three main functions:

- Advertising and managing your volunteering opportunities
- Managing your volunteers – for example, seeing who has had their references and DBS checks back, and seeing their contact details.
- Submitting and viewing your project documents, for example your project plan, risk assessment, etc.

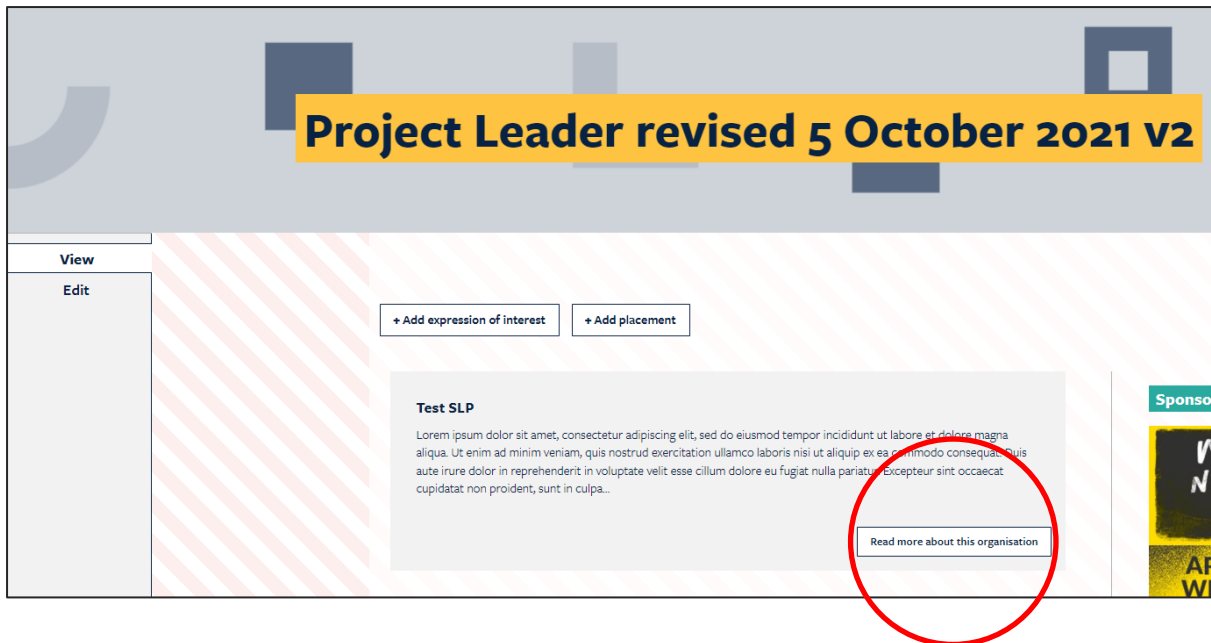
NAVIGATING YOUR WAY AROUND THE PAGES ...

From your organisation page you can navigate to the other functions using left hand side panel.



You can view any of your opportunities via the 'Opportunities' tab.

You can get back to your Organisation page from an opportunity by clicking on the 'Read more about this organisation' button at the top of each opportunity.



EDITING INFORMATION ABOUT YOUR PROJECT

Whilst looking at your organisation page, click on the **'Edit'** tab. Then scroll down and amend the fields as per instructions below.



Logo – When we set your project up on the website, we'll put a placeholder logo. However, it's preferable for you to create your own logo. You can use free graphic design sites like [Canva](https://www.canva.com/).

Description – Try to keep the description short and snappy – aim for 100 words maximum, and ideally less than 50 words. This will show at the top of any volunteering opportunities.

Address – this should usually be set to the Students' Union's address i.e. 25 Gordon Street, London, WC1H 0AY. If you think it's necessary to change this, please speak to your supervisor.

Email – If you do not have a UCL project email address and would like to have one, please speak to your Project Supervisor – otherwise you will need to use your personal UCL email addresses.

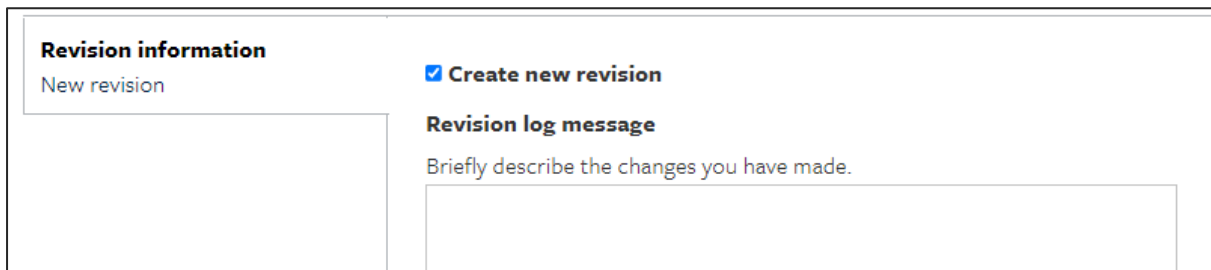
Website – for most projects, your website will be your organisation page on our webpages, so please leave this blank. If you have another website, please speak to your supervisor.

Contacts – please put in details of the Project Leaders here.

Images, display and theme – you can add a banner image here (which goes at the top of your project page) but it's not a requirement - the important thing is that you've uploaded a logo.

However, if you wish you can put another image here that will show at the top of your webpage and opportunities – for example an image of some people volunteering. Make sure you have permissions to use the photos.

Revision Information - make sure the 'Create new revision' box is ticked.



Revision information
New revision

Create new revision

Revision log message
Briefly describe the changes you have made.

Press **Save**



Current state: Draft

Change to:

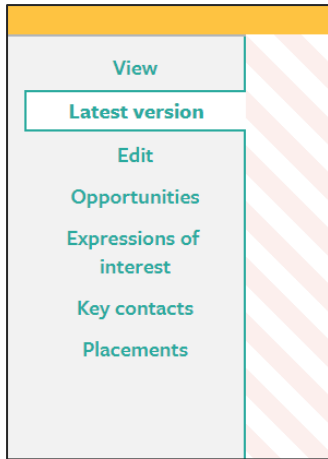
Draft

Save

You've now created a new draft for your organisation record. We will then check your amendments and publish (or get back in touch if we've any questions).

Until then, you'll have two versions of your organisation record – the original published version (under the '**View**' tab) and the updated-but-not-yet-published version (under the '**Latest version**' tab.)

If you need to make any further edits, click on the 'edit' tab.



Note that any page with the faint diagonal stripes is an unpublished version. This applies to your organisation page and your opportunities.



Your revisions will not appear on our website until we've reviewed and approved them.

EDITING YOUR VOLUNTEER OPPORTUNITIES

Your 'Volunteer Opportunities' are the roles within your project. If they're published, they'll show on the [Opportunity Finder on our webpages](#). If you're no longer recruiting, you'll need to [unpublish them](#) – you'll still be able to see them, but other people won't.

Click on the **'Opportunities' tab**.

A screenshot of the 'Opportunities' tab in the system interface. The left sidebar shows a menu with 'Opportunities' selected. The main content area has a 'Create opportunity' button and a table of opportunities.

TITLE	STATUS	MODERATION STATE	PUBLISHED	CHANGED ON ▼	EDIT
Test SLP Leader		Unpublished	Off	06/12/2021 - 10.08	edit
Project Leader revised 5 October 2021 v2		Unpublished	Off	06/12/2021 - 10.08	edit
Test SLP Leader - Cloned		Unpublished	Off	06/12/2021 - 10.08	edit

You'll see a list of your volunteering opportunities, along with their current status.

Click on the **Opportunity Title** you'd like to edit and then the **'edit'** link.

The screenshot shows a web form for creating a volunteering opportunity. On the left, there are 'View' and 'Edit' buttons. The main form area has a pink and white diagonal striped background. It contains the following sections:

- Key information** (with a red asterisk):
 - Name** (with a red asterisk): A text input field containing "This is a new opportunity test".
 - Current state**: "Needs review".
 - Change to:**: A dropdown menu currently set to "Draft".
 - Recruiting?**: A checkbox that is checked.
 - Time commitment**: A dropdown menu currently set to "Flexible".
- Opportunity details** (with a red asterisk): This section is partially visible at the bottom of the form.

Name – this is the name of the volunteering opportunity. This is displayed on the directory, so please make sure it’s an accurate description of the role, and don’t just put ‘Volunteer’! Think of what will be helpful when students are searching for keywords on our website..

Change to: You can only select ‘draft’ – this indicates that you’re creating a new draft.

Recruiting? - please tick this (or untick it) to let us know whether or not you’re actually recruiting at the moment. You may have updated the role but not be recruiting at the moment – this box will let us know your intentions.

Time commitment – use the drop down box to select what the time commitment is.

- Regular - on a weekly or fortnightly basis for at least 3 months
- Short Term - volunteering on a weekly or fortnightly basis for less than 3 months
- One-Off - volunteering at a single event with no longer-term commitment
- Flexible - volunteering more than once, but with flexibility about when
- Short Task - small job that could be done within a day with no long term commitment and with flexibility about when. Not an event.

If you select ‘one-off’ there will be some extra fields to fill out. [See below for details.](#)

Description - give a brief summary of the volunteer role: what volunteers will be doing, who they’ll be working with, what difference they’ll be making. This will be seen by everyone looking at the directory and will help them decide whether to ask for more information – think of it as your pitch for new volunteers. Short and snappy works best - try to keep to less than 150 words. Avoid the ‘**edit summary**’ option.

Duties – describe what the volunteers will be doing. Again, try to keep this as brief as possible, and use bullet points.

How many volunteers needed? – you don’t have to give a precise figure, but this will give people a sense of how many positions are available.

Commitment - more information - provide more in-depth information about what the amount of commitment is, and when the volunteering is taking place – for example:

- “2 hours on Wednesday afternoons during term 2”
- “We expect you to volunteer for at least 20 hours during the course of the year”
- “A one-off event on 22nd October, 11am – 4pm”.

This will show up on the directory, so think what sort of information prospective volunteers would want to know.

Who will the volunteers be working with? Who will the volunteers be coming into contact with during their volunteering?

Training – provide information on how you’ll train the volunteers, and how long it will take. Students tell us that they like to see some detail here, especially if they’re unsure if they’re right for the role.

If your project involves working with children, you should state that all your volunteers will need to complete ‘Volunteering with Children’ training. Your partner organisation may be offering additional training for your volunteers – if so, make sure to include it here.

What measures have you put in place to ensure volunteers’ safety during COVID-19?

Although there is not any government restrictions, it is still important to think about covid-19 especially when working with vulnerable groups. Some students may still be anxious about volunteering in-person, so they’ll want to know that you’ve thought about this.

Categories - Select the types of volunteering your project covers (you can scroll down the list, or just start typing to see if a particular category is covered). If you change your mind, just click on the little cross next to the term.

Skills Developed - Select the skills that the volunteers on this role are likely to gain. Students will be able to search for opportunities by skill at <http://studentsunionucl.org/volunteering/directory/skills>

The screenshot shows a form with two sections: 'Categories' and 'Skills developed'. Both sections have a text input box with a list of selected items. The 'Categories' section has 'Befriending', 'Campaigning and Ambassadors', and 'Children' selected. The 'Skills developed' section has 'Financial skills', 'Marketing', and 'Negotiating or influencing others' selected. Each item has a small 'x' icon next to it, indicating it can be removed. The background of the form has a light pink and white diagonal striped pattern.

UCL Departments – keep this blank; we’ll fill this in for you.

Location – broadly describe where your volunteering will take place. This could be a specific address or a description of areas of London. This will help potential volunteers decide if it’s in the right location for them.

Postcodes - Please provide the postcodes where the volunteering takes place, otherwise they will not show on our directory map. **Use exact postcodes** e.g. WC1H 0AY rather than just WC1H. You can add multiple postcodes.

Use the postcode of your community partners, if that's where the volunteering will take place. Make sure you keep this information up to date – **if you sign up a new community partner, make sure you update the postcodes on the relevant opportunities.**

If the exact location is hard to specify, put an indicative postcode in that will at least give volunteers an idea of what part of London they might be in. You can find this by googling the address of a nearby organisation like a council, museum or business.

If you don't know exactly where your project will be taking place, leave this section blank. As soon as you have the location confirmed, make sure you go back in and add the postcode

If the volunteering is remote, put in UCL's postcode - WC1E 6BT

Posted Date – ignore this field.

Application Deadline – If you've a deadline, input it here. Note that you'll need to add a time as well - use the 24 hour clock and use colons rather than full stops.

The opportunity will automatically unpublish once the deadline is passed.

If you don't have a deadline, leave this field blank!

Application Criteria - What are the minimum qualities, skills or prior experience that you're looking for in volunteers? Please be as clear as possible, and only include points that are absolutely necessary for completing the duties you've outlined above. If you've a minimum age requirement, mention it here too. Students tell us that this information really helps them decide whether or not to apply.

DBS type needed Do volunteers require a DBS check? If so, please indicate what type. If you're unsure, you can leave this blank and our admin team will fill this in for you.

Disabilities information – please give as much information about how the volunteer role may or may not be accessible to people with disabilities. We appreciate this is a very broad area, but the information you provide will help students with disabilities assess whether this is the right volunteer role for them. This is also a chance to think about how you could make your project more accessible. Discuss with your supervisor if you're unsure.

Contact – who should prospective volunteers approach if they have questions about the volunteering opportunities? Use either your UCL email or your project email, if you have one.

Application process – how should students apply for this role? It's really important you're as clear as possible – this will show interested students how to take the next step to volunteering with you. Please include **the specific weblink or email they must use**, rather than just writing 'look at our website' or 'email us'. If possible include likely timescales. **Do not use Googleforms as these are not data protection-compliant.**

Accepts volunteers under 18? It's our policy that Student-led Projects should not accept volunteers under 18.

Images, display and theme We suggest you do not edit anything here.

Related articles and other content - leave this blank – we'll add this.

Additional comments – anything else to add?

Revision information – ensure the 'create new revision' box is ticked (if you're editing an old opportunity). If you like, you can add some comments about what changes you've made.

The screenshot shows a form with a pink and white striped background. On the left, there is a box titled 'Revision information' with the text 'New revision' below it. To the right of this box is a checkbox labeled 'Create new revision', which is checked and circled in red. Below the checkbox is a section titled 'Revision log message' with the text 'Briefly describe the changes you have made.' and a large empty text area for input.

Click on **'SAVE'**

You've now created a new draft for your opportunity. We will then check your amendments and publish (or get back in touch if we've any questions).

Until then, you'll have two versions of your opportunity record – the published version (under the **'View' tab**) and the updated-but-not-yet-published version (under the **'Latest version' tab**.)

If you need to make any further edits, click on the 'edit' tab.



Your revisions will not appear on our website until we've reviewed and approved them.

EDITING ONE-OFF VOLUNTEERING OPPORTUNITIES

You'll be asked to complete the following additional fields if your volunteer role is a one-off event. This will create an event on the Students' Union's events webpages.

Event details

Event dates

Start date

dd/mm/yyyy

End date

dd/mm/yyyy

Venue

Enter the general venue or location for this, e.g. "Heart Health Head Office, Camden". Do not enter a full address, and make sure it will make sense to someone browsing a full event list (e.g. avoid "Our office" or "TBD").

Meeting point

Event Dates – put in the dates of the event – this will generate an event on the Students’ Union UCL events calendar. You’ll need to put times in as well – use 24 hour clock.

Venue - where does the event take place?

Meeting Point – where should volunteers meet for the event?

Dress Code – Should volunteers dress in a particular way? E.g. scruffy clothes and sturdy footwear for conservation activities, smart clothes for certain fundraising events. If this is a one-off event, this will show in the 'equipment needed' section of the event page.

Wheelchair accessible? – even if you’ve provided information on the disability access question, also answer this as it’s a required field for the events calendar on our webpages.

Event Dates

Show End Date

Date	Time
E.g. 05/10/2019	E.g. 18:00
<input type="text"/>	<input type="text"/>

Repeat

Dress code

Should volunteers dress in a particular way? E.g. scruffy clothes and sturdy footwear for conservation activities, smart clothes for certain fundraising events. If this is a one-off event, this will show in the 'equipment needed' section of the event page.

Footwear

Venue(s)

You have added 0 out of 10 allowed terms.

Meeting point

Where should volunteers meet for this event?

Euston Station

Wheelchair accessible?

Yes

Training

CREATING NEW VOLUNTEER OPPORTUNITIES

To create a new opportunity, go to your main organisation page, then click on ‘Create Opportunity’.

Once you have a blank volunteering opportunity form up, the process is exactly the same as [editing](#).

We're awaiting the introduction of a **cloning** function where you can replicate an existing opportunity. This is useful if you have some similar opportunities, and don't want to type out the same details each time. In the meantime, if you'd like us to make copies of your opportunities for you to then edit, email us at slvpadmin@ucl.ac.uk



Your new opportunities will not appear on our website until we've reviewed and approved them.

WE'RE NO LONGER RECRUITING!

Find the opportunity and click on **'Edit'** (as per [editing](#)),

Make sure the **'Recruiting'** option is set to 'No'

It's also helpful if you put a note in the additional comments that you're not recruiting for the time being.

Save changes as per editing.

We'll unpublish your opportunity.

Alternatively, just email us at slvpadmin@ucl.ac.uk and we'll unpublish for you.

REACTIVATING A VOLUNTEERING OPPORTUNITY

Find the opportunity (as per [editing](#)).

The screenshot shows a dashboard with a sidebar on the left and a main content area. The sidebar contains a menu with the following items: View, Edit, SLP Risk Assessment, SLP Evaluation and Handover, SLP Monthly Report, SLP Project Plan, SLP Partner Organisation Details, Mailing, Opportunities (highlighted), Expressions of interest, Key contacts, and Placements. The main content area features a 'Create opportunity' button and a table with the following data:

TITLE	STATUS	MODERATION STATE	PUBLISHED	CHANGED_ON Y	EDIT
Project Leader revised 5 October 2021 v2		Unpublished	Off	06/12/2021 - 10:08	edit
Test SLP Leader - Cloned		Unpublished	Off	06/12/2021 - 10:08	edit
Test SLP Leader		Unpublished	Off	06/12/2021 - 10:08	edit
test opportunity - physics		Unpublished	Off	25/10/2021 - 17:55	edit
test opportunity - MAPS		Unpublished	Off	25/10/2021 - 17:55	edit

The list will show whether the opportunity is published, and whether there is a draft awaiting approval.

Click on the title of the opportunity you'd like to edit, then select the 'Edit' tab.

Make sure the **'Recruiting'** option is set to **'Yes'**

Make any further amendments, then scroll to the bottom and press **'Save'**.

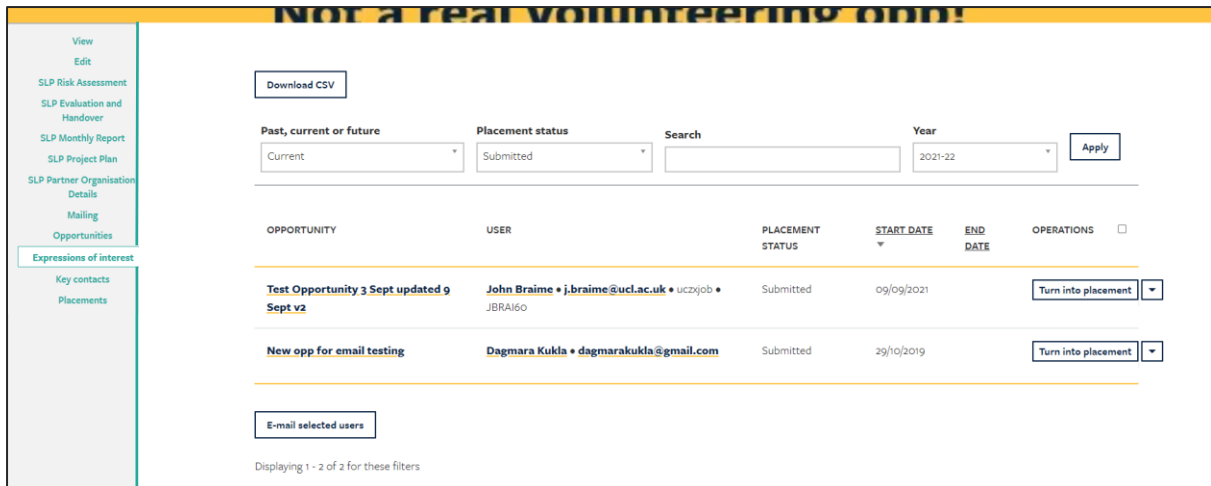
In particular, **make sure the application deadline has been updated.**

The Volunteering Service will then review your changes and either approve or get back to you. Until we've done that, the opportunity won't reappear on our website.

VOLUNTEER ENQUIRIES

We'll email you every couple of weeks with a list of students who have asked for more information about your volunteering opportunities.

You can also see details of students who are interested by clicking on the **'Expressions of Interest'** tab on your main organisation page (note you can't see this by looking at the individual volunteering opportunities).



You'll see any students who've asked for more information about your project.

You can click on the student's email and send them an email to say hello and let them know how to get involved.

Tip: have a saved template email including the relevant info that you can send out to interested students in bulk to save time

If there are a number of students to contact, use the download CSV button.

Note that the 'email selected users' function isn't working yet.

Note that the students might have also shown an interest in other opportunities on our directory too. Nonetheless, a quick email will increase the chances of them choosing to volunteer with you.— don't leave it too late!

If you have a lot of enquiries, you can export the list as a spreadsheet by clicking on the 'Volunteering expressions of interest' button. Make sure you save this data securely and delete it as soon as you've used it - it has students' personal data on it. See [UCL's guidance on data security](#).

Volunteering expressions of interest (CSV)

If there are any students you know are definitely **not** going to volunteer with you, you can remove them from the list by clicking '**reject interest**' under the 'operations' column. This is optional though – each July we'll clear the entire list.

ADDING VOLUNTEERS TO YOUR PROJECT

If a student has expressed an interest, and you've accepted them as a volunteer, you can easily move them to your volunteer list by going to the '**Expressions of Interest**' view, finding the student, then select '**Turn Into Placement**'

	OPPORTUNITY	USER	PLACEMENT STATUS	START DATE	END DATE	OPERATIONS
	test opportunity - physics	Shuliang Cheng zchasoc@ucl.ac.uk SOCHE16 zchasoc oliver.cheng.15@ucl.ac.uk	Submitted	10/12/2021		<input type="checkbox"/> Turn into placement <input type="checkbox"/> Reject expression of interest

E-mail selected users

If you want to add UCL students who aren't on the 'Expressions of Interest' list, then email slvpadmin@ucl.ac.uk with their names and UCL email addresses – we'll add them. Alternatively, you can add them yourself:

Find the relevant volunteering opp

Click on 'add placement'

Put in the user ID – this should pick up their name or email address.

Note: for some roles, the user must have a current date range to have the access to the group for that role.

Enabled

Group *

TEST ONE OFF OPPORTUNITY 19 JUNE 2022 (139626)

Group role *

Placement (volunteering_opp-placement)

User *

soch

Shuliang Cheng | zchasoc@ucl.ac.uk | SOCHE16 | zchasoc | oliver.cheng.15@ucl.ac.uk

Joanna Socha | zcsajds@ucl.ac.uk | JDSOC08 | zcsajds | joanna.socha.16@ucl.ac.uk

Krystof Sochna | uceiso0@ucl.ac.uk | uceiso0 | uceiso0@ucl.ac.uk

RAFAIL CHRYSOCHIDIS | Chrysochidis | rafaelchrysochides@hotmail.gr

Press **Save**

Go back to the organisation and click on '**Placements**' to check that it's worked.

YOUR VOLUNTEERS

You can see who is registered as a volunteer with your project by looking under the **'Volunteer Placements'** tab.

This includes information about which volunteers have DBS checks, have references returned, and have completed 'Volunteering with Children' training.

OPPORTUNITY	USER	START DATE	END DATE	VOLUNTEERING WITH CHILDREN TRAINING (ONLINE)	DBS	REFERENCES	OPERATIONS
Volunteer	John Braime • j.braime@ucl.ac.uk • uczyjob • JBRA160	28/09/2021		Enrolled but not complete	update DBS details	First: No Second: No	End placement
Test SLP Leader	Maxwell Keeble • m.keeble@ucl.ac.uk • uczxmke • MKEEB47	24/09/2021		Enrolled but not complete	update DBS details		End placement

Note that the 'email selected users' function isn't working yet.

ENDING VOLUNTEERS' PLACEMENTS

If a student's volunteering has come to an end, go to **'Volunteer Placements'** and click on 'end placement'. Put in the last date the student volunteered, and press 'submit'.

If a student never volunteered at all, click on 'never volunteered' then **'confirm deletion'**. They will then disappear from all of your volunteer lists.

It's important you do this correctly – we need to record if a student has volunteered in case they ask for evidence in the future, for example for job applications. If you're in any doubt, please speak to your supervisor.

SUBMITTING FORMS

You must also use your project page to submit your forms, and view those that have already been submitted.

View	
Edit	
SLP Risk Assessment	
SLP Evaluation and Handover	
SLP Monthly Report	SUBMISSION ID
SLP Project Plan	2233
SLP Partner Organisation Details	
Mailing	

For:

- SLP Risk Assessment
- SLP Project Plan
- SLP Monthly Report
- SLP Evaluation and Handover

Click on **'+Add form'** – this should open a new tab on your browser.

View								
Edit								
SLP Risk Assessment								
SLP Evaluation and Handover								
SLP Monthly Report								
SLP Project Plan								
SLP Partner Organisation Details								
Mailing								

SUBMISSION ID	SUBMITTED	NAME	WORKFLOW STATE	FILE(S)	OPERATIONS
2233	Friday 24/09/2021 - 16:49	Stu Dent	SLP Approved	tn-o86_Local Fire Induction Form.pdf	View

Upload your form.

Press **'Submit Form'**

Organisation

Your name

Your UCL email address

Please upload your risk assessment

One file only. • 10 MB limit. • Allowed types: txt, rtf, pdf, doc, docx, odt, ppt, pptx, odp, xls, xlsx, ods. • 50 MB limit per form.

 No file chosen

Your Project Supervisor will review the documents and either approve them or get back with further questions.

For SLP Partner Organisation Details

Click on **'+Add form'**

Complete one form for each different partner you have (for example, 3 forms for 3 partners)

Input the **'Organisation Name'**

Input the details of your **contact** at that organisation (you can include more than one by using the **'Add another contact'** button).

Upload the Partnership Agreement, as well as any **Proof of agreement**, such as an email from the partner.

Press **'Submit Form'**

Remember to submit a separate form for each different organisation you're working with.

Upload your partnership agreement

One file only. • 10 MB limit. • Allowed types: gif, jpg, jpeg, png, bmp, eps, tif, pict, psd, txt, rtf, html, odf, pdf, doc, docx, ppt, pptx, xls, xlsx, xml, avi, mov, mp3, ogg, wav, b22, dmg, gz, jar, rar, sit, svg, tar, zip. • 50 MB limit per form.

Please upload your partnership agreement. This might be in the form of the VSU form, or another document (such as an email) outlining who is doing what.

No file chosen

Upload proof of agreement

One file only. • 10 MB limit. • Allowed types: gif, jpg, jpeg, png, bmp, eps, tif, pict, psd, txt, rtf, html, odf, pdf, doc, docx, ppt, pptx, xls, xlsx, xml, avi, mov, mp3, ogg, wav, b22, dmg, gz, jar, rar, sit, svg, tar, zip. • 50 MB limit per form.

Please upload some evidence that the partner has consented to the agreement - such as a copy of an email showing that they've agreed. Contact your Volunteering Service supervisor if you've any questions.

No file chosen

Your Project Supervisor will review the documents and either approve them or get back with further questions.

Remember to add [the postcodes of your partners](#) to the relevant volunteering opportunities.

Last updated: Aug 2022