

REGISTERING AS A PROVIDER

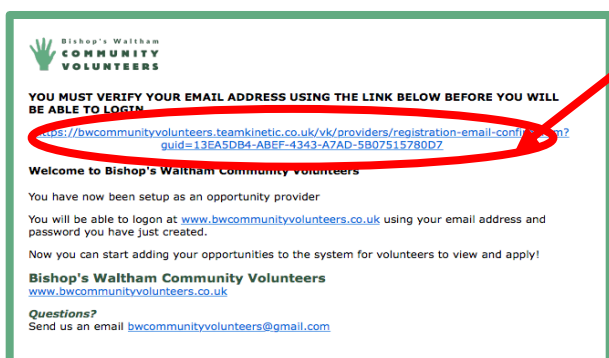
What is a Provider?

As a provider, you represent a local charity or organisation and can post opportunities (vacancies) for which you need volunteers.

You can simply post opportunities and use the system to make the initial contact with volunteers, and then recruit people and manage rotas as you usually would. You can also use the system to manage rotas and run reports on time spent by volunteers. It really is up to you, and it's all free for you to use.

Registering as a Provider

1. Go to www.bwcommunityvolunteers.co.uk
2. Click on the blue button to **REGISTER AS A PROVIDER**.
3. Complete the registration form with your organisation's details.
4. When you click **"REGISTER"**, you will receive a verification email.



5. To verify your account setup, you need to click on the link in the verification email.

6. Then you will be taken back to the BW Community Volunteers login page. Simply enter the email and password you registered with.

Congratulations, you are now a Provider with BW Community Volunteers!

Now log in and set up your Organisation's Public Profile.

Go to ACCOUNT | PUBLIC PROFILE to add an image and some text about your organisation.

What's the next step?

Now you can create your first opportunity. View the help sheets on the website or visit the YouTube channel (**BW Community Volunteers**) to watch a video tutorial.

Bishop's Waltham Community Volunteers

www.bwcommunityvolunteers.co.uk

Questions? Email bwcommunityvolunteers@gmail.com

