



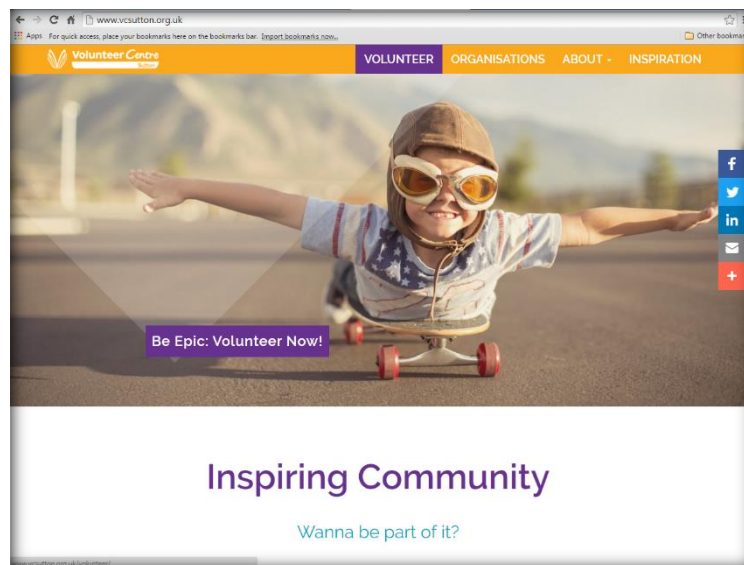
Volunteer Centre Sutton
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Surrey SM1 1NU

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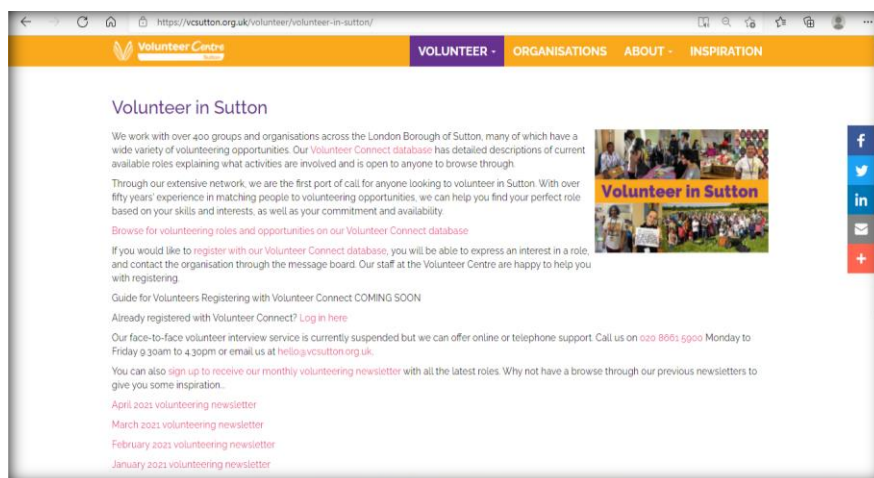
www.vcsutton.org.uk

Guide to sign up on Volunteer Connect

Log on to Volunteer Centre Website www.vcsutton.org.uk



Click on the VOLUNTEER Tab and choose 'Volunteer in Sutton' from the drop-down list.



There are various links in this page which are in pink colour. The text explains what they are.

To register on Volunteer Connect, click the link [register with our Volunteer Connect database](#)

The Screen below will come up. Start filling the details such as Email Address, password, First Name, Surname, Postcode. 'Where are you registering' has a drop down list, choose the suitable from the list and click 'Register'

Register

Are you already registered as a volunteer? If so, [Login here](#) [Login](#)

If you are not a registered user, enter your details below to sign up.

New Account Details

Email Address for Login

Confirm Email Address

Password

Confirm Password

First Name

Surname

Postcode

Where are you registering?

[Register](#)

When you click the 'register' button on the above screen, it will take you to the page below. Fill the page with the details asked, tick the 'Accept Terms and Conditions'. You can read 'Terms and conditions' by clicking the button. click the Close(X) button at the top and not the back button to come back to previous page.

Edit Your Profile - Page 1 of 4

Contact Information

Required fields are marked with an *

Building

House Number *

Street *

Town

Postcode *

Phone

Mobile Phone

Date of Birth *

Gender *

Accept Terms and Conditions * [Terms and Conditions](#)

Do You Accept the Terms and Conditions?

[What this means](#)

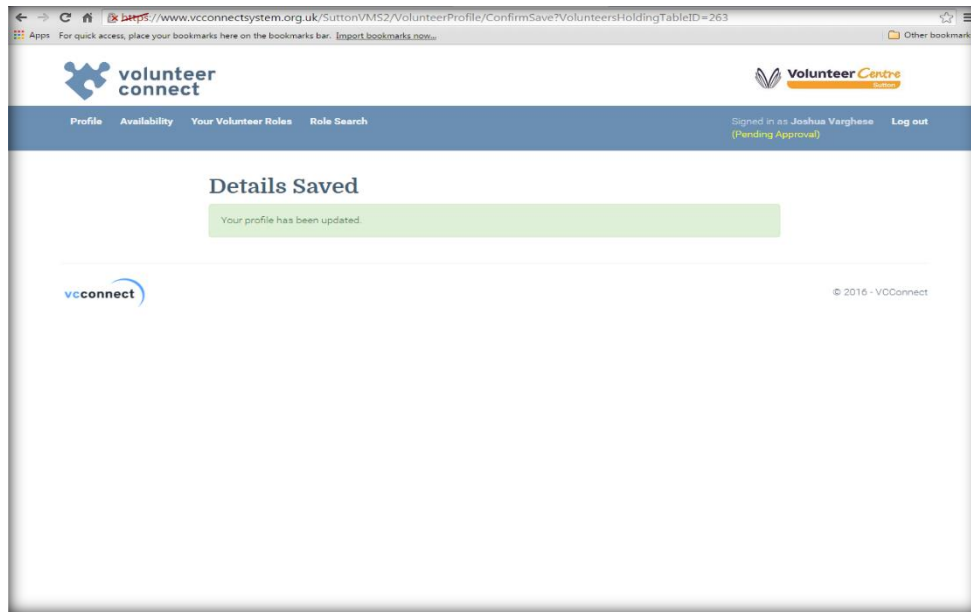
Are you happy for your basic information to be available via the Volunteer Bank?

How did you hear about

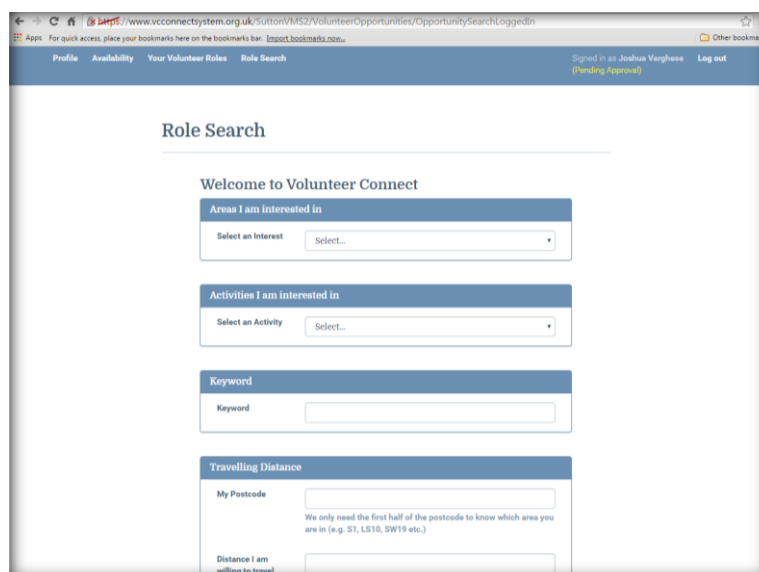
Tick the 'Are you happy for your basic information to be available via Volunteer Bank' if you are happy to pass it to Organisations on our system. You can see an explanation by clicking the 'What this means' button.

How did you hear about it has a small drop down list you can choose.

Then click 'Next' button at the end of the above page and it will take you to further pages where you fill in various details with a 'Next' button at the end and you will come to the page below where you can 'Role Search'.

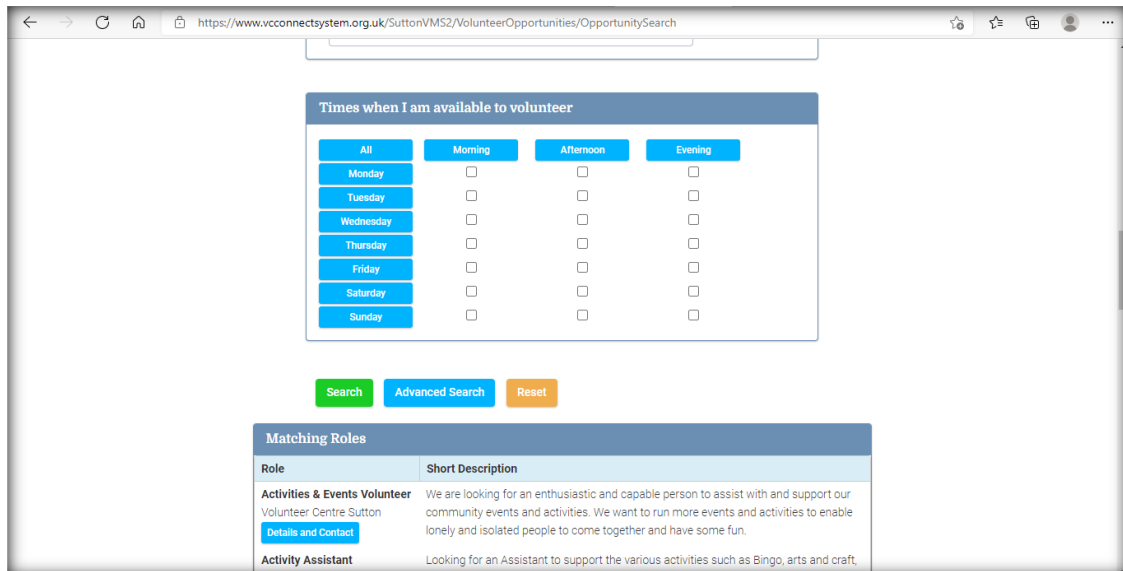


When you click 'Role Search' (last tab after registering), you will be taken to the page below with all our opportunities at the bottom.



There are around 100+ opportunities listed underneath the above page. You can use the search boxes above to bring up selections.

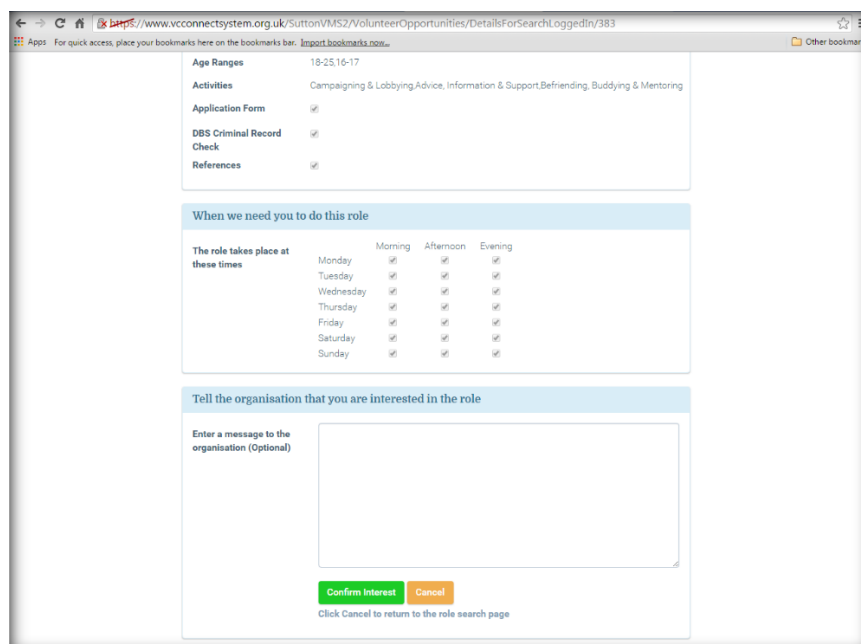
Once specified the selection click the 'Search' button at the bottom. **We advise only select 1 criterion for a search as it has only 100+ opportunities at present.**



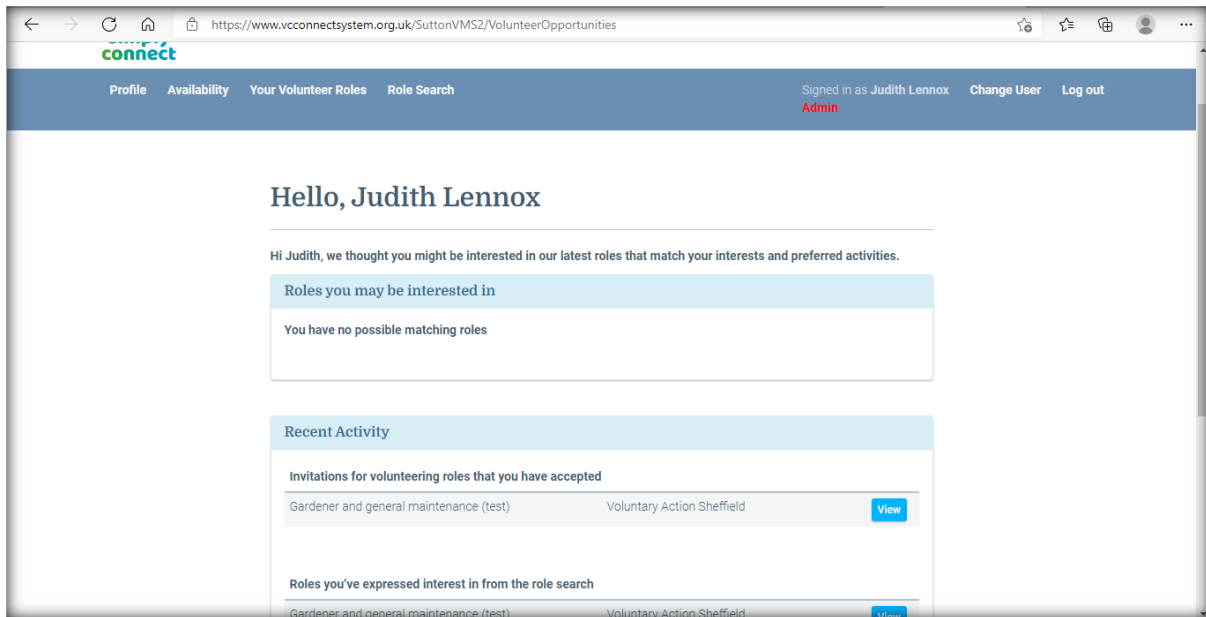
'Advanced Search' from the above screen will give you more criteria to search on, especially 'Age Criterion' which is useful for searching opportunities for young people under 18 years.

'Reset' button on the above screen should be used to refresh searches.

Once you found the role that you are interested, click 'Details and Contact' button to see role details. The end of the role details, there is message box, where you can type a message and click 'Confirm Interest' to express your interest to the Organisation where the role belongs. See below.



You can see your applications to organisations and replies from the organisations by logging in and clicking the 'Your Volunteer Roles' Tab (3rd Tab below). When you get a reply, you will be alerted by email.



Volunteer Centre Sutton is the operational name of Sutton Borough Volunteer Bureau
Company type: Charitable Incorporated Organisation | Company number: CEO19319 | Charity number: 1048978