

# New or returning Organisations 'How to Guide' sign in, register & post Volunteer Opportunities on [www.volunteering.nsw.gov.au](http://www.volunteering.nsw.gov.au)

In order to post Volunteer Opportunities on our site your organisation must have a 'SEEK' log in account.

There are two ways to post volunteer opportunities.

## **Step One:**

Once you have entered our site you can access the portal or backend of the system by clicking the ribbon bar which is located along the top row at Volunteer Now and select '**Organisation Log in**'.

Refer to the following information and images as a guide:

**Image 1:** Home page – **U can make a difference**

**Image 2 & 3:** Entering the site via the ribbon bar – Volunteer Now – Organisation Log in

## **Step Two:**

Once you have entered the organisation Log in page you will have two options either '**Sign in**' or '**Registration**'. (Refer to Image 4)

### **For returning organisations**

**Sign in** – once you have clicked on the blue 'Sign in' button, just enter your Username and Password then click on purple 'sign in' button to enter the backend of the site. (Refer to Image 5):

- If you have forgotten either your username or password, just click on the link "**Forgot your username or password?**" (Refer to Image 6)
- You will then receive an email from **SEEK Volunteering** administration with instructions on what to do next.

### **For New Organisations you will need to:**

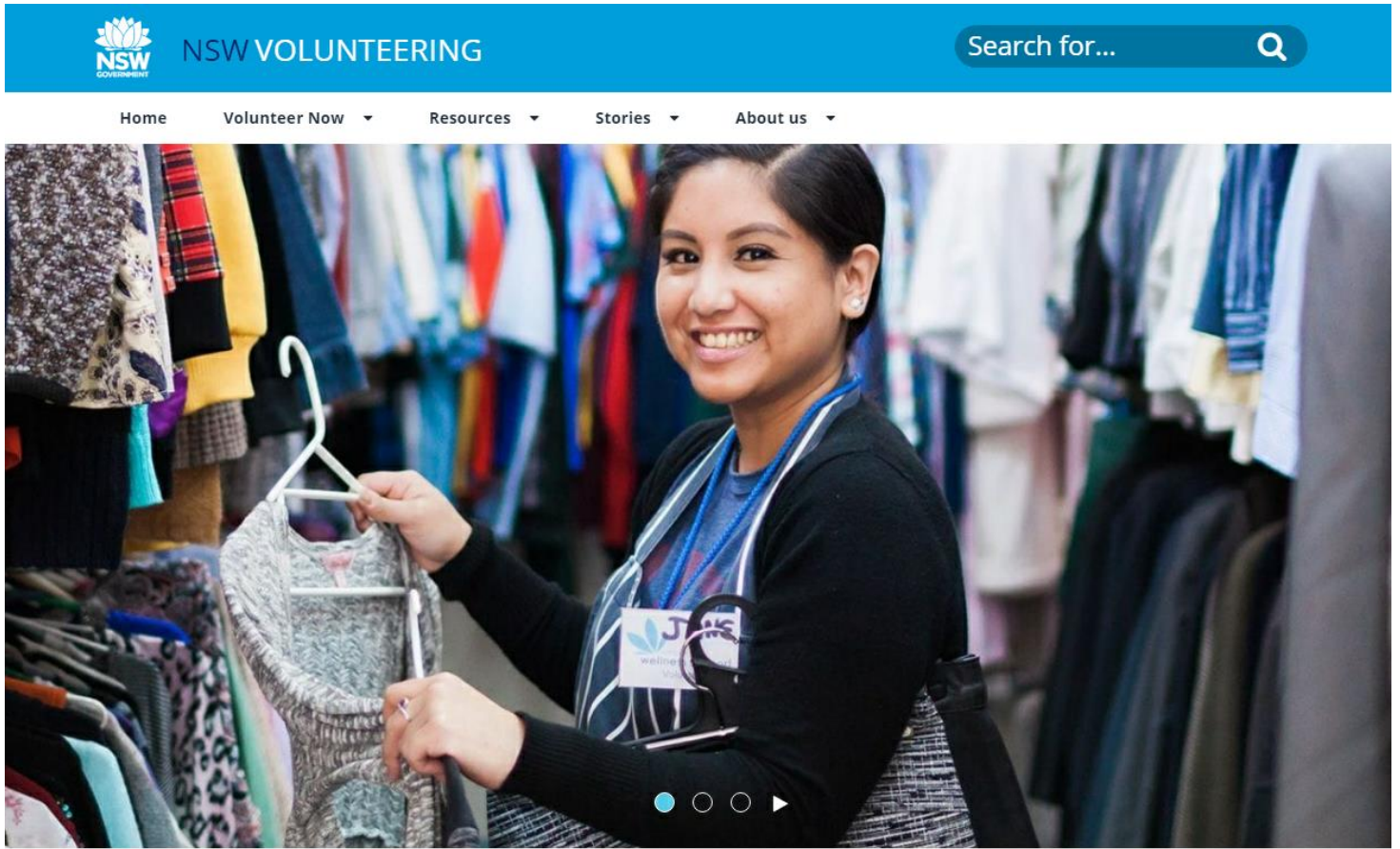
**Registration** – New organisations to the site must register their details via the 'Registration' button. You will be asked to provide a response to a series of questions, once you have completed this click on the purple 'Register' button to submit your request. (Refer to Image 7 & 7.1)

Your registration will be processed by a member from the **SEEK Volunteering** administration team. After which you will receive your log in details, which will enable you to post your organisations volunteering opportunities.

## **Image 8**

**How to write a GREAT volunteer opportunity** – Developed by SEEK Volunteer is an easy guide with handy tips on how to write your volunteering opportunity

1.

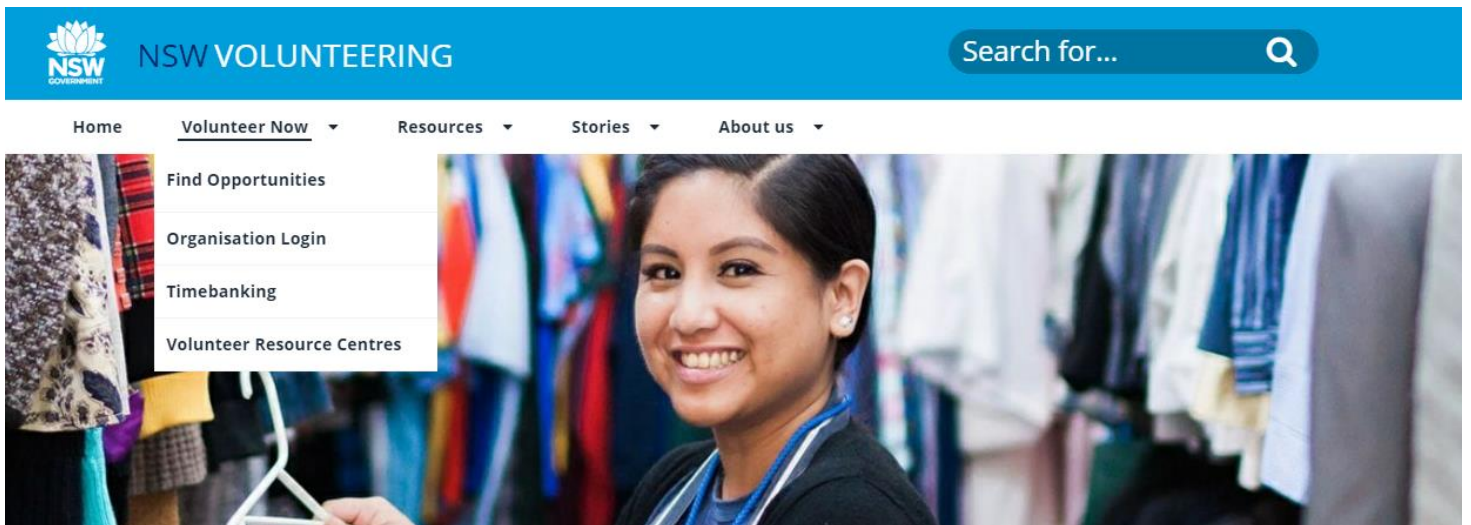


Listen

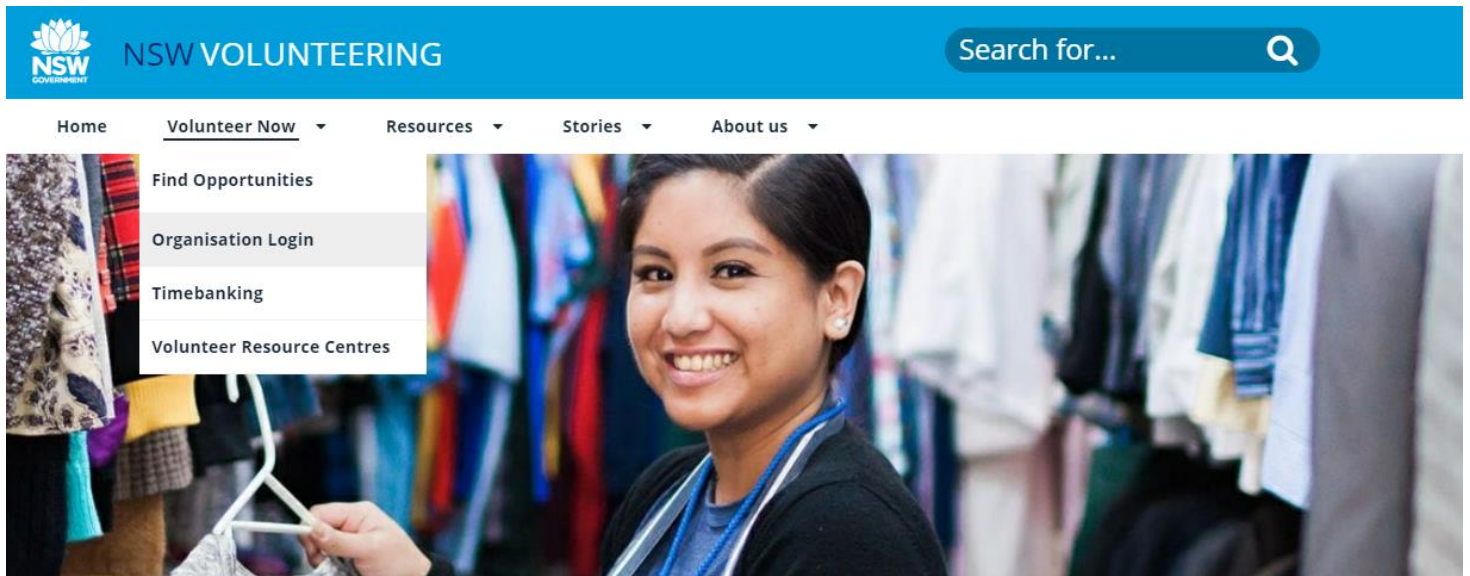
**U can make a difference**

Volunteers make an extraordinary contribution to Australian society. Volunteers are the lifeblood of our community and come from

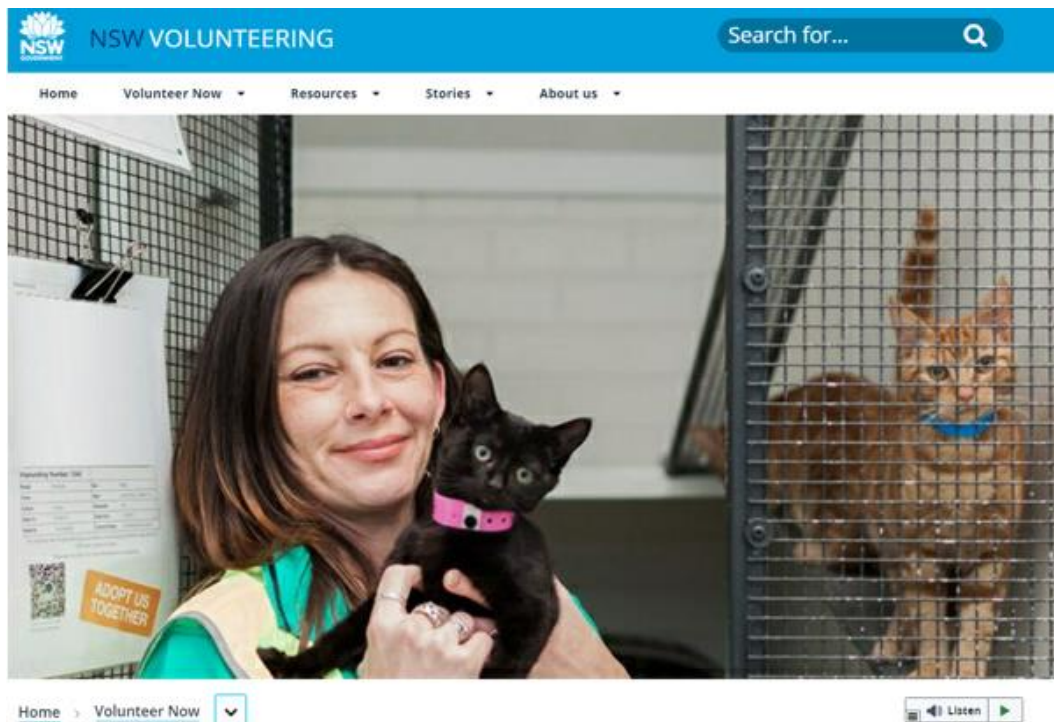
2.



3.



4.



## Organisation Log In

Volunteer involving organisations are able to register or log in into the Volunteer Recruitment Portal by using the links below.

This downloadable [New or returning Organisations 'How to Guide' Sign in, Register & Post Volunteer Opportunities](#) has been developed to assist you.

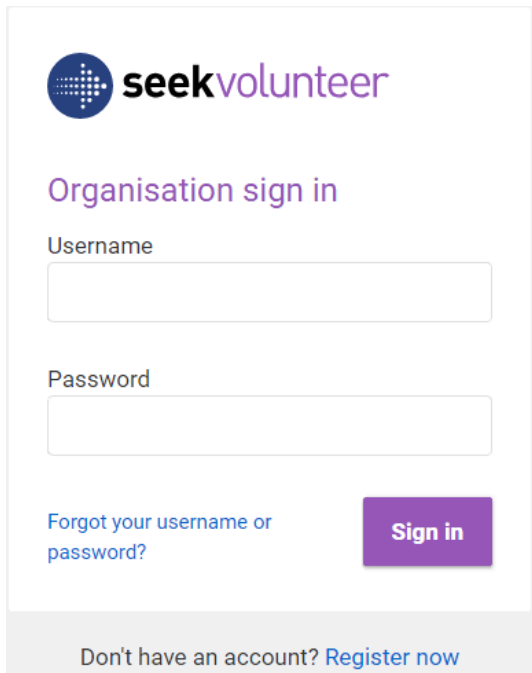
Organisations


If you need volunteers, sign in or register with SEEK Volunteer to advertise your opportunities on both NSW Volunteering and SEEK Volunteer.

[Sign in](#)

[Registration](#)

5.



 seekvolunteer

### Organisation sign in

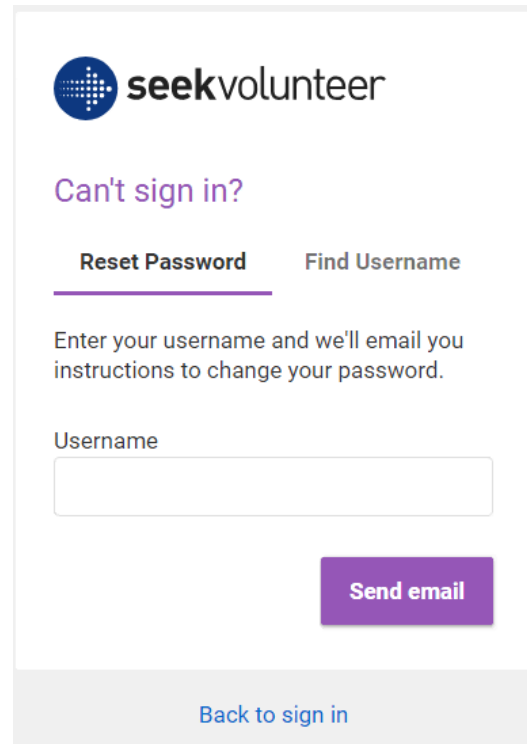
Username


Password

[Forgot your username or password?](#) [Sign in](#)

Don't have an account? [Register now](#)

6.



 seekvolunteer

### Can't sign in?

[Reset Password](#) [Find Username](#)

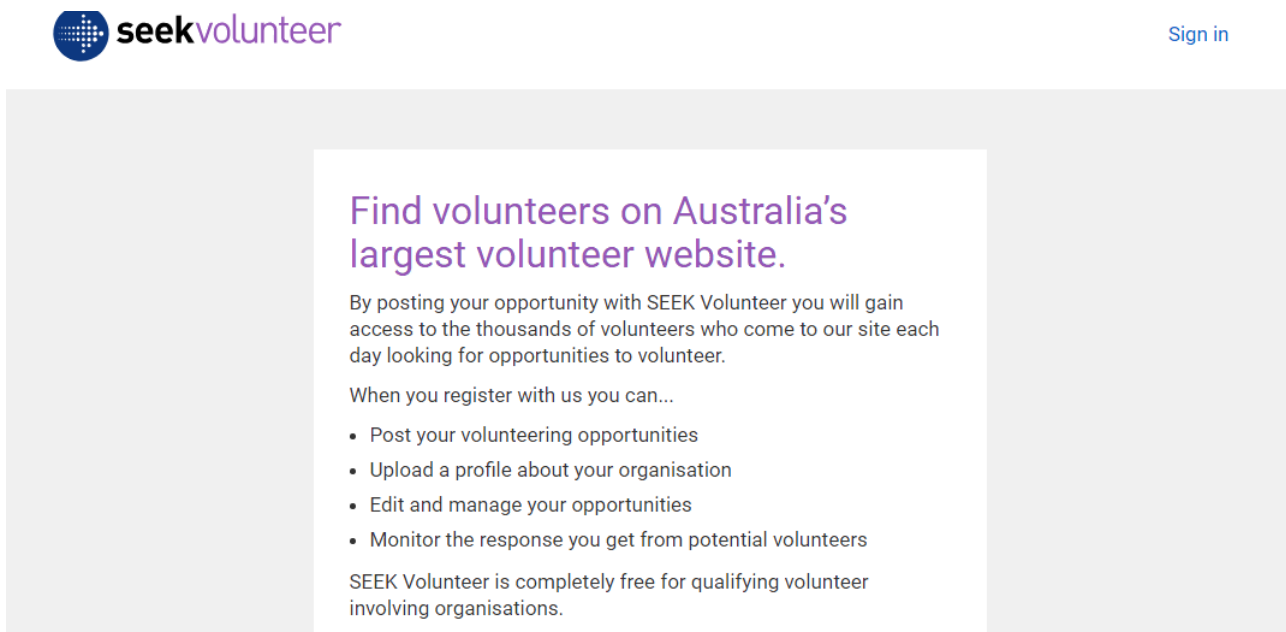
Enter your username and we'll email you instructions to change your password.


Username

[Send email](#)

[Back to sign in](#)

7.



 seekvolunteer [Sign in](#)

## Find volunteers on Australia's largest volunteer website.

By posting your opportunity with SEEK Volunteer you will gain access to the thousands of volunteers who come to our site each day looking for opportunities to volunteer.

When you register with us you can...

- Post your volunteering opportunities
- Upload a profile about your organisation
- Edit and manage your opportunities
- Monitor the response you get from potential volunteers

SEEK Volunteer is completely free for qualifying volunteer involving organisations.

## Register your organisation

Complete the form below to register your organisation with SEEK Volunteer. After you submit the form, we will review your details, create your new account, and email you the details.

### Your details

You will be the contact person for this organisation.

First name	Last name
<input type="text"/>	<input type="text"/>

### Organisation details

Organisation name

ABN

Email address  
Applications will be sent to this email address

Phone number  
Your organisations preferred contact number

Location  
Enter city, suburb, or postcode

### Organisation profile

Description  
Tell volunteers about your organisation.

Category:

- |  |  |
|--|--|
| <input type="radio"/> Animal Welfare             | <input type="radio"/> Human Rights           |
| <input type="radio"/> Arts & Culture             | <input type="radio"/> Indigenous Australians |
| <input type="radio"/> Community Services         | <input type="radio"/> Mentoring & Advocacy   |
| <input type="radio"/> Disability Services        | <input type="radio"/> Migrant Services       |
| <input type="radio"/> Disaster Relief            | <input type="radio"/> Museums & Heritage     |
| <input type="radio"/> Drug & Alcohol Services    | <input type="radio"/> Other                  |
| <input type="radio"/> Education & Training       | <input type="radio"/> Recreation             |
| <input type="radio"/> Emergency Response         | <input type="radio"/> Seniors & Aged Care    |
| <input type="radio"/> Environment & Conservation | <input type="radio"/> Sport                  |
| <input type="radio"/> Family Services            | <input type="radio"/> Veteran Services       |
| <input type="radio"/> Health                     | <input type="radio"/> Young People           |
| <input type="radio"/> Homeless                   |  |

By registering, you agree to SEEK Volunteer's [Privacy Statement](#) and [Terms and Conditions for Organisations](#).

[Register](#)

## HOW TO WRITE A GREAT VOLUNTEER OPPORTUNITY

When it comes to writing a volunteer opportunity to attract the volunteers you want, it's often the little things that make the biggest difference. Here are some simple tips that will make your opportunity stand out from the crowd.

### AN ENGAGING TITLE

**DO:** Describe the task they will be doing and keep it succinct.

**DON'T:** Use the word 'volunteer' in your title, instead try descriptive words like assistant, support, specialist, enthusiast, coordinator, guide or leader.

### DETAILED DESCRIPTION

Here's your opportunity to say more. We recommend you include a detailed outline of –

- Your Organisation
- The Opportunity
- The social impact your organisation and this opportunity will have
- Traits you're looking for in a volunteer (skills, experience, attitude)
- Clearly articulate the expected commitment (mostly time, but anything else that you need them to commit to)

### SEARCH SUMMARY

**DO:** Think of this as your 'movie trailer'. Use action words to sell the activity. Make sure you include what the volunteer will be doing and the impact they/this opportunity will have. Leave them being inspired and wanting more.

**DON'T:** Include information about your organisation here.

### OTHER HANDY TIPS

- Complete all the fields that appear in the rest of the form
- Put yourself in the shoes of the volunteer and remember they don't have the knowledge you have
- Run a draft past someone who knows nothing about the volunteer opportunity and get their feedback
- If you have an idea how to improve your text once you've written it, make sure you jump back in and update it. You can do this at any time.

