

# Team Kinetic User Guide - Volunteers

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## How to use this guide

This guide will show you:

- How to register as a volunteer
- How to find volunteering opportunities
- How to join volunteering opportunities
- How to log volunteering hours

Volunteer Centre Sefton is now using a volunteer management system called Team Kinetic. This system is being used throughout the Liverpool City Region (LCR) and is a one-stop shop for all your volunteering needs.

Using Team Kinetic you can:

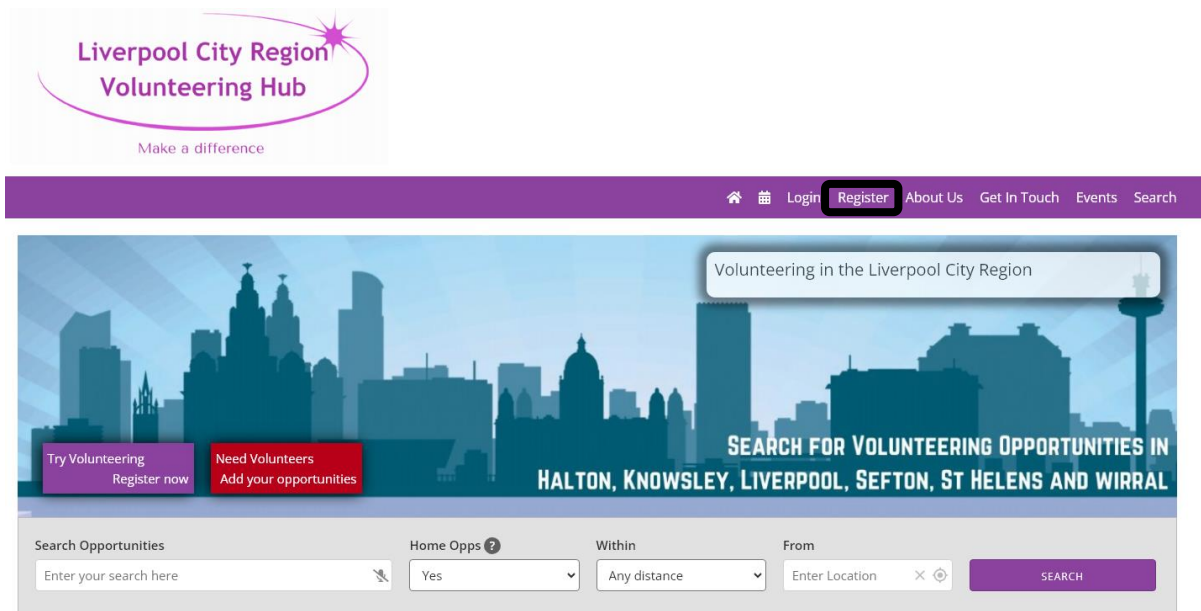
- Search and apply for volunteering opportunities
- see who you are volunteering for
- see when you are volunteering
- see how many volunteering hours you have completed

## How to Register as a Volunteer

**Step 1** - To register as a volunteer you will need to go to our website

[volunteeringlcr.org](http://volunteeringlcr.org)

**Step 2** – Click on register



**Step 3** – You will then be asked to fill out your email.

Volunteer Registration

Email

REGISTER

REGISTER WITH GOOGLE

REGISTER WITH FACEBOOK

REGISTER AS A PROVIDER

[Terms and Conditions](#)

SEARCH

**Step 4** – You will need to verify your email address. You must do this first before you can move on to the next step.

**Step 5** – You will then need to choose a password and fill out your details.

Thank you for confirming your email address, now lets complete your volunteer profile to finish your registration

1 2 3 Personal Details

We need to collect some personal information here including your birthdate, gender, and contact details so we can match you to suitable opportunities and remind you about your upcoming opportunities.

Create Password ?

First Name Last Name

Birth Date (dd/mm/yyyy) ? I identify my gender as ?

dd/mm/yyyy Please select

Contact Number

Describe your ethnic origin ?

White Welsh, Scottish, British, Irish

Do you consider yourself to have a disability ?

**Step 6** – Fill out your postcode and select your address.


1 2 3 Your Location

By telling us your location we can match you with opportunities close to you.

United Kingdom

Enter your postcode

SEARCH



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**Step 7** – You can choose to consent to receive our monthly newsletter and other Team Kinetic communications containing lots of useful information on volunteering opportunities, events and more.

You will then need to agree to the terms and conditions and agree that your data will be shared with any providers of opportunities you sign up to. Team Kinetic complies with GDPR rules.

1 2 3 Final Questions and Consent

We need to get your consent to use your data to enable your volunteering, and that you agree to our terms and conditions

How did you hear about us?

Please select

In order to better support you, if you consider yourself to have a disability please choose which fits best

Please select

Opt In to receive emails ?

Please select

☐ You must check this box to agree to our [terms and conditions](#)

☐ I consent to my relevant personal data being shared with providers of

**Step 8** – You will then be met by a welcome page which will tell you what to do next. Once you close this you can see your dashboard.

**Step 9** – Log in after registering

[Volunteer dashboard](#)



On your volunteer dashboard, you can see the latest volunteering opportunities in your area, your upcoming volunteering sessions (if you have signed up for any) and opportunities with hours to log. ([more of which later](#))

On the right-hand side you can see a menu:

**Home** – This will take you back to your dashboard

**Profile** – You can edit your profile here

**Events** – You can see the list of events in your area

**ID Badge** – You can use this as your ID badge if needed

**Achievements** – In this section, you can see your achievement and a timeline of your volunteer journey

**Docs and qualifications** – Here you can upload documents and any qualifications you may have

**Feedback** – You can see all the feedback you've received while volunteering

**Notifications** – In this section, you can amend your notifications such as emails and you can see any providers you are following

**Message inbox** – Here you can see any messages you've been sent or you can send messages to a provider or Volunteer Centre Sefton.

**Resources and help** – If available you can find uploaded resources and help

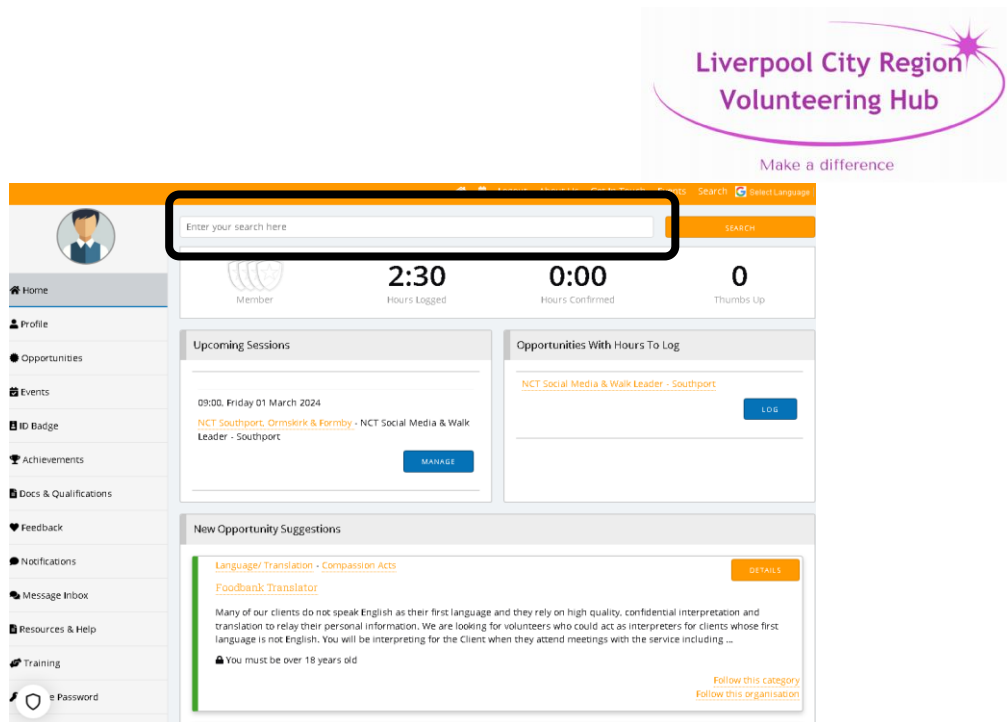
**Training** – If there is any training available it will show up here

**Change password** – If you need to change your password you can do so here

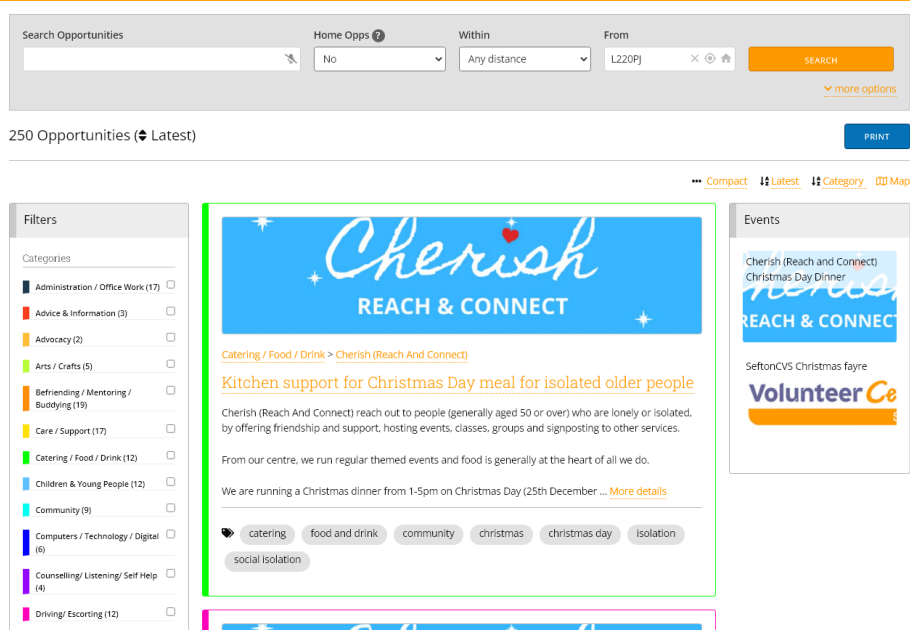
**Close account** – Click here to delete your account. Only do this if you never wish to search and apply for volunteering opportunities. If you are not volunteering at the moment you can still keep your account and come back to it when you are ready.

## [How to search for a volunteering opportunity](#)

To search for a volunteering opportunity, you can use the search browser on your dashboard or just press search.



You will then be taken to the screen below, where you can put in more details. You can search by using a search term such as 'trustee', 'older people' or 'foodbank', location by postcode and you can add how far you are willing to travel.




**Home opps** – These are volunteer opportunities you can do from home. It currently defaults to no, which means that home opportunities will not appear in the search. However, if you are looking for roles where you can volunteer from home then you will need to change the home opps field to yes.

**Filters** – you can also search through filters. For example, if you are looking for befriending volunteering roles, you can tick the Befriending / Mentoring / Buddying box.

## Advanced Search

You also have the option to do a more advanced search. To do this click 'more options'.



Make a difference

[Home](#)
[Logout](#)
[About Us](#)
[Get In Touch](#)
[Events](#)
[Search](#)
[Select Language](#)

Search Opportunities

Home Opps ?

Within

From

[more options](#)

You will then have the below options to choose from.

Search Opportunities

Home Opps ?

Within

From

Opportunity must be  
 Accessible ☐ Expenses paid ☐

Age Ranges  
 16 and under ☐ Under 18's ☐

Categories

■ Administration / Office Work ☐ ■ Advice & Information ☐ ■ Advocacy ☐ ■ Arts / Crafts ☐ ■ Befriending / Mentoring / Buddying ☐ ■ Care / Support ☐ ■ Catering / Food / Drink ☐ ■ Children & Young People ☐ ■ Community ☐ ■ Computers / Technology / Digital ☐ ■ Counselling / Listening / Self Help ☐ ■ Driving / Escorting ☐ ■ Event Planning / Management ☐ ■ Finance / Accounting / Book Keeping ☐ ■ Fundraising ☐ ■ Gardening / Conservation / Outdoors ☐ ■ Language / Translation ☐ ■ Marketing / Social Media ☐ ■ Music / Performing Arts ☐ ■ Practical / Construction ☐ ■ Retail / Charity Shops / Warehouse ☐ ■ Sports / Physical Activity ☐ ■ Teaching / Training / Supporting Learners ☐ ■ Trustee / Committee / Board member ☐ ■ Youth Work ☐

Popular tags

community ☐ support ☐ charity ☐ befriending ☐ activities ☐ fundraising ☐ administration ☐ Technology ☐ children ☐ trustee ☐ admin ☐ driving ☐ help ☐ health and social ☐ volunteer ☐ Young People ☐ Digital ☐ Customer Service ☐ mental health ☐ mentoring ☐

Opportunity Badges

[more options](#)

This will give you a more tailored search experience.




## Applying for Opportunities

Now that you have created your account, you can apply for any opportunities that interest you and you feel you would like to do. Once you have found an opportunity you are interested in, click the apply button at the top of the page to let the organization know you would like to start their application process. The organisation responsible for the opportunity will receive a notification for your application and you will receive an email confirming your application. The provider will then be in touch with you and take you through their application process.

This opportunity has an application process

Click the apply button to start your application. When you are successful you will be able to join this opportunity.

APPLY



### TEST volunteer opportunity

TEST volunteer opportunity

You must be over 16 years old
Applicants will be shortlisted
Expenses Paid

FOLLOW PROVIDER

FOLLOW OPP TYPE ?

Who can I speak to?


Sefton 4 Good

Email: [lauren.jones@seftoncvcs.org.uk](mailto:lauren.jones@seftoncvcs.org.uk)

Phone: 07860 846 605





Where can I do it?

Sefton Council For Voluntary Service Burlington House, L220LG



If you no longer wish to apply to a role, then you can click on 'withdraw application.'

[Home](#) [Logout](#) [About Us](#) [Get In Touch](#) [Events](#) [Search](#) [Select Language](#)


This opportunity has an application process

We have received your application. You will receive an email once your application status has been updated. You will not be able to join sessions till accepted.

WITHDRAW APPLICATION

You will receive a confirmation email and you will be able to see what opportunities you have applied for under the opportunities tab on your dashboard.

[Home](#) [Logout](#) [About Us](#) [Get In Touch](#) [Events](#) [Search](#) [Select Language](#)




Home

Profile

Opportunities

### Current Opportunities

#### Example Volunteer Opportunity

User Guide Test 1, 

Sefton Council For Voluntary Service Burlington House, L220LG

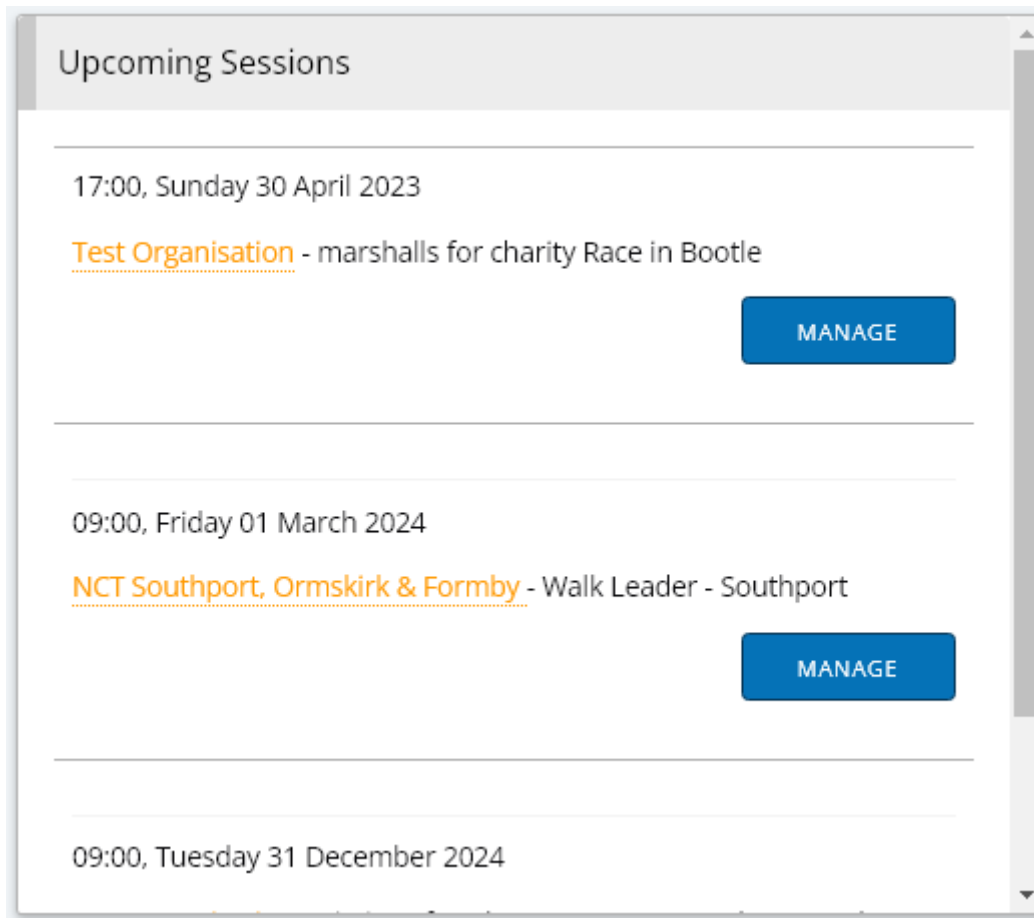
LOG

MANAGE

## [How to book on to sessions?](#)

There are two types of volunteer opportunities, ones with sessions and flexible opportunities. The latter means you would arrange with the organisation a time and place for your volunteering. If you join an opportunity with sessions you will be able to book on to the available sessions.

On your dashboard, you will be able to see upcoming available sessions.



The screenshot shows a web interface titled 'Upcoming Sessions'. It lists three sessions, each with a date and time, an organization name in orange, a description, and a blue 'MANAGE' button.

Date and Time	Organization	Description	Action
17:00, Sunday 30 April 2023	Test Organisation	- marshalls for charity Race in Bootle	MANAGE
09:00, Friday 01 March 2024	NCT Southport, Ormskirk & Formby	- Walk Leader - Southport	MANAGE
09:00, Tuesday 31 December 2024			

Click 'manage' on the volunteer role you would like to book. You will then be taken to the following:

The screenshot shows a user profile on the left with a navigation menu. The main content area displays session booking details for 'marshalls for charity Race in Bootle'. At the top, there are four statistics: '30/04/23' (Next session), '1' (Sessions Left), '0:00' (Hours Logged), and '2:00' (Hours Confirmed). Below this is a table of sessions:

Sessions	
Sunday 30 April 2023 Starts at 17:00 for 2 hrs, till 19:00	LEAVE
Sunday 7 May 2023 Starts at 17:00 for 2 hrs, till 19:00 5 slots left of 5	JOIN
Sunday 14 May 2023 Starts at 17:00 for 2 hrs, till 19:00 5 slots left of 5	JOIN

You can then click 'join' to join a session and once you join you can easily click 'leave' if you are unable to attend the session. It is also possible for your contact to add you to a session, if they do this it should show up on this page and you should receive a notification.

## Logging hours as a volunteer

Once you start volunteering, you will be asked to log your volunteering hours. This is a great way for you to see how many hours you've volunteered and you may be able to get reward badges when you have reached certain milestones. It is also really useful for organisations who can use the figures to apply for funding or show in reports the economic value of their volunteers.

To log hours, follow these simple steps:

**Step 1** – Go to your dashboard and then click on opportunities. You will then be able to see the opportunities you have signed up for.

**Step 2**- To log hours click on 'log'.

The screenshot shows the 'Current Opportunities' section of the dashboard. It lists an opportunity titled 'Walk Leader - Southport' with details 'NCT Southport, Ormskirk & Formby'. A location pin icon is visible. At the bottom right of the opportunity card, there are two buttons: 'LOG' (highlighted with a red box) and 'MANAGE'.

**Step 3** – Type in the number of hours you have done and add the date.

Summary

Log Hours

Location

Chat Room

Go Back

NCT Social Media & Walk Leader - Southport

458

01/03/24

0:00

0:00

Days Left

Finishes

Hours Logged

Hours Confirmed

Log Hours

Log another

1

hrs

:

00

mins

for

29/11/2022

LOG HOURS

I HAVE FINISHED THIS OPPORTUNITY

**Step 4** – Then press log hours.

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### What do I do if I've finished my volunteering opportunity?

If you have finished the volunteering opportunity or you took part in a one-off opportunity then you will log your hours and then press **'I have finished this opportunity.'** You will then be asked to press finished.

Once you have logged your hours. Your provider will then confirm your hours.

Log Hours

Log another  hrs :  mins for

LOG HOURS

I HAVE FINISHED THIS OPPORTUNITY

If you have finished attending this opportunity and will have no more hours left to log please click the finish button below.  
This will let the opportunity provider know that you have finished and will move this opportunity from your active to completed opportunity list.

FINISHED

**Thank you for volunteering, we hope you  
enjoy your experience**