



Creating your Nonprofit Profile

This booklet includes:

- Creating your organisation's profile on VOLUNTEER.bm
- Adding volunteer activities

Creating your Nonprofit Profile

As a member of The Centre on Philanthropy, you are able to create a profile for your nonprofit or charitable organisation in order to recruit and manage your volunteers.

Step 1: Getting Started

Go to www.VOLUNTEER.bm and click on 'Register now' under "Organisations"

The Centre on Philanthropy | 236-7706 or info@centreonphilanthropy.org

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► **How would you like to search for volunteer opportunities?**
[The type of task involved](#)
[The focus of the organisation](#)
[How often you would like to volunteer](#)
[How long you would like to volunteer](#)
[When are you generally available to volunteer](#)
[Other factors, such as transit, age, and groups](#)

► **How would you like to search for volunteer organisations?**
[The focus of the organisation](#)
[The location of the organisation](#)
[List all organisations](#)

► **Volunteers**
Can't find anything of interest today?
SIGN UP and we will contact you when we find opportunities that match your profile.
Register Now!
Share | [f](#) [t](#) [e](#) [p](#)

► **Organisations**
Are you looking for Volunteers?
Register with us and once your profile has been approved, you will be able to advertise your volunteer opportunities here.
Register Now!

Short on Time?
Try one of these with a minimum commitment of only one day.

Bermuda SPCA
[Events - Events volunteers](#)

PALS
[Memorial Christmas Trees - Memorial Christmas Trees assistants](#)
06/12/2011

Bermuda Half Marathon Derby
[General assistance](#)

Join VOLUNTEER.bm

Organization Information

Organization Name: *

Address Line 1: *

Address Line 2:

City: Hamilton *

Country: Bermuda

State:

Zip Code: *

Email Address: *

Website:

Phone Number: X *

Fax:

Time Zone: (GMT -5:00) Eastern Time (US & Canada), Bogota, Lima

Communities:

<input type="checkbox"/> Devonshire	<input type="checkbox"/> Hamilton	<input type="checkbox"/> Paget
<input type="checkbox"/> Pembroke	<input type="checkbox"/> Sandys	<input type="checkbox"/> Smiths
<input type="checkbox"/> Southampton	<input type="checkbox"/> St George's	<input type="checkbox"/> Warwick

Classifications:

<input type="checkbox"/> Affordable Housing	<input type="checkbox"/> Animal Protection / Care	<input type="checkbox"/> Arts and Culture
<input type="checkbox"/> Children's Issues	<input type="checkbox"/> Civic Services	<input type="checkbox"/> Correctional Efforts
<input type="checkbox"/> Education - General	<input type="checkbox"/> Education - Literacy / Numeracy	<input type="checkbox"/> Education - Second Languages
<input type="checkbox"/> Emergency / Disaster Assistance	<input type="checkbox"/> Environmental Issues	<input type="checkbox"/> Festivals / Special Events
<input type="checkbox"/> Healthcare	<input type="checkbox"/> Homelessness	<input type="checkbox"/> Hunger
<input type="checkbox"/> International Aid	<input type="checkbox"/> Library / Resource Centre	<input type="checkbox"/> Mental Health
<input type="checkbox"/> Mentally Challenged	<input type="checkbox"/> Museums / Historical Preservation	<input type="checkbox"/> Parks, Recreation and Sports
<input type="checkbox"/> Physically Challenged	<input type="checkbox"/> Political Campaigns	<input type="checkbox"/> Poverty Prevention and Assistance
<input type="checkbox"/> Service Clubs	<input type="checkbox"/> Substance Abuse	<input type="checkbox"/> Support Services - Crisis
<input type="checkbox"/> Support Services - Family	<input type="checkbox"/> Support Services - Men	<input type="checkbox"/> Support Services - Minority
<input type="checkbox"/> Support Services - Seniors	<input type="checkbox"/> Support Services - Women	<input type="checkbox"/> Support Services - Youth (Teen)
<input type="checkbox"/> Volunteer Recruitment / Management		

Personal Information

Username: *

Password: *

Confirm Password: *

Title:

First Name: *

Middle name:

Last Name: *

Suffix:

Email Address: *

Language: Not Specified

Address Line 1: *

Address Line 2:

City: Hamilton *

Country: Bermuda

State:

Zip Code: *

Work Phone: X

Provide all the necessary details (indicated by *) and select 'Sign Up'.

Ensure that you complete all the information for your organisation, including:

- Organisation information
- Communities served
- Organisation classifications: consider which categories best describe what your organisation does
- Personal information: provide the contact details of the administrator of nonprofit profile

Sign Up



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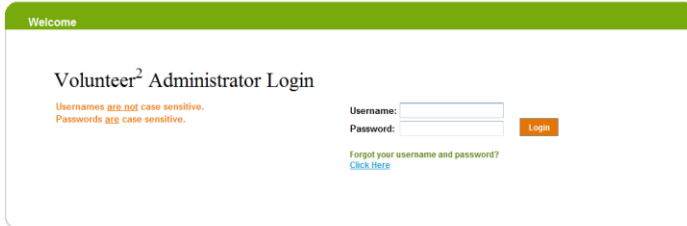
Join VOLUNTEER.bm

Your Community Hub Agency Account has now been created. To log into your account to add volunteer opportunities, go to admin.volunteer2.com. Be sure to take note of this address or bookmarks. Once you log in with the username and password, you will be able to start listing your volunteer opportunities in the Community Hub database. Once your registration has been reviewed and accepted, your volunteer opportunities will become visible to prospective volunteers.

Tip: You will receive an email confirmation once your Community Hub Agency Account has been created successfully that will include your username and password you selected for your records.

Step 2: Login

Once completed, select the link 'www.admin.volunteer2.com' to visit the administrator website to enter your username and password.



Make a note of the website as this is the website you will log on to maintain your profile. Save it as a favourite or bookmark the page.

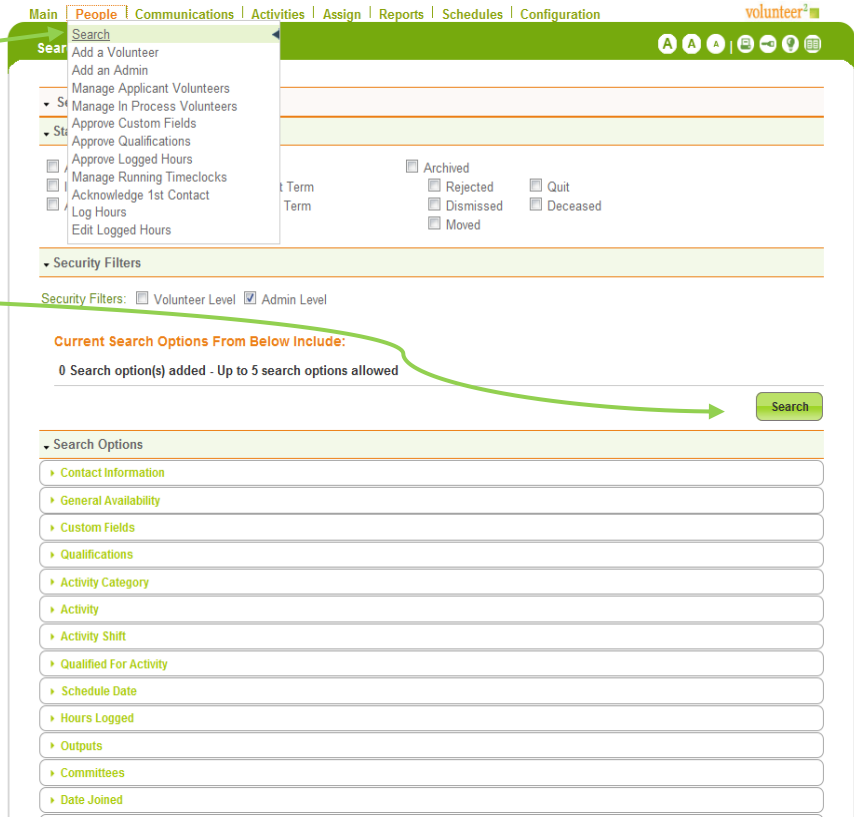
Step 3: Configuration

Under "Configuration" select 'Organisational Settings' where you can modify the administrator's profile, organisation contact information, classifications and communities, which you added when you created your profile.

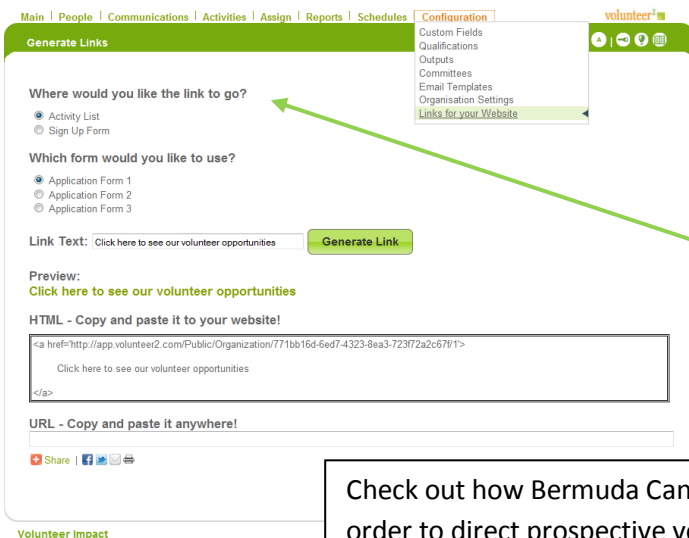


In order to search for the administrator(s)'s profile select 'Search' under "People", then tick off "Admin Level" and select 'Search'.

From this query you will obtain all the people with administrative access to your organisation's profile. You are also able to select which administrators receive email notifications of new volunteers and who would like to be listed as contacts for volunteer applicants and existing volunteers on your organisation's profile via VOLUNTEER.bm.



Links for your Website (under "Configuration") - allows you to create a URL address which you can cut and paste (everything between the speech marks – your web administrator will know what to do) as a link for your website which will direct volunteer users immediately to your organisation's page on VOLUNTEER.bm. This means you do not have to duplicate volunteer opportunities on your website – simply direct potential volunteers to your volunteer activities on VOLUNTEER.bm.

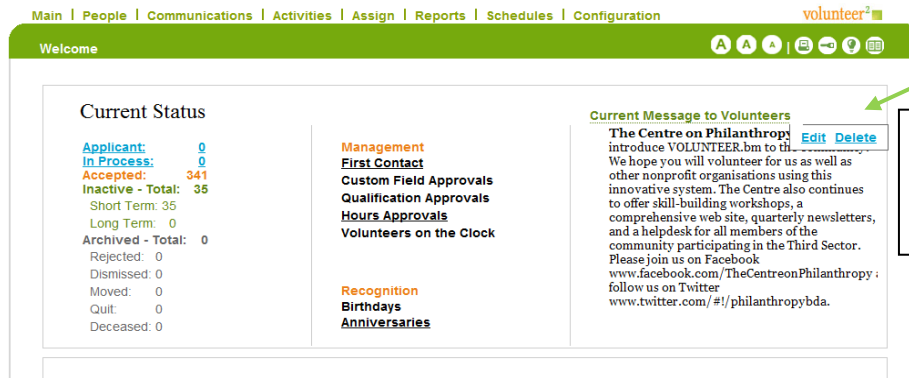


You can also select to have this URL link on your activity page on VOLUNTEER.bm or included on your Sign Up Form when new volunteers are reviewing opportunities to be involved with your organisation

Check out how Bermuda Cancer and Health Centre uses the link to its website in order to direct prospective volunteers to sign up directly on VOLUNTEER.bm:

<http://www.cancer.bm/get-involved/become-a-volunteer>

On your “Welcome” page you can select to have “News” displayed to your volunteers when they log on to their VOLUNTEER.bm profile. In order to edit your “Current Message to Volunteers”, simply hold your mouse over the title and select ‘Edit’, then be sure to ‘Save’. Similarly, you can delete anything by clicking on ‘Delete’.



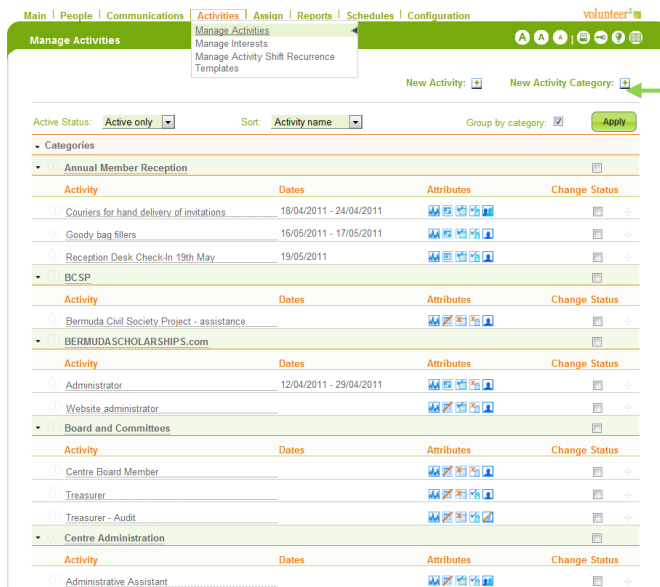
Tip: Text can include news and information as well as links to other websites and/or documents.

Step 4: Activities (volunteer opportunities)

Add Category - this section only applies if you have many volunteer opportunities – it allows for more efficient volunteer recruitment and management. We recommend you do this first on a separate piece of paper.

Here are some examples of groupings of volunteer activities into specific categories

Category	Activity
Administration	Reception
	Volunteer Coordinator
	Website maintenance
Fundraising	Tag Day Taggers
	Raffle Ticket Sales
	Grant writer
Committees	Board of Directors
	Fundraising committee
	Marketing committee



Select New Activity Category

Create a category name and provide a short description of the category (note that the description is not visible to the Volunteer)

Add Activity - we recommend that you prepare a 'job description' for each volunteer position in advance. Make sure that it describes exactly what you would like the volunteer to do.

Select "Activities", "Manage Activities", and then 'New Activity'. Input an Activity name and select the appropriate Category from the pull-down menu which contains the categories you've added (if you have not added any categories leave this blank). Enter the number of volunteers you wish to recruit for the activity.

Select New Activity

Tip: Use the information you have prepared about the 'job description' to complete the 'Description – pre-assigned'. Try to highlight fun and exciting aspects to the role to entice potential volunteers.

Don't forget to save!

Active Status - Once an activity has ended you can set the status to inactive. The activity will no longer be available to the Volunteer but all the data will be saved.

Activity Category: Engage

Active Status: Active

Number of Volunteers: Inactive

Active

This is great for annual events as you will avoid re-entering information – just make the activity active again and change the dates!

Schedule - Select the appropriate schedule type and provide details of the activity’s schedule.

NOTE THAT ONCE YOU APPLY ONE OF THE SCHEDULE CHOICES BELOW, IT CANNOT BE CHANGED. If this happens, you’ll have to add the activity from scratch.

Here are some examples of application of the different schedules:

Recurring schedule

Select how often the activity will occur (weekly or monthly), provide the relevant details for time and date, specify when the schedule starts and ends, and select ‘Add’ after creating each shift.

Schedule Type: Recurring pattern Disjointed One Time Seasonal

Shifts for this activity occur on a regular pattern (cannot be changed to an unscheduled activity after you save it).

Create from a Template OR Create from Scratch

Choose a Template: Select A Template

From Scratch: Weekly Monthly

Day: Sunday Time: 09:00 - 17:00

Remove Selected occurrence(s)

Recurs Every: One Week Two Weeks Three Weeks Four Weeks

Start Date: 12/09/2011

End Date: 12/09/2011 End on this date: Or after: 1 Shifts

Shift Count: Calculate number of shifts

Calculate

Disjointed schedule

For each shift provide the start and end time as appropriate for each date, then select ‘Add’.

Schedule Type: Recurring pattern Disjointed One Time Seasonal

Shifts for this activity occur on a non-regular schedule (cannot be changed to an unscheduled activity after you save it).

Date: 12/09/2011

Start Time: 09:00

End Time: 17:00

Add

Remove Selected occurrence(s)

One Time

Provide the date for which the activity occurs along with the start and end time. Don’t forget to ‘Save’!

Schedule Type: Recurring pattern Disjointed One Time Seasonal

There is one particular shift associated with this activity (cannot be changed to an unscheduled activity after you save it).

Date: 12/09/2011

Start Time: 09:00

End Time: 17:00

Seasonal Activity (Used when the activity occurs between two dates)

Provide the scheduled start and end date for the activity.

▼ Schedule

Schedule Type: Recurring pattern Disjointed One Time Seasonal

Start Date: 12/09/2011

End Date: 12/09/2011

There are no specific shifts for this activity, but all volunteering occurs between two dates (cannot be changed to a scheduled activity after you save it).

No schedule (Applicable for general recruitment or activity occurs during volunteer’s own time)

▼ Schedule

Schedule Type: Recurring pattern Disjointed One Time Seasonal No Schedule

There are no specific shifts for this activity (cannot be changed to a scheduled activity after you save it).

► Visibility

Visibility – allows you to select *who* you would like to be able to view the activity.

“Visible to public” signifies that anyone visiting volunteer.bm would be able to view the activity. Within “Visible to volunteers”, select the relevant volunteers you would like to be able to view the activity.

▼ Visibility

Visible to: Not visible Visible to public Visible to volunteers

Applicant If Qualified

In Process If Qualified

Accepted If Qualified

Inactive If Qualified

Automation - your selection will determine the signup settings for volunteers.

▼ Automation

Auto Lock: Do not autolock on availabilities on assignments

Auto Assign: Do not auto assign Auto assign

Assignment Removal: Don't Allow Allow

Sign Up Cutoff: Disabled Enabled

Number of Volunteers: 0

0 Hours before the Activity

0 Hours before the Activity

Do not autolock: Any number of people can sign up for an activity

Autolock on availabilities: Once the specified number of volunteers have said they are available for an activity, no further volunteers can sign-up

Autolock on assignments: Once the specified number of volunteers have been assigned to an activity, no further volunteers can sign-up

Do not auto assign: The administrator must assign volunteers to the activity manually

Auto assign: Volunteers are automatically assigned to an activity. You can further tailor this option so that only certain volunteers are automatically assigned: by their status (Applicant, In Process, Accepted, Inactive) and/or by being qualified for the activity.

Allow Even after volunteers have confirmed that they will volunteer for something specific, they can remove themselves from that activity or shift. Additionally, you can specify up to how many hours before an activity starts that this is allowed.

Don't Allow Once volunteers have confirmed that they will volunteer for something specific, they cannot remove themselves from that activity or shift

Disabled Volunteers can continue to sign up for an activity regardless of when it starts

Enabled Volunteers can only sign up for an activity until the specified number of hours before it begins

Classifications - there are four different classification categories – Activity, Suitability, Time Commitment and Duration. Select as many boxes as are relevant for this particular activity.

▼ Classifications

Activity Classifications

<input type="checkbox"/> Advocacy	<input type="checkbox"/> Animal Care
<input type="checkbox"/> Artistic Work / Crafting / Entertainment	<input type="checkbox"/> Boards / Committees
<input type="checkbox"/> Care Giving / Health Care Support	<input type="checkbox"/> Childcare
<input type="checkbox"/> Coaching / Refereeing / Judging	<input type="checkbox"/> Communications - Advertising & Promotions
<input type="checkbox"/> Communications - Graphic Design	<input type="checkbox"/> Communications - Media / Newsletters / Web Content
<input type="checkbox"/> Communications - Public Speaking / Outreach	<input type="checkbox"/> Communications - Web Site Creation
<input type="checkbox"/> Computer Support – Hardware and Networking	<input type="checkbox"/> Computer Support - Software Design
<input type="checkbox"/> Computer Support - Training	<input type="checkbox"/> Counseling / Mentoring
<input type="checkbox"/> Emergency Response	<input type="checkbox"/> Environmental Improvement
<input type="checkbox"/> Event and Facility - General Assistance	<input type="checkbox"/> Event Planning
<input type="checkbox"/> Facilitation / Mediation	<input type="checkbox"/> Financial Management
<input type="checkbox"/> Food Prep / Delivery	<input type="checkbox"/> Fundraising - General Assistance
<input type="checkbox"/> Fundraising - Grant Writing	<input type="checkbox"/> Fundraising - Soliciting
<input type="checkbox"/> Hotline / Information and Referral	<input type="checkbox"/> Legal Work
<input type="checkbox"/> Management - Agency	<input type="checkbox"/> Management - Special Projects
<input type="checkbox"/> Management - Volunteer Admin and Recruitment	<input type="checkbox"/> Office - Bookkeeping
<input type="checkbox"/> Office - Data Entry	<input type="checkbox"/> Office - General Administration
<input type="checkbox"/> Office - Reception	<input type="checkbox"/> Photography
<input type="checkbox"/> Research	<input type="checkbox"/> Retail Sales
<input type="checkbox"/> Security / Public Safety	<input type="checkbox"/> Strategic Planning
<input type="checkbox"/> Teaching / Tutoring / Assisting	<input type="checkbox"/> Trades - Carpentry
<input type="checkbox"/> Trades - Electrical	<input type="checkbox"/> Trades - General Handywork
<input type="checkbox"/> Trades - Painting	<input type="checkbox"/> Trades - Plumbing
<input type="checkbox"/> Translation	<input type="checkbox"/> Transportation - Deliveries
<input type="checkbox"/> Transportation - People	<input type="checkbox"/> Visitor / Companion
<input type="checkbox"/> Working With Agency Clients	<input type="checkbox"/> Yard Work / Gardening

Suitability Classifications

<input type="checkbox"/> Suitable for seniors/retirees	<input type="checkbox"/> Suitable for adults
<input type="checkbox"/> Suitable for youth 16 and over	<input type="checkbox"/> Suitable for youth 12-15
<input type="checkbox"/> Suitable for children with supervision	<input type="checkbox"/> Suitable for families
<input type="checkbox"/> Suitable for groups	<input type="checkbox"/> Suitable for community service volunteers
<input type="checkbox"/> Suitable for interns	<input type="checkbox"/> Suitable for service learning volunteers
<input type="checkbox"/> Near or on a bus route	

Time Commitment Classifications

<input type="checkbox"/> A few hours a day	<input type="checkbox"/> A few hours a week
<input type="checkbox"/> A few hours a month	<input type="checkbox"/> A few hours a year
<input type="checkbox"/> Whenever time permits	

Duration Commitment Classifications

<input type="checkbox"/> Flexible commitment	<input type="checkbox"/> 1 day
<input type="checkbox"/> Less than a week	<input type="checkbox"/> Less than a month
<input type="checkbox"/> 1 to 3 months	<input type="checkbox"/> 4 to 6 months
<input type="checkbox"/> 7 to 12 months	<input type="checkbox"/> 1 to 2 years
<input type="checkbox"/> Over 2 years	

Don't forget to save!

When volunteers search for volunteer opportunities through VOLUNTEER.bm, their search will lead to your activities if their interests match your activity classifications. Select as many as possible so that you cast your net widely!

Congratulations – you have successfully created your organisation’s profile on VOLUNTEER.bm!