Training Support

be collective®

Browser Selection: Please use either Chrome/Firefox **ONLY**

Please watch the attached training video

Register as a Group with Volunteer Now

Use the following link: https://www.volunteernow.co.uk/volunteer-management/

Once registered and signed in we recommend you to:

- Go through all the steps with building your group
- You will automatically be partnered with Volunteer Now, however, find other groups in Northern Ireland that you may want to partner with.
- Build volunteering opportunities and tag COVID-19.
- Share the opportunities with Volunteer Now and partner groups.
- Invite your existing volunteers to join Be Collective in the member's tab

Group Managers

How to build and navigate a group:
https://help.becollective.com/en/article/how-do-i-create-a-group
https://help.becollective.com/en/article/navigating-my-group-profile

How to create/edit an opportunity:
https://help.becollective.com/en/article/how-do-i-create-an-opportunity
https://help.becollective.com/en/article/how-do-i-edit-an-opportunity

How to manage your membership:
https://help.becollective.com/en/article/how-do-i-manage-members-of-my-group
https://help.becollective.com/en/article/how-do-i-approve-time-sheets
https://help.becollective.com/en/article/can-i-write-testimonials-for-volunteers
https://help.becollective.com/en/article/how-do-i-add-qualifications-to-a-volunteers-profile

How to partner with other organisations:
https://help.becollective.com/en/article/how-do-i-partner-with-another-organisation

Register as an Individual Volunteer with Volunteer Now

Go directly through to Volunteer Now's website and use the following link:
https://www.volunteernow.co.uk/

There should be a COVID-19 pop up on your screen if you click on that it will take you through to registering as a volunteer with Volunteer Now.

Alternatively, you can search for opportunities for before volunteering by clicking off the pop-up and clicking search opportunities or using this link:
https://www.volunteernow.co.uk/volunteering-opportunities/#/volunteering

You can search for all opportunities which relate to COVID-19.
Only when you are ready to apply – you will be asked to register.

Volunteers

Getting Started on Be Collective:
https://help.becollective.com/en/article/how-do-i-join-be-collective
https://help.becollective.com/en/article/navigating-my-volunteer-profile

How to find and apply to an opportunity:
https://help.becollective.com/en/article/how-can-i-find-volunteer-opportunities
https://help.becollective.com/en/article/how-do-i-sign-up-for-an-opportunity

How to review your social record:
https://help.becollective.com/en/article/what-is-the-social-record
https://help.becollective.com/en/article/how-do-i-export-my-social-record

Be Collective's Help Centre

Our FAQs pages contain lots of useful links and walkthroughs on the major features of Be Collective. IT support can be accessed by clicking on the link in the bottom left-hand corner of Be Collective or following this link:

https://help.becollective.com/en/

Be Collective Support

If the above help centre doesn't answer your question you can contact us via our ticketing system: https://help.becollective.com/en/contact

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