

**A students’ guide to using Volunteer Central online**

Volunteer Central is a new service powered by the University of Wolverhampton and the Students’ Union to house all volunteering services for students. Part of this new service involved creating a new website to allow students to browse our current opportunities, training courses, and log their hours, amongst other things. In order to access all of these services you will have to create a profile with us.

This guide explains the following:

1. Setting up a profile
2. How to share your information with the Students’ Union
3. Volunteering Log
4. Skills Record
5. Training Courses
6. Browsing Opportunities
7. Provider Organisations

**1. Setting up a profile**

* Head to [www.volunteercentral.co.uk](http://www.volunteercentral.co.uk)
* Click ‘Log In’ in the top right hand corner of the page
* Click ‘Student Login’
* Enter your university details
* If you are directed back to Wolves Union website it may mean you have not opted to share your details with the Students’ Union. As Volunteer Central is a partnership service, it requires you to share your information. If you would like to share your information please see below.
* If you are directed to a University of Wolverhampton website, it means that your login details are incorrect. Please ensure that you have entered your details carefully, bearing in mind capital letters etc. If this problem persists please contact a member of the Volunteer Central team.

**2. How to share your information with the Students’ Union**

* Log in to e:Vision
* Go to the ‘Personal Details’ section
* Click ‘edit’
* Go to the Students’ Union tab at the bottom of the screen
* Follow the instructions to share your details with the Union
* Wait until the Union’s membership system has uploaded (this happens every 3 hours).

**3. Volunteering Log**

Your Volunteering Log is a tool to help you log the opportunities and hours you have done as a student volunteer, and also to list the amount of skills that you have developed through these opportunities. This is how to log your hours, opportunities and skills. Remember, you can log hours for volunteering roles even if you didn’t find them through Volunteer Central!

* Choose the type of role to add. The choices are; ‘Club/Society Committee role’, ‘Community Organisation/Student Led Project’, and ‘Representation role’
* Add the role and the project/club/society as applicable.
* Add the dates the role was held. Remember the dates should show the time you held the role, not each date you volunteered for. For example, if you were adding a committee role then the dates should be the start and end dates of your time in that role.
* The role will then be added below.
* Click on the role and you will see the options ‘Add Skill’ and ‘Log Hours’.
* If you would like to add a skill you have learned, click ‘Add Skill’
* For the category, click ‘Skills’
* For the skills, choose the skill which you have learned, and add a description. You should bear in mind, that the more detail you add when completing your Volunteer Log, the more detail will be on your Skills Record.
* To add your hours, click ‘Log Hours’.
* Select the date you undertook the hours. The date must fall in the same time frame you held the post for.
* The ‘Activity Description’ should say the task you undertook.

Please note, you can also add your previous volunteer hours you have undertaken whilst at university. To do this simply follow the steps above and ensure the dates reflect when you carried out the volunteering.

**4. Skills Record**

* The Skills Record allows you to keep track of all the volunteering opportunities you have taken part in and the hours volunteered, as well as the skills you have learned. You should bear in mind, that the more detail you add when completing your Volunteer Log, the more detail will be on your Skills Record.
* The Skills Record can be downloaded as a word document or a PDF, allowing you to attach it to your CV, or use the information to help complete application forms etc.
* You can tick, or un-tick the items on your skill record to modify what you would like shown on your downloaded version.

*The skills record is currently under construction but you will notified when you are able to download it.*

**5. Training Courses**

* By registering with Volunteer Central, you are able to access the training courses we run for volunteers.
* You can browse the training courses available, and register for any you would like to attend.
* If you attend a training course but did not sign up for it, please let a member of Volunteer Central staff know, so that they can confirm your attendance.
* Your training courses will also appear on your Skills Record.

**6. Browsing Opportunities**

* This section allows you to see the current volunteering opportunities that are on our website and express your interest in them.
* The options on the left allow you to alter your search based on your interests and the length of time you would like to volunteer for.
* The opportunities have a short description however you can get further details by clicking on the title of the opportunity
* The opportunities will show information such as training provided, the benefits to you as a volunteer, and any requirements needed to be successful in the role. Once you have seen this information you are able express your interest in the role.
* Once you have expressed your interest you will be contacted by Volunteer Central, or be sent an email with the details of how to proceed.

**7. Provider Organisations**

* By clicking on provider organisations it allows you to find out a bit more about the organisations we work with, and the opportunities they have.

If you have any questions or difficulties using the website, please get in touch on 01902 322900, or email us at [volunteering@wlv.ac.uk](mailto:volunteering@wlv.ac.uk)