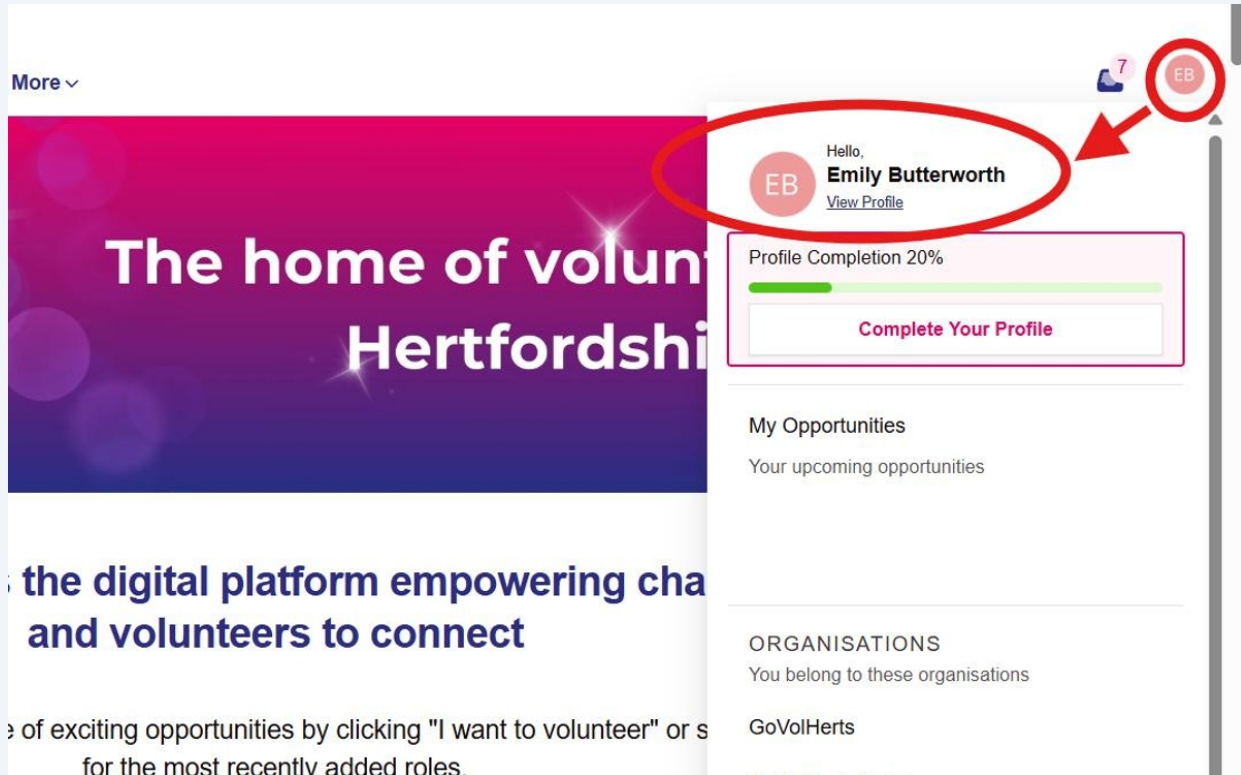# How To View and Edit your Profile
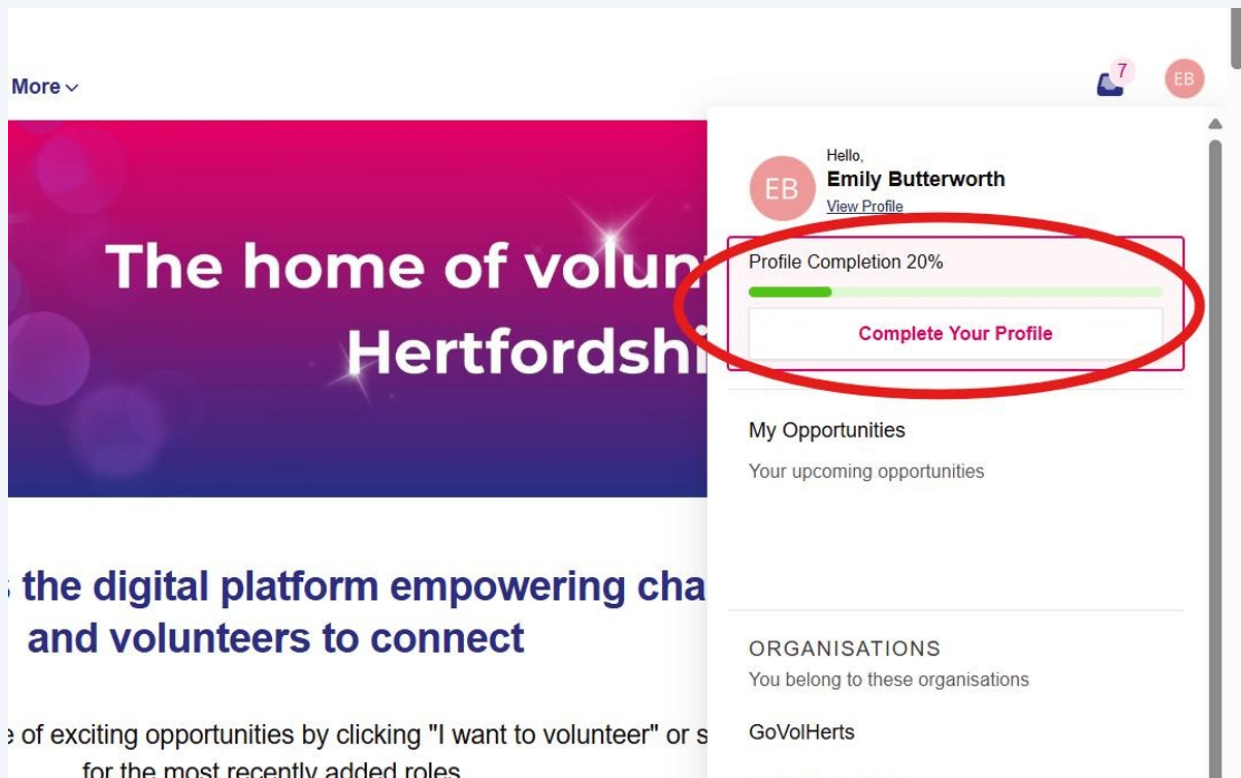
1 Once logged in, navigate to your account (by clicking on the icon at the top right of the screen). An account overview will appear below.

2 To add to your profile, click "Complete your profile".

To edit the details of a completed profile, go to Step 17.

3 Select how you wish to be contacted, including whether you wish organisations with relevant opportunities to contact you.

Complete your profile ✕

How can we help you?

Let us know how and why you want to be contacted.

- ☑ Join our **Volunteer Pool** and get contacted about relevant opportunities based on your profile directly by organisations.
- ☑ Join our **Crisis Pool** if you are willing to help in times of crisis.
- ☐ People can also reach me by phone.

    01462689409

- ☑ I'm happy to receive communications from GoVolHerts

Next step
Motivation →

4 Tick if you wish to receive our monthly newsletter and occasional volunteering information.

GVH

Find a

Complete your profile

How can we help you?

Let us know how and why you want to be contacted.

☑ Join our **Volunteer Pool** and get contacted about relevant opportunities based on your profile directly by organisations.

☑ Join our **Crisis Pool** if you are willing to help in times of crisis.
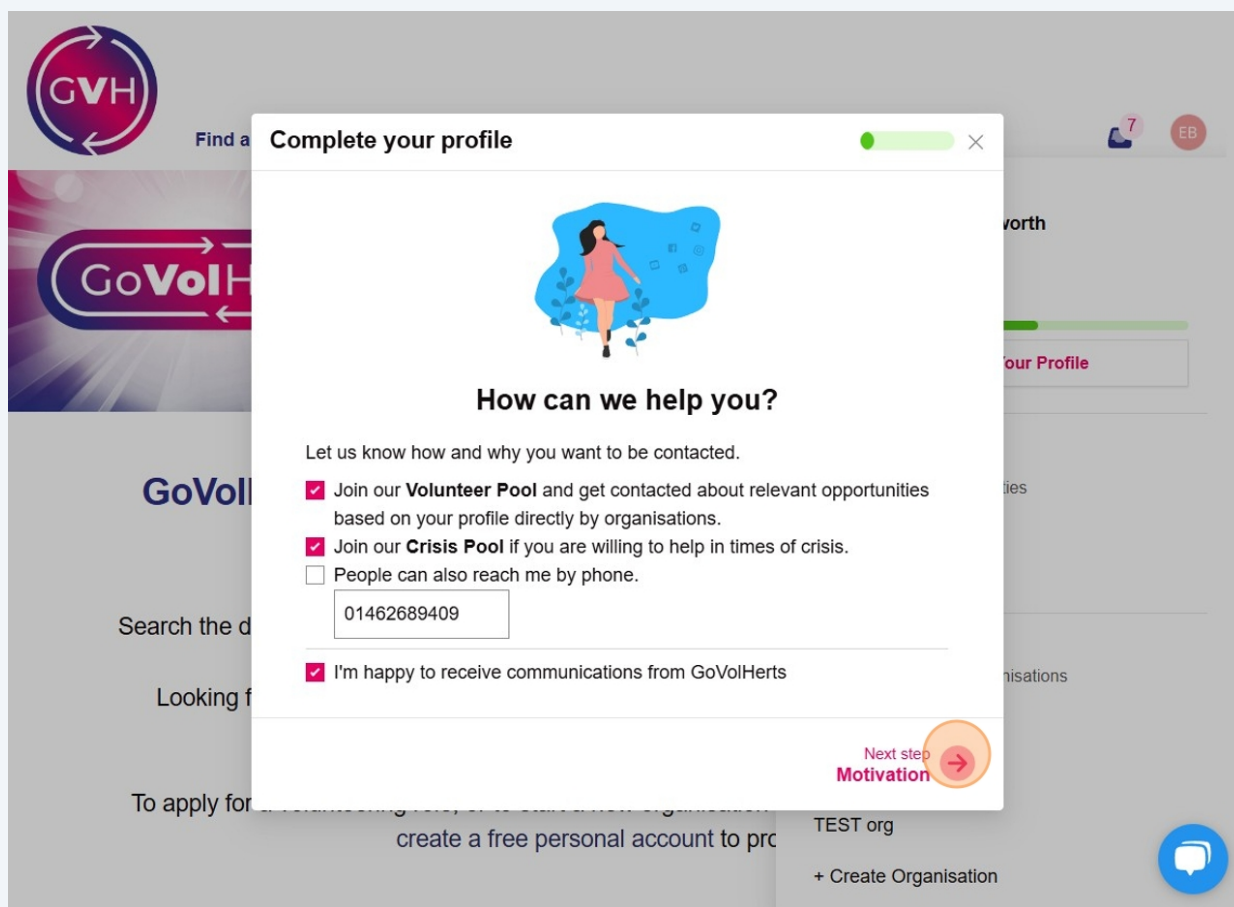
☐ People can also reach me by phone.

01462689409

☑ I'm happy to receive communications from GoVolHerts

Next step
Motivation →

worth

Your Profile

ties

nisations

GoVoll

Search the d

Looking f

To apply for create a free personal account to pro

TEST org

+ Create Organisation

5 Once each step is completed, go to the next step. You will need to complete the steps to save your profile.

Complete your profile

How can we help you?

Let us know how and why you want to be contacted.

- ☑ Join our **Volunteer Pool** and get contacted about relevant opportunities based on your profile directly by organisations.
- ☑ Join our **Crisis Pool** if you are willing to help in times of crisis.
- ☐ People can also reach me by phone.

  01462689409

- ☑ I'm happy to receive communications from GoVolHerts

Next step
Motivation

TEST org

+ Create Organisation

6 Write a little bit about yourself and why you are interested in volunteering. This is important if you wish to join the Volunteer Pool. In that case, your motivation statement (as well as your causes and activities) will be visible on your profile.

Complete your profile ✕

✍️ **Share your motivation and let us know how you can help**

Sharing why and how you would like to help makes it easier to find that perfect match. For example: I would love to work with elderly people to fight loneliness. I'm a social person but don't mind administrative work. I already have experience as I also volunteered in my previous hometown.

At least 50 characters to go, please.

Please complete to continue
Location

7 Ensure the postcode you have entered reflects the correct location for you. You can also state if you are interested in volunteering from home and set a default search radius of your postcode for browsing volunteering opportunities.

8   To change/update the postcode, enter the correct postcode and if a little box appears, click the tick at the right side of it to confirm.
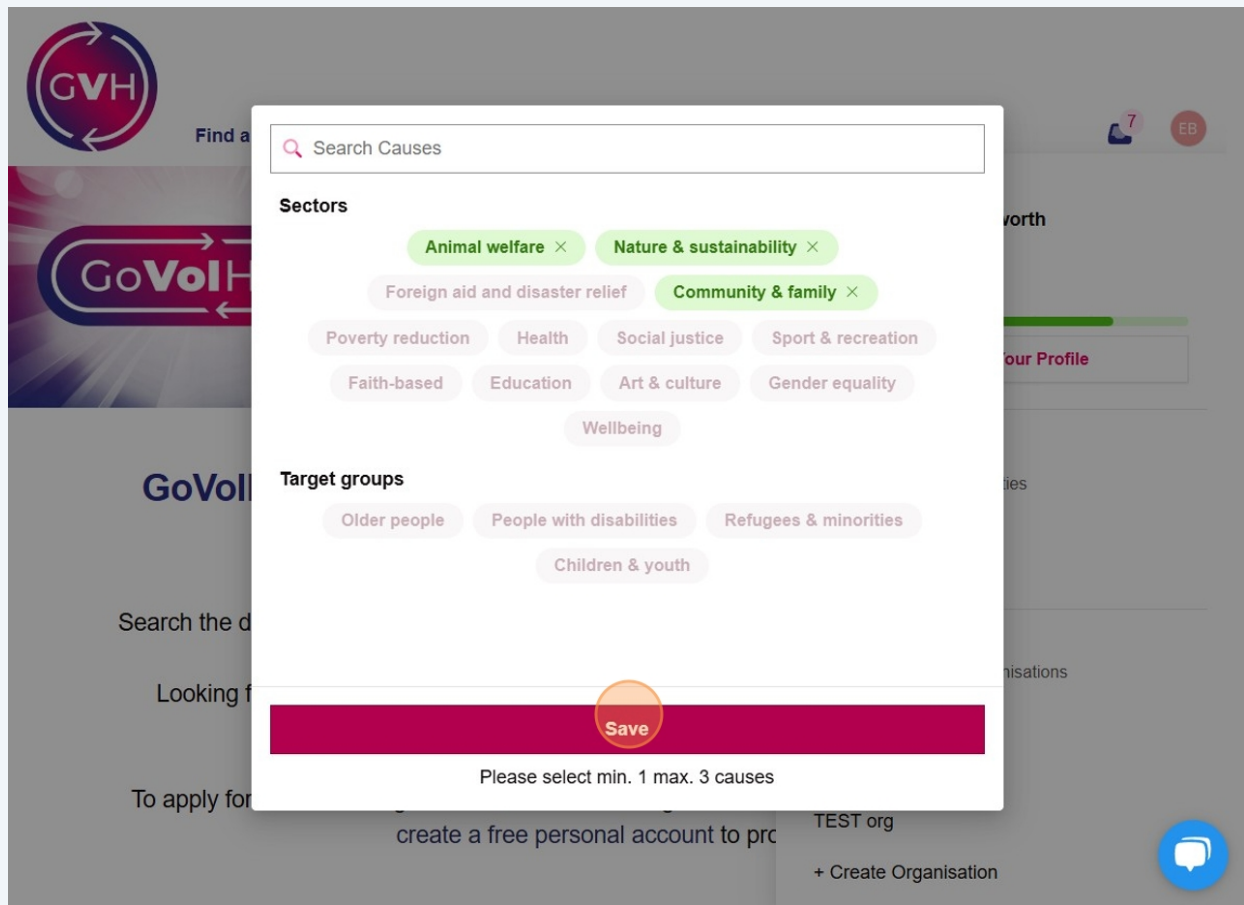
9 At the next step "Causes", you can click to select up to 3 Sectors and Target Groups that are most important to you. Click "Save".

10 Your selected Causes will now display, proceed to the next step "Activities".

Complete your profile

Which causes do you care about?

Animal welfare ✕   Nature & sustainability ✕   Community & family ✕

Please select min. 1 max. 3 causes

Select

Next step
Activities

TEST org

+ Create Organisation
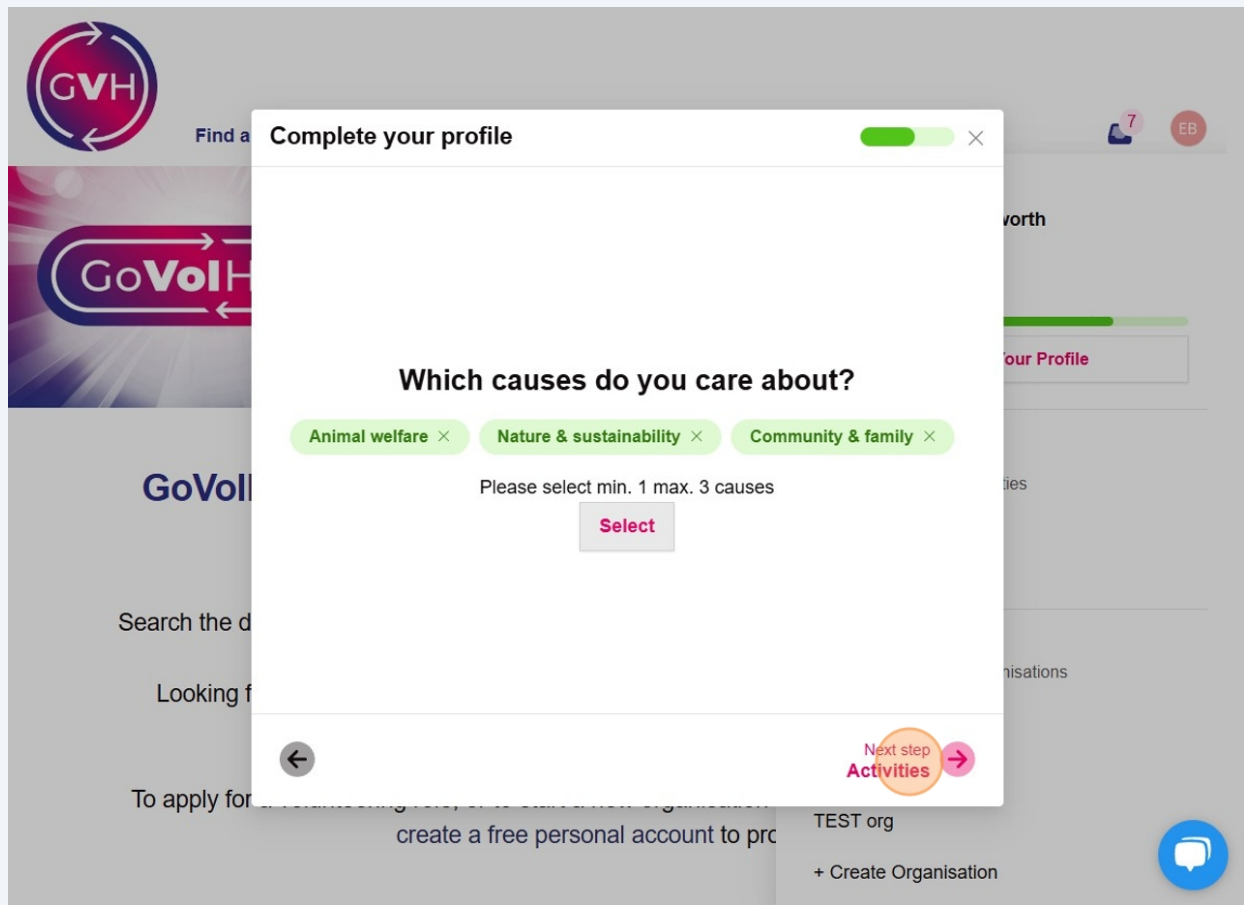
11   You can select and "Save" up to 5 activities.
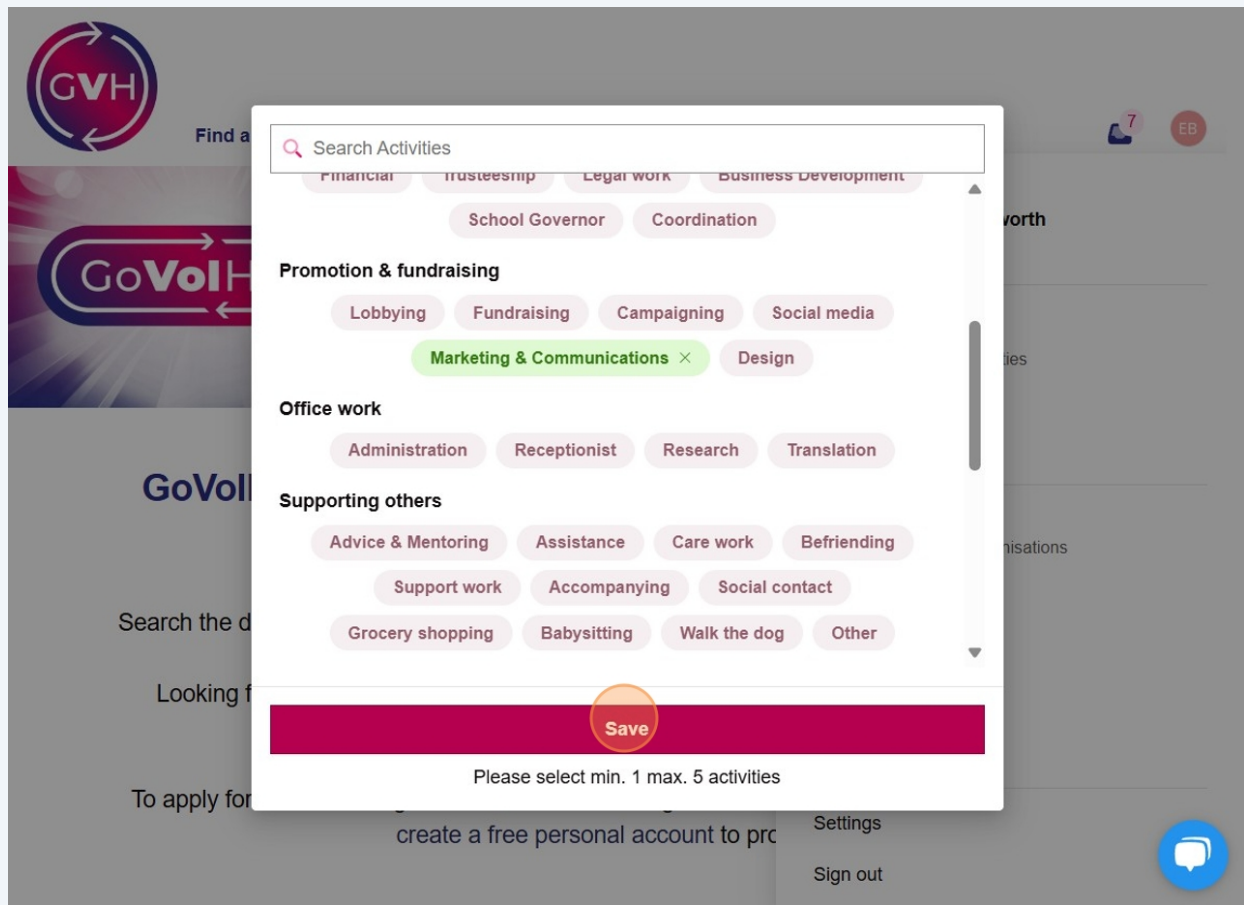
12   To add a profile image, first "Remove" any existing or default image.
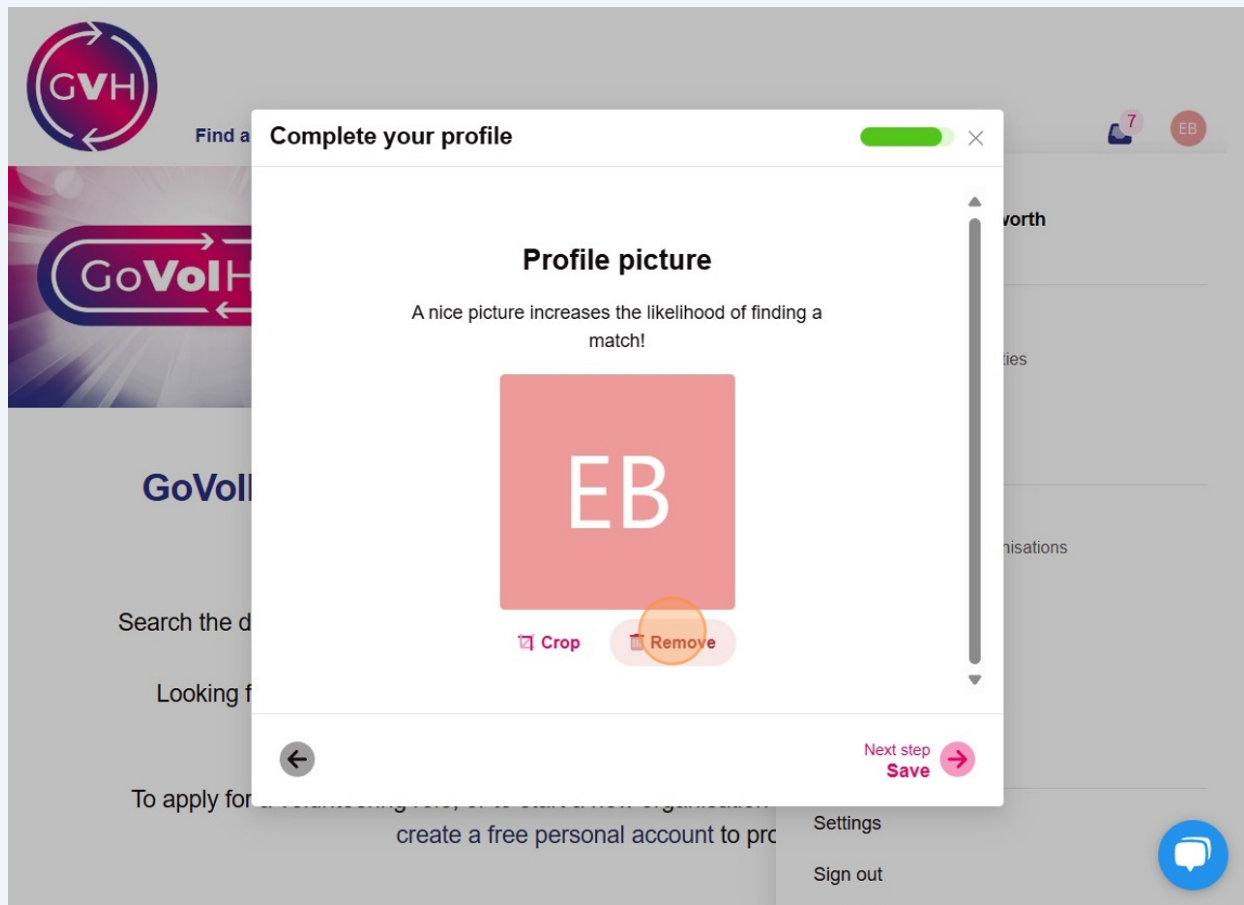
13 Click "Choose image" and upload your image.

Complete your profile   ✕

Profile picture

A nice picture increases the likelihood of finding a
match!

📷
Choose image
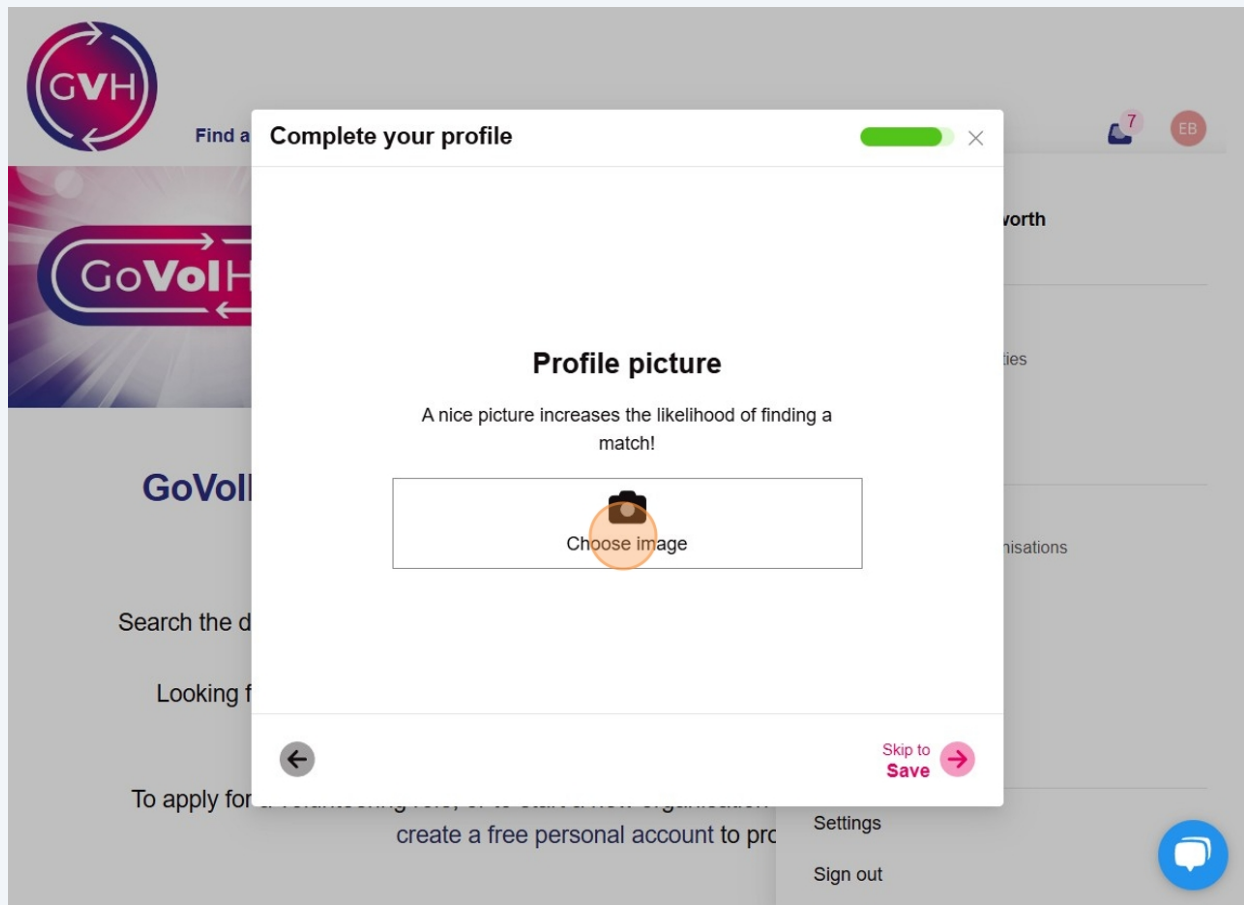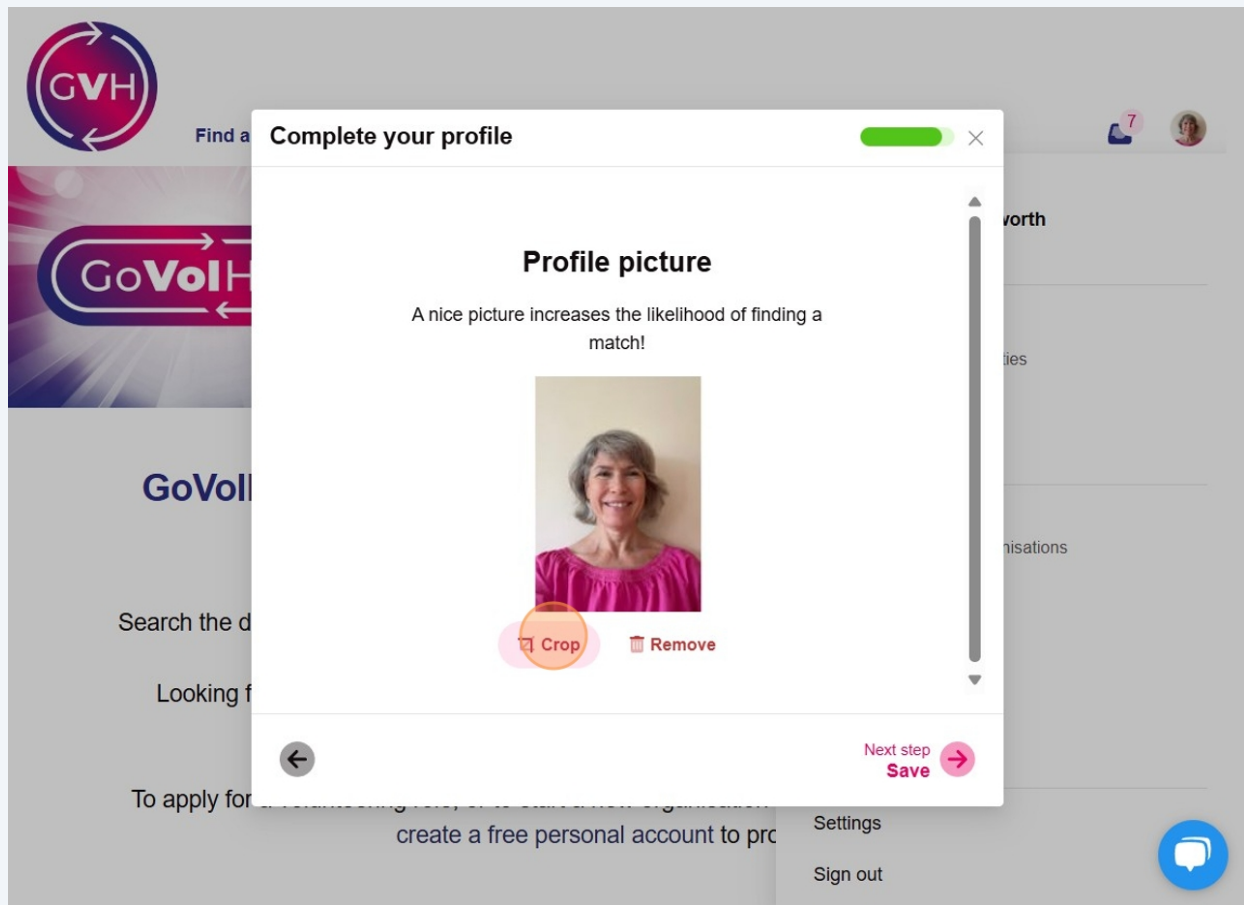
Skip to
Save

14 To adjust the image display, click "Crop".

Complete your profile ✕

Profile picture

A nice picture increases the likelihood of finding a match!

✂ Crop 🗑 Remove

←

Next step
Save →

Settings

Sign out

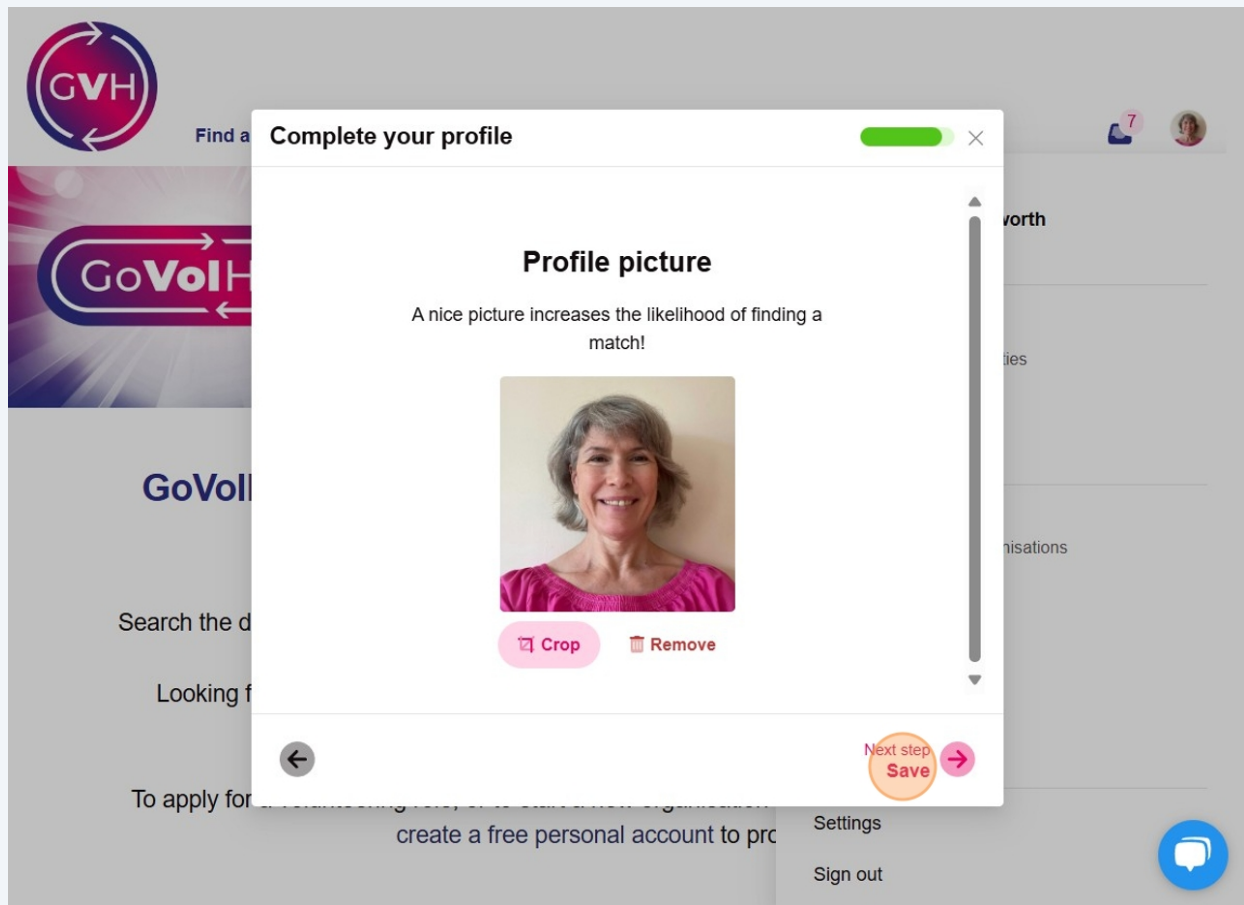**15** Drag the box in the shading to display the area you wish and click "Save".
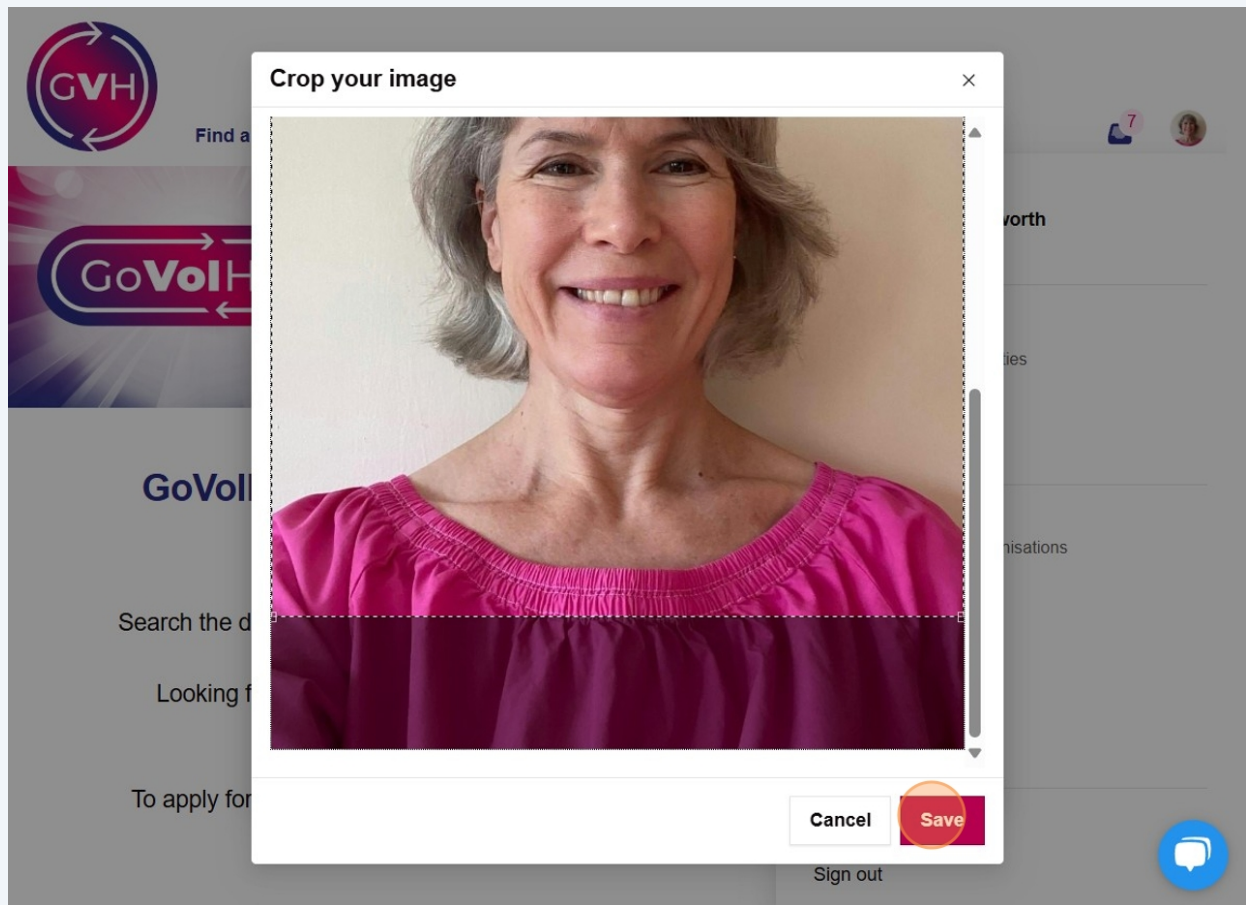
16 Now "Save" your completed profile.

Complete your profile ✕

Profile picture

A nice picture increases the likelihood of finding a match!

✄ Crop   🗑 Remove

Next step
Save →

Settings

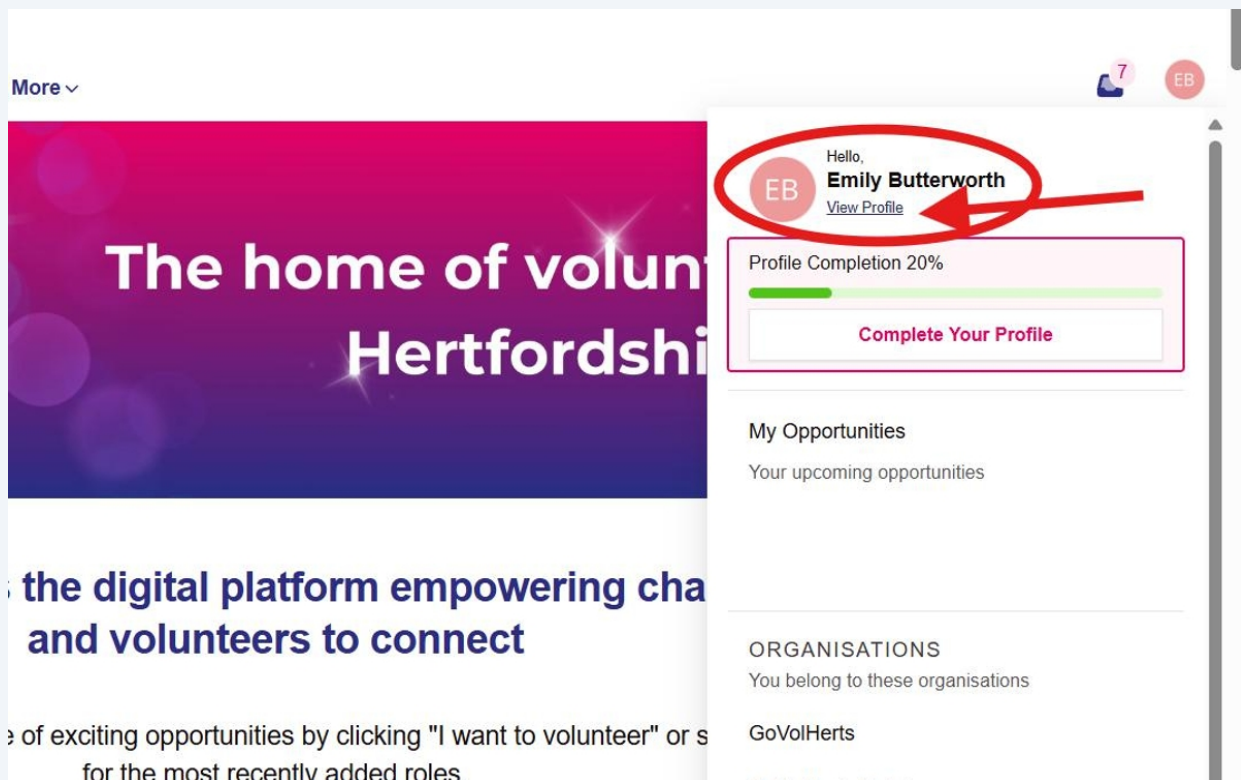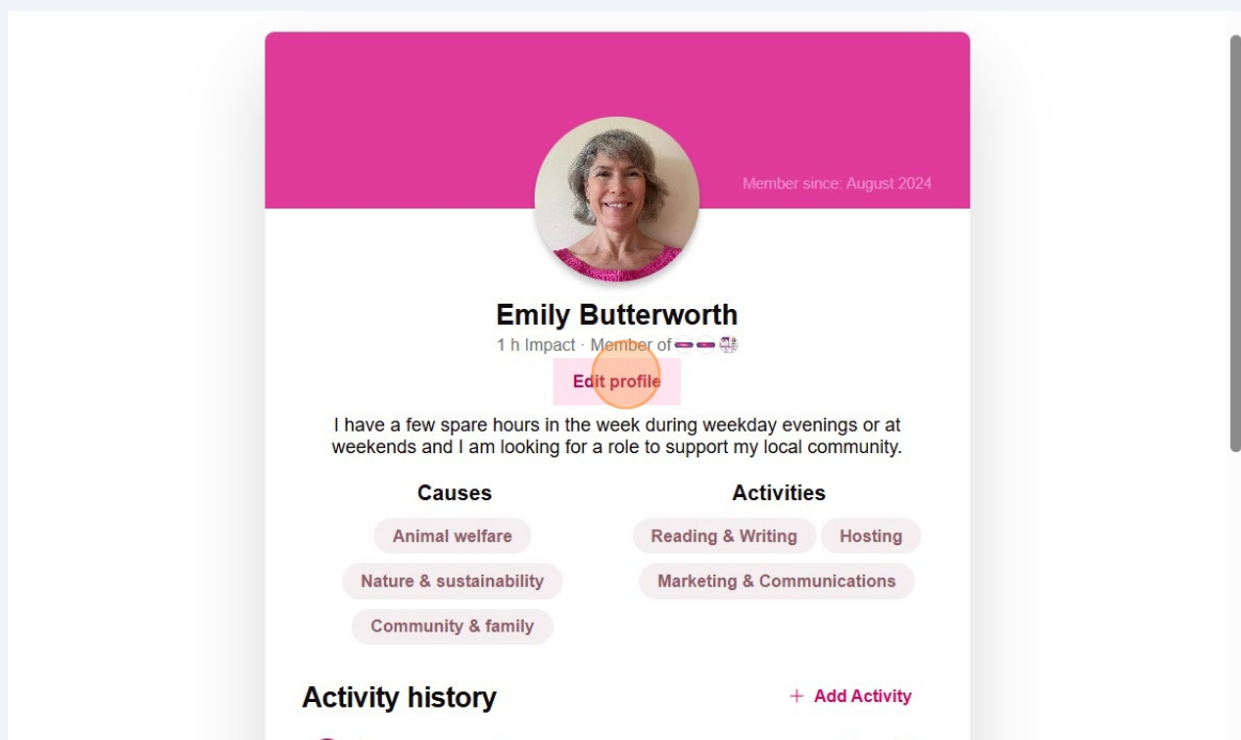Sign out

Tip!

You can now click "Browse opportunities" to view opportunities customised to your profile settings.
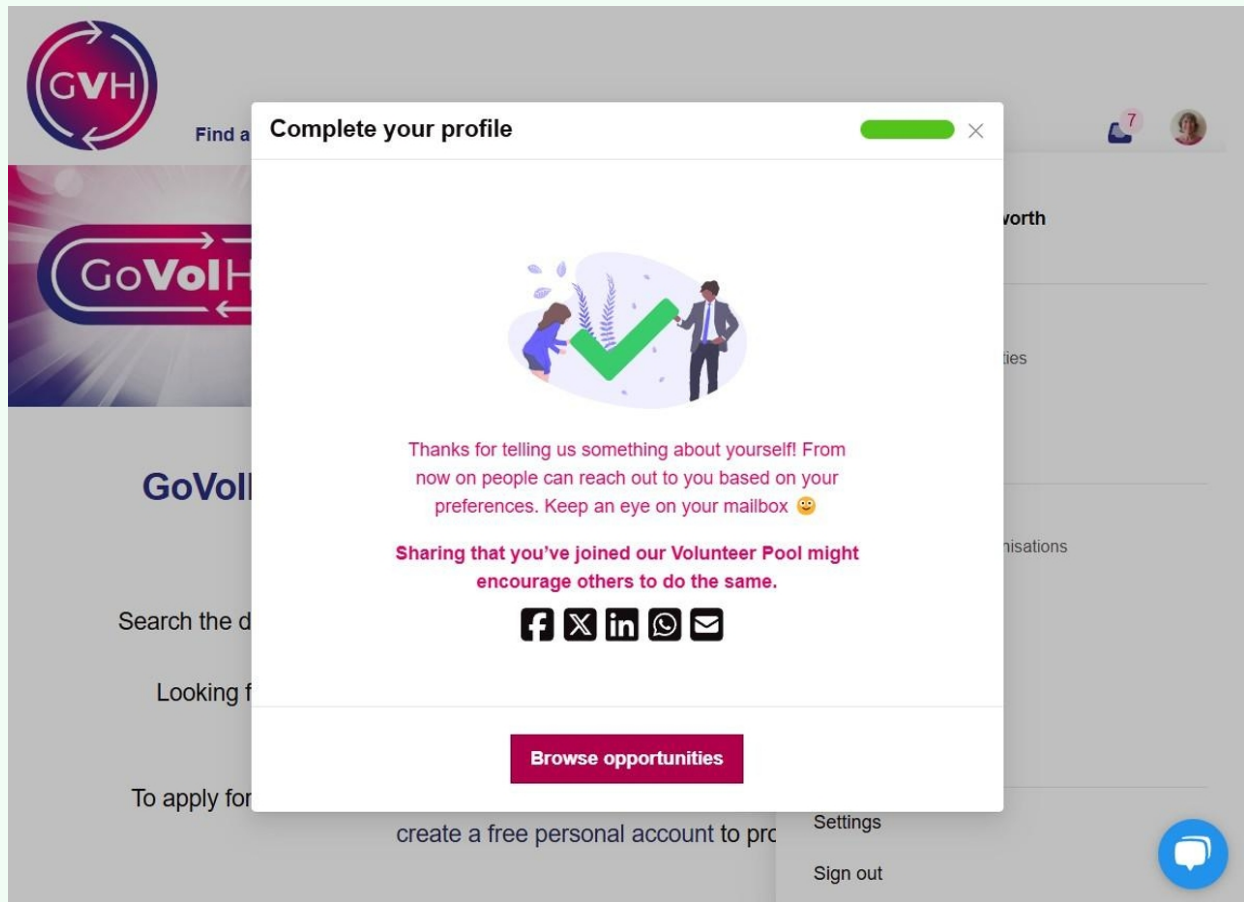
17 To edit your completed profile, first click "View Profile".

18 An overview box will appear. Click "Edit profile".

19   By default you will go to your main "Profile" information which you can now edit.

GVH

Find a volunteer role ⌄   For organisations   More ⌄

Account settings

| Email | Change Password | Profile | Admin settings | Invite | Delete my user account | Email notifications |

First name *   **Last name**

Emily   Butterworth

Image

🗇 Crop   🗑 Remove

About you

20 Make your profile selections for location, causes and activities, whether you wish to join the pools and display your activities on your profile.

Don't forget to "Save changes"

Reading & Writing ✕   Hosting ✕   Marketing & Communications ✕

Select

☑ Show my activity on my profile

☑ Join our **Volunteer Pool** and get contacted about relevant opportunities based on your profile directly by organisations.

☑ Join our **Crisis Pool** if you are willing to help in times of crisis.

Save changes

Contact

2 Walsworth Rd, Hitchin SG4 9SP, UK

info@govolherts.org.uk

01462 689409

CVS
North Herts
& Stevenage

Reg. Charity No: 1097796

GoVolHerts

I want to volunteer

I need volunteers

Resource Library

About us

News

Contact Us

My Account

Opportunities

Discover Organisations

Settings

Create organisation
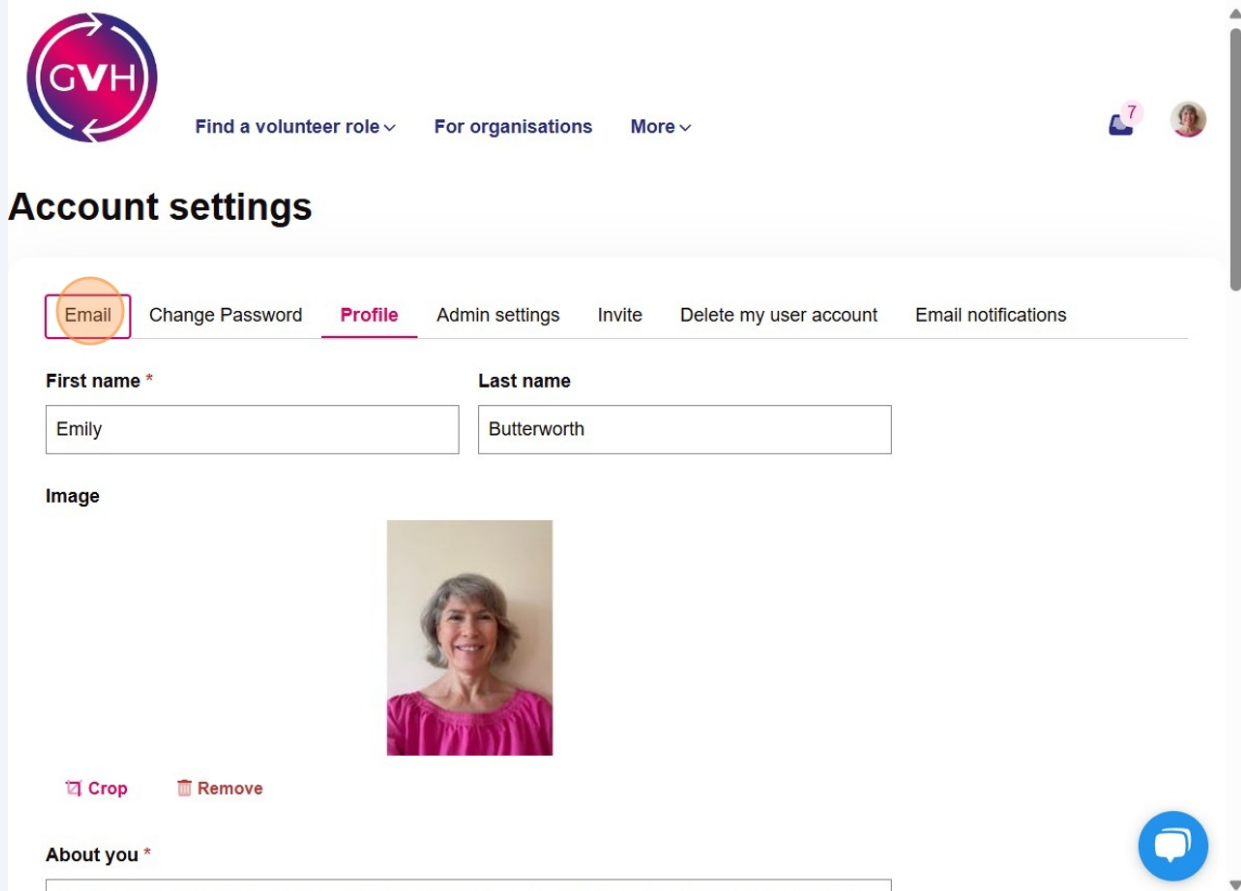
Logout

Help

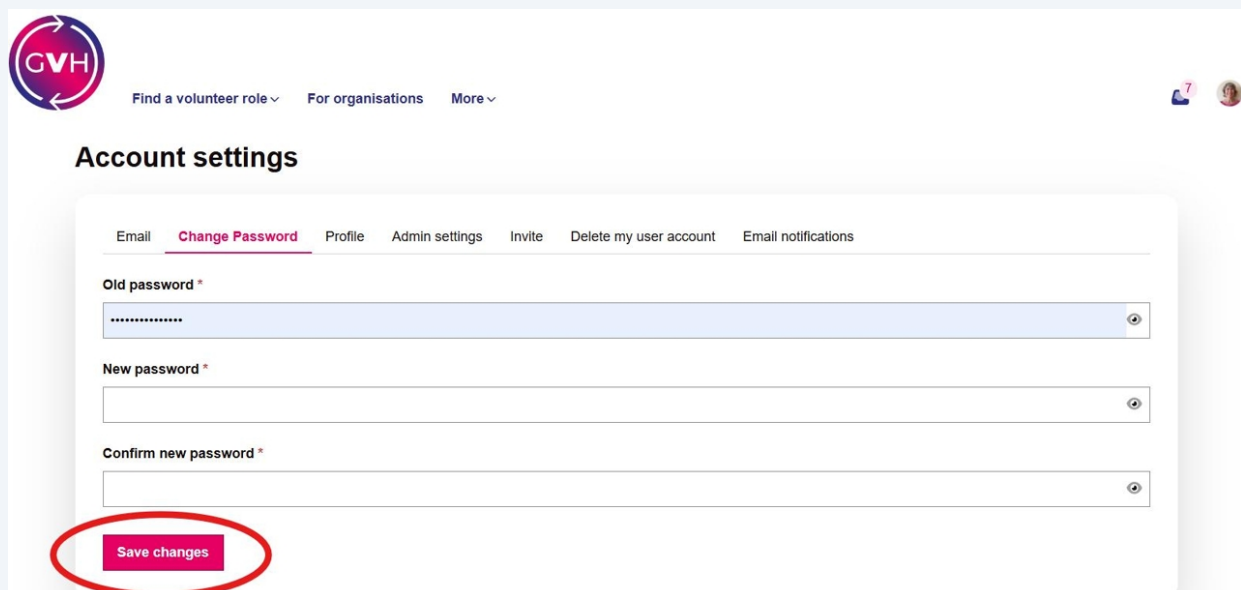Policies

Privacy Policy

Terms

Powered by Deedmob

21　You can also click the other tabs to edit your settings, for example to edit your email address, or change which email notifications you receive.

22　To change your password, click "Change Password", enter your old and new passwords and "Save Changes".

> ⓘ **Tip!**
>
> When editing your profile don't forget to click "Save Changes" to complete each editing step.