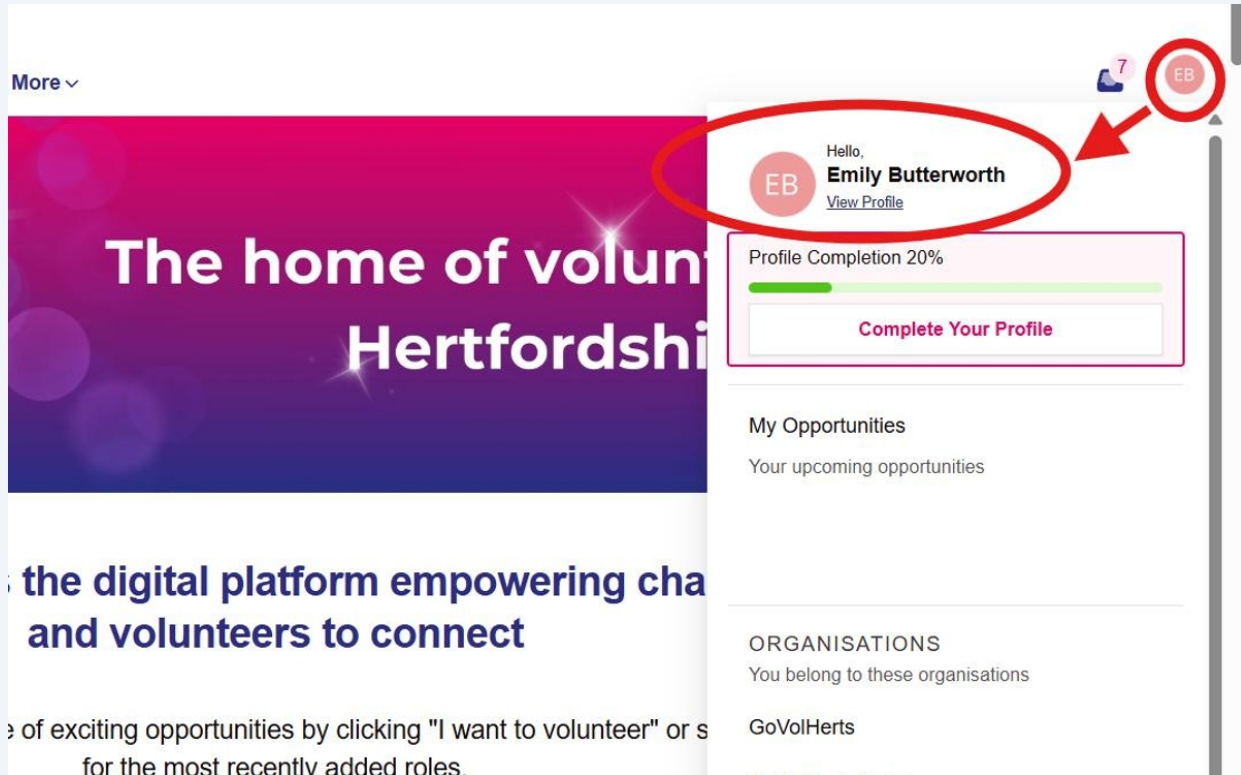


# How To View and Edit your Profile



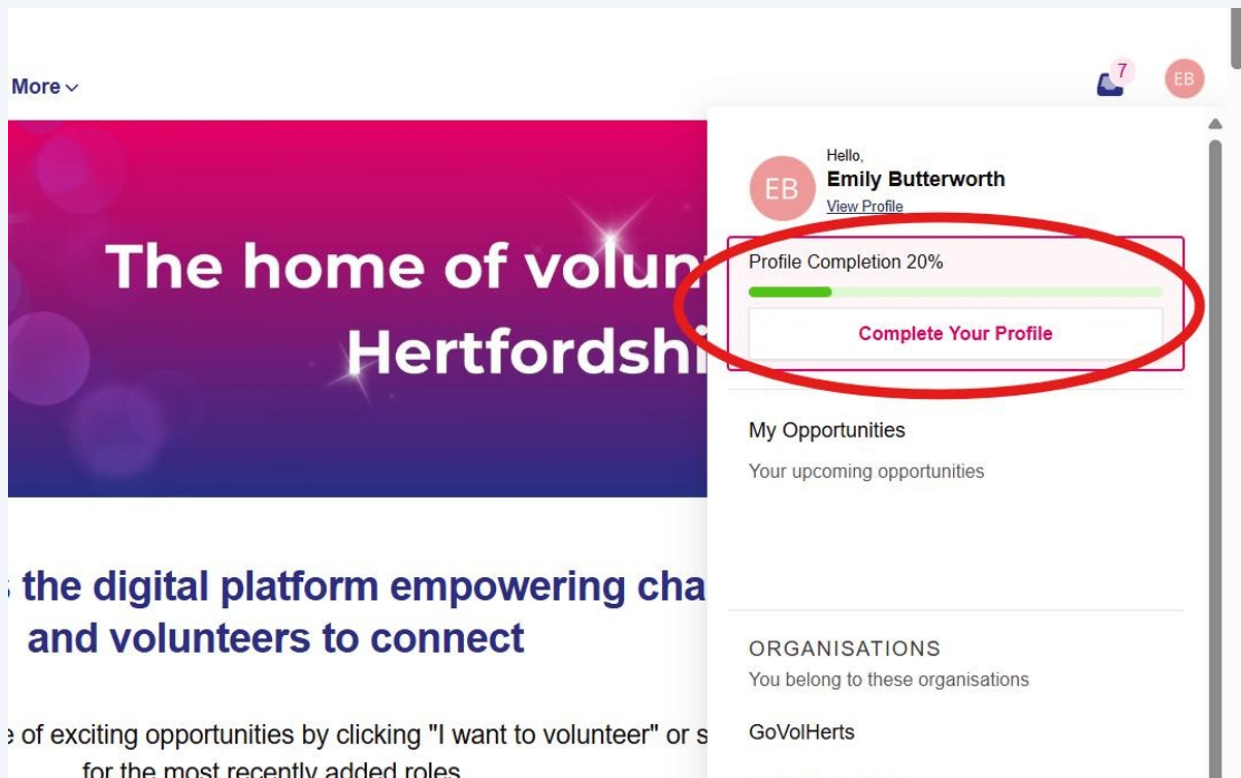
1

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.

The screenshot shows a 'Complete your profile' modal window overlaid on the GoVolHerts website. The modal has a title bar with a green progress indicator and a close button. Inside, there is an illustration of a person in a red dress standing in a blue cloud-like shape. Below the illustration, the heading 'How can we help you?' is followed by the text 'Let us know how and why you want to be contacted.' There are three checkboxes: the first two are checked and highlighted with an orange circle, and the third is unchecked. Below the checkboxes is a text input field containing the phone number '01462689409'. At the bottom, there is a checked checkbox and a 'Next step Motivation' button with a right arrow. The background website shows the GoVolHerts logo, a search bar, and a 'Create Organisation' button.

**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.

The screenshot shows a 'Complete your profile' modal window overlaid on the GoVolHerts website. The modal has a title bar with a green progress indicator and a close button. Inside, there is an illustration of a person in a red dress standing in a blue cloud-like shape. Below the illustration, the heading 'How can we help you?' is followed by the text 'Let us know how and why you want to be contacted.' There are three checkboxes: 'Join our Volunteer Pool' (checked), 'Join our Crisis Pool' (checked), and 'People can also reach me by phone.' (unchecked). A text input field contains the number '01462689409'. At the bottom, there is a checkbox 'I'm happy to receive communications from GoVolHerts' which is also checked. A 'Next step' button labeled 'Motivation' with a right arrow is in the bottom right corner. The background website shows the GoVolHerts logo, a search bar, and a 'Create Organisation' button.

**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.

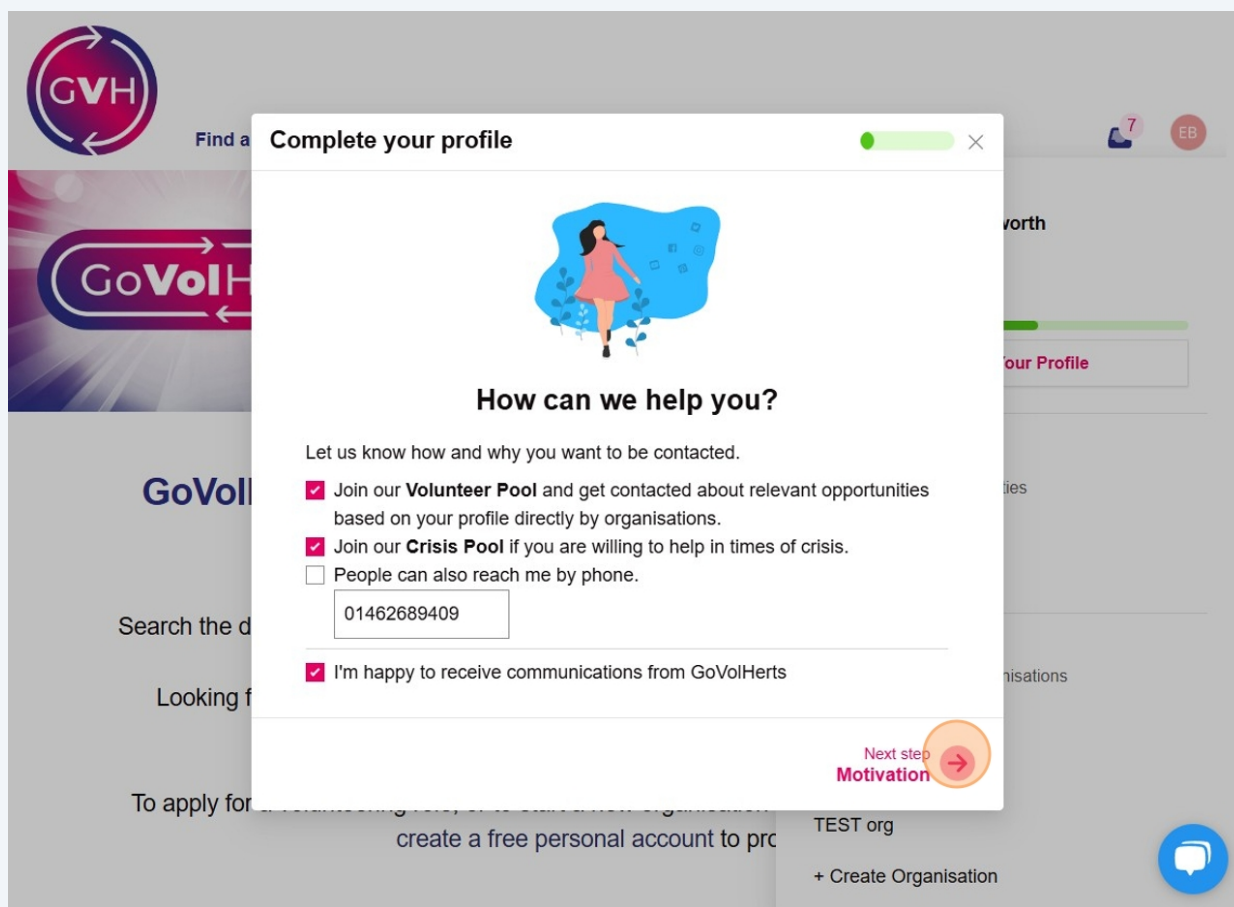
01462689409

☒ I'm happy to receive communications from GoVolHerts

Next step  
**Motivation** →

5

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



The screenshot shows a web browser with the GoVolHerts logo and navigation links. A modal window titled "Complete your profile" is open, featuring a progress bar at the top. The modal contains an illustration of a person and the heading "How can we help you?". Below this, it asks the user to provide contact information and select their preferences for being contacted. The "Next step" button is labeled "Motivation".

**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.

☒ I'm happy to receive communications from GoVolHerts

Next step  
**Motivation**

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.

The screenshot shows a web browser window with the GoVolunteer website. A modal titled "Complete your profile" is open, featuring a progress bar at the top. The modal's main heading is "Share your motivation and let us know how you can help", accompanied by a pencil icon. Below this is a text input area with a pink border containing the example text: "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." An orange circle highlights the word "elderly". A note at the bottom of the text area states "At least 50 characters to go, please." The modal has a back arrow on the bottom left and a "Please complete to continue" button with a right arrow on the bottom right. The background website shows the GoVolunteer logo, a search bar, and navigation links like "Looking for" and "To apply for".

**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.

The screenshot shows a 'Complete your profile' modal window overlaid on the GoVolH website. The modal has a title bar with a green progress indicator and a close button. The main heading is 'Where do you want to help?'. Below this is a map of the High Wycombe area with a green circle indicating a search radius. The map shows locations like Chinnor, Amersham, and Beaconsfield. Below the map, the address 'HP13 6QW, High Wycombe, Buckinghamshire, England, United Kingdom' is displayed, with a 'Change' link. There is also an 'Update Postcode' link. A checkbox labeled 'I'm interested in opportunities from home' is checked. Below this, a text field shows '5' with 'mi' and 'away' next to it. At the bottom left is a back arrow, and at the bottom right is a 'Next step Causes' button with a right arrow. The background website shows the GoVolH logo, a search bar, and a 'Create Organisation' button.

**Complete your profile**

**Where do you want to help?**

Chinnor, Amersham, Beaconsfield, High Wycombe, Marlow

HP13 6QW, High Wycombe, Buckinghamshire, England, United Kingdom [Change](#)

[Update Postcode](#)

☒ I'm interested in opportunities from home

Show my profile for opportunities up to  mi away

[Next step Causes](#)




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.

**Complete your profile**

**Where do you want to help?**



HP13 6QW, High Wycombe, Buckinghamshire, England, United Kingdom [Change](#)

Postcode   

☒ I'm interested in opportunities from home

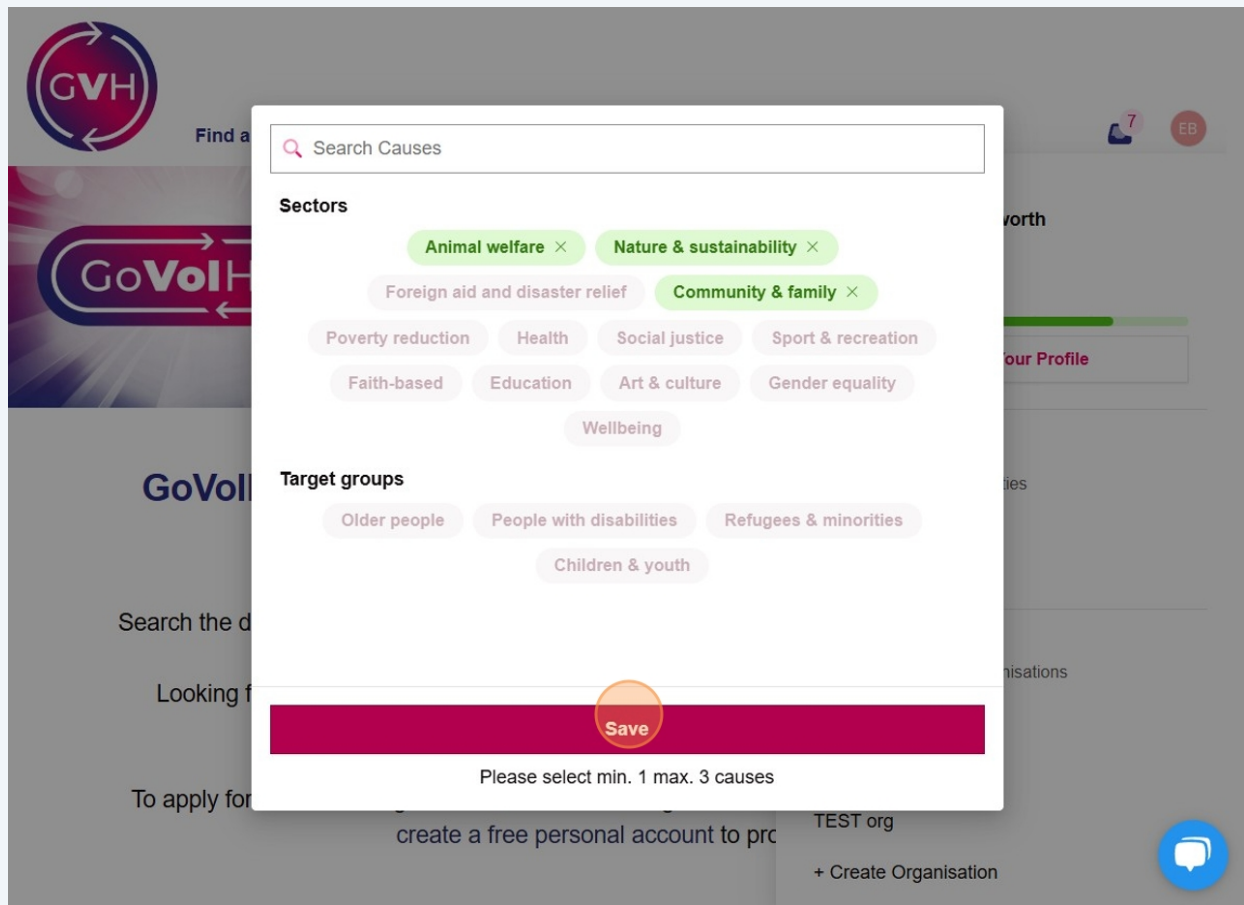
Show my profile for opportunities up to  mi away

[Next step Causes](#)



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".



The screenshot shows a web interface for selecting causes. A modal window is open over a blurred background. The modal has a search bar at the top labeled "Search Causes". Below it, under the heading "Sectors", there are several selectable tags: "Animal welfare" (green), "Nature & sustainability" (green), "Foreign aid and disaster relief" (pink), "Community & family" (green), "Poverty reduction" (pink), "Health" (pink), "Social justice" (pink), "Sport & recreation" (pink), "Faith-based" (pink), "Education" (pink), "Art & culture" (pink), "Gender equality" (pink), and "Wellbeing" (pink). Under the heading "Target groups", there are four selectable tags: "Older people" (pink), "People with disabilities" (pink), "Refugees & minorities" (pink), and "Children & youth" (pink). At the bottom of the modal is a large red "Save" button. Below the button, a message reads: "Please select min. 1 max. 3 causes". The background interface includes a "GoVolH" logo, a "Find a" search bar, a "Your Profile" section, and a "+ Create Organisation" button.

Search Causes

**Sectors**

- Animal welfare ×
- Nature & sustainability ×
- Foreign aid and disaster relief
- Community & family ×
- Poverty reduction
- Health
- Social justice
- Sport & recreation
- Faith-based
- Education
- Art & culture
- Gender equality
- Wellbeing

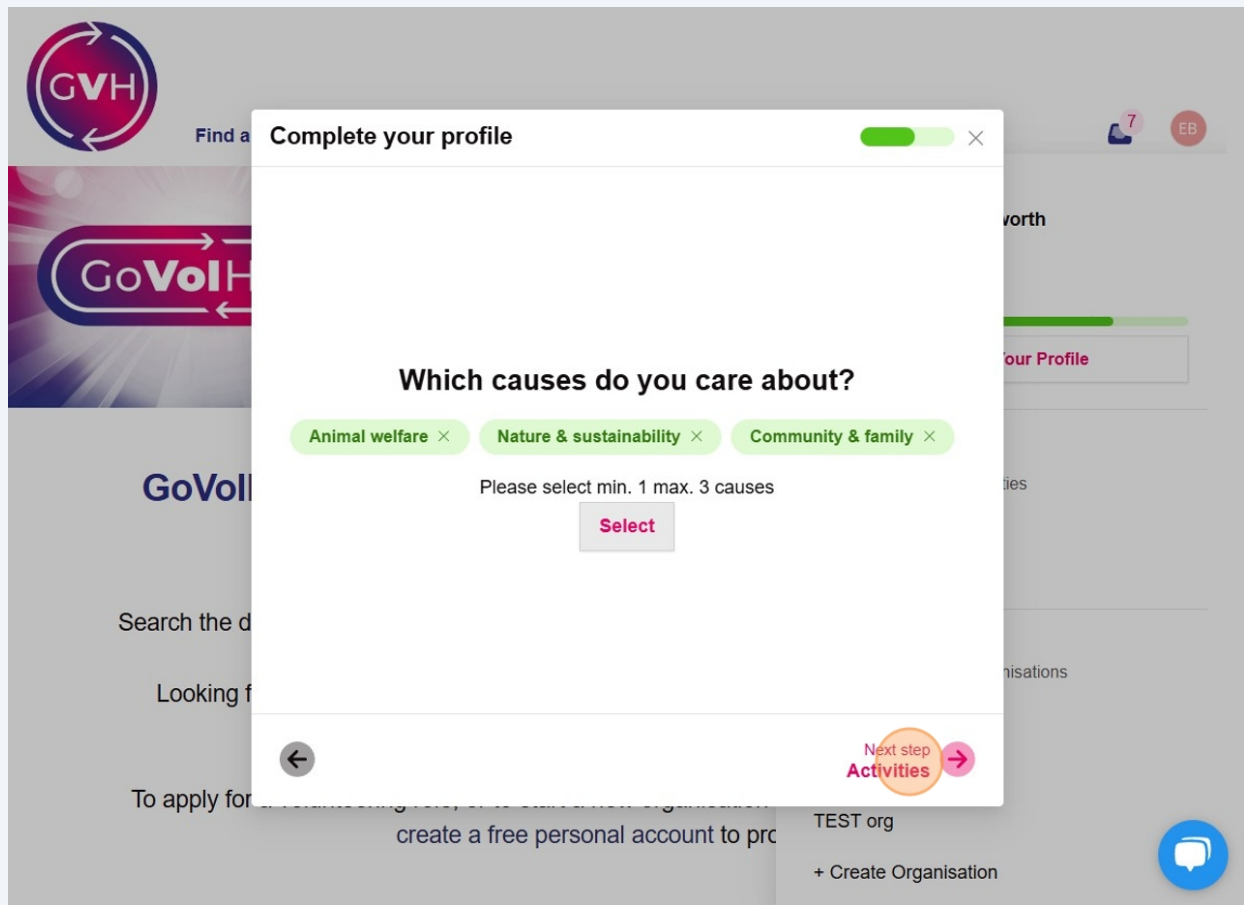
**Target groups**

- Older people
- People with disabilities
- Refugees & minorities
- Children & youth

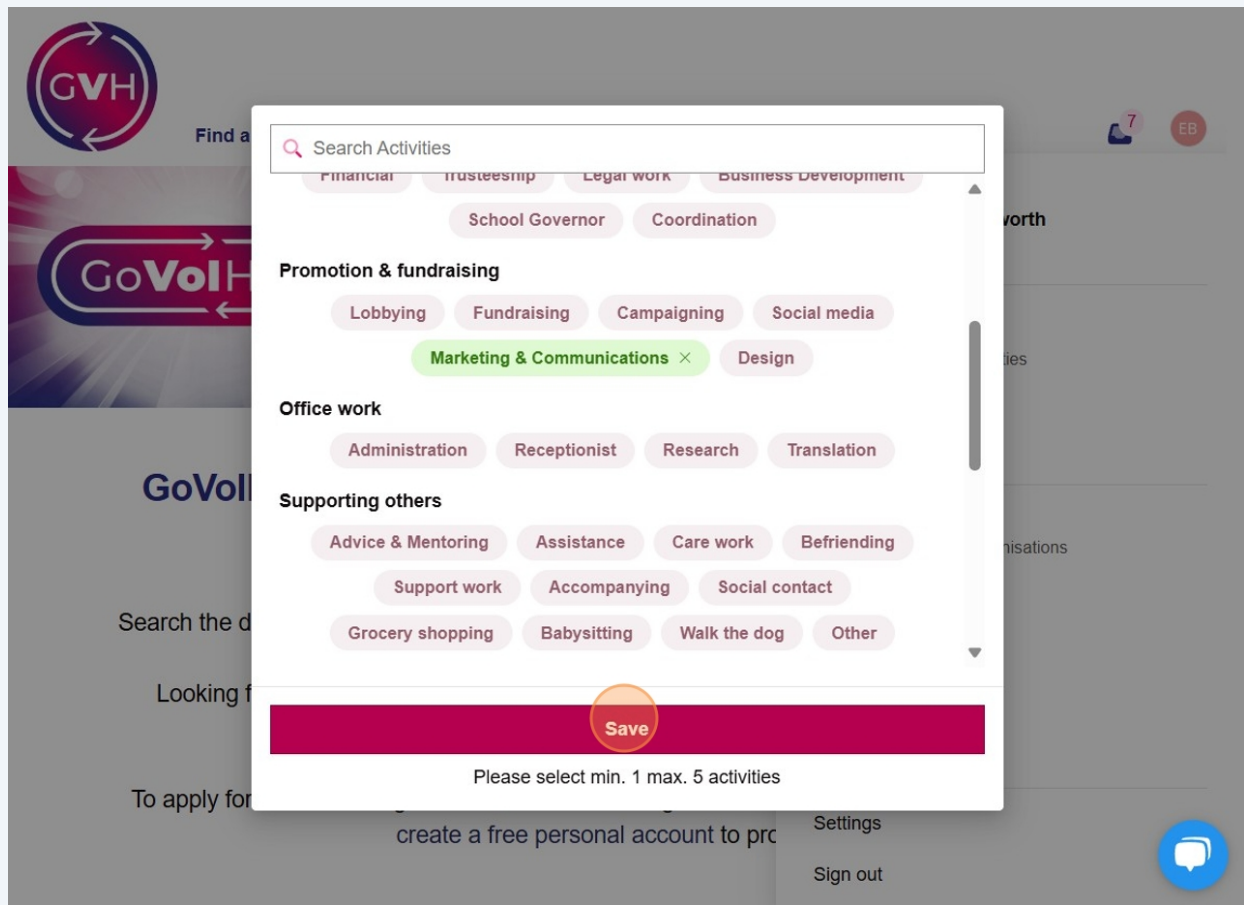
**Save**

Please select min. 1 max. 3 causes

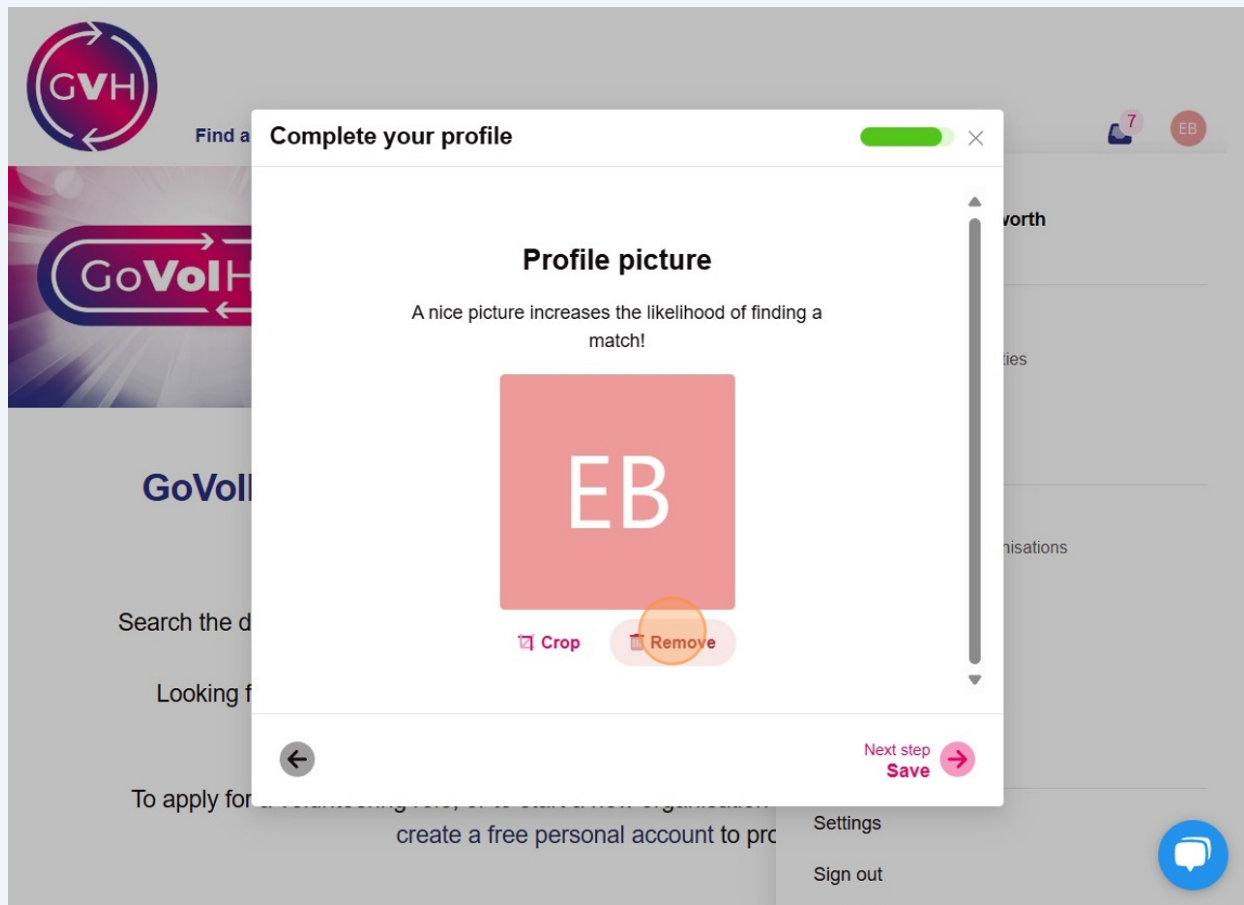
- 10 Your selected Causes will now display, proceed to the next step "Activities".



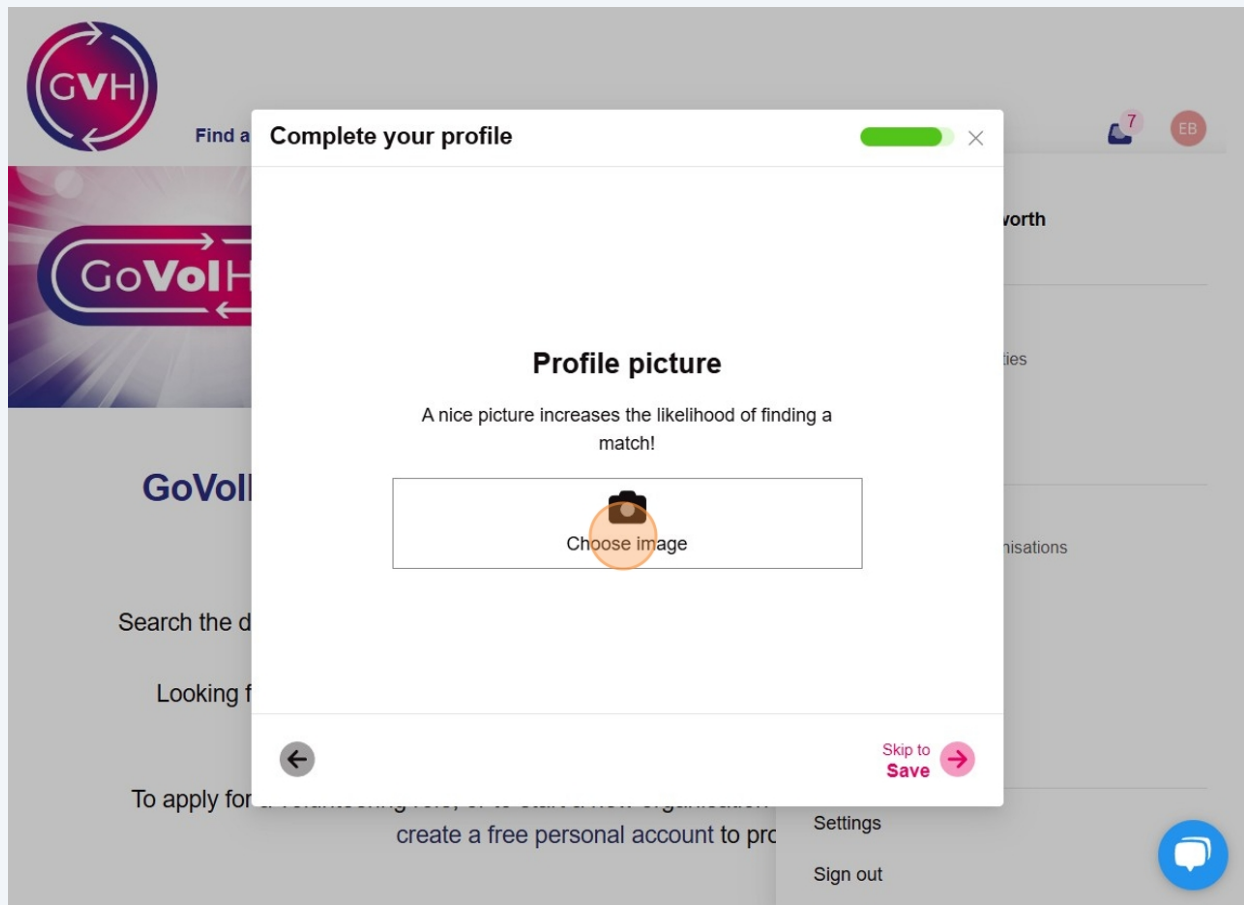
11 You can select and "Save" up to 5 activities.



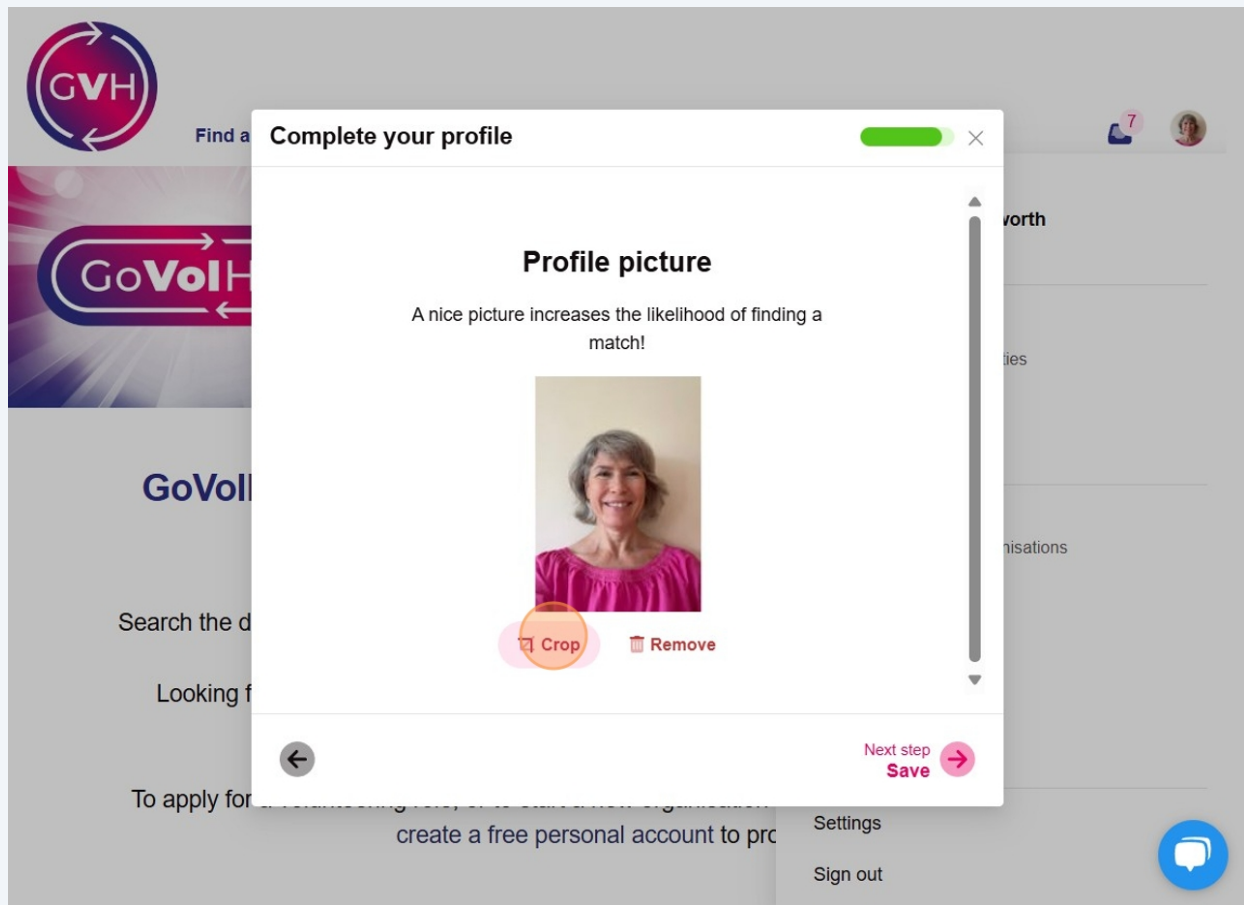
- 12 To add a profile image, first "Remove" any existing or default image.



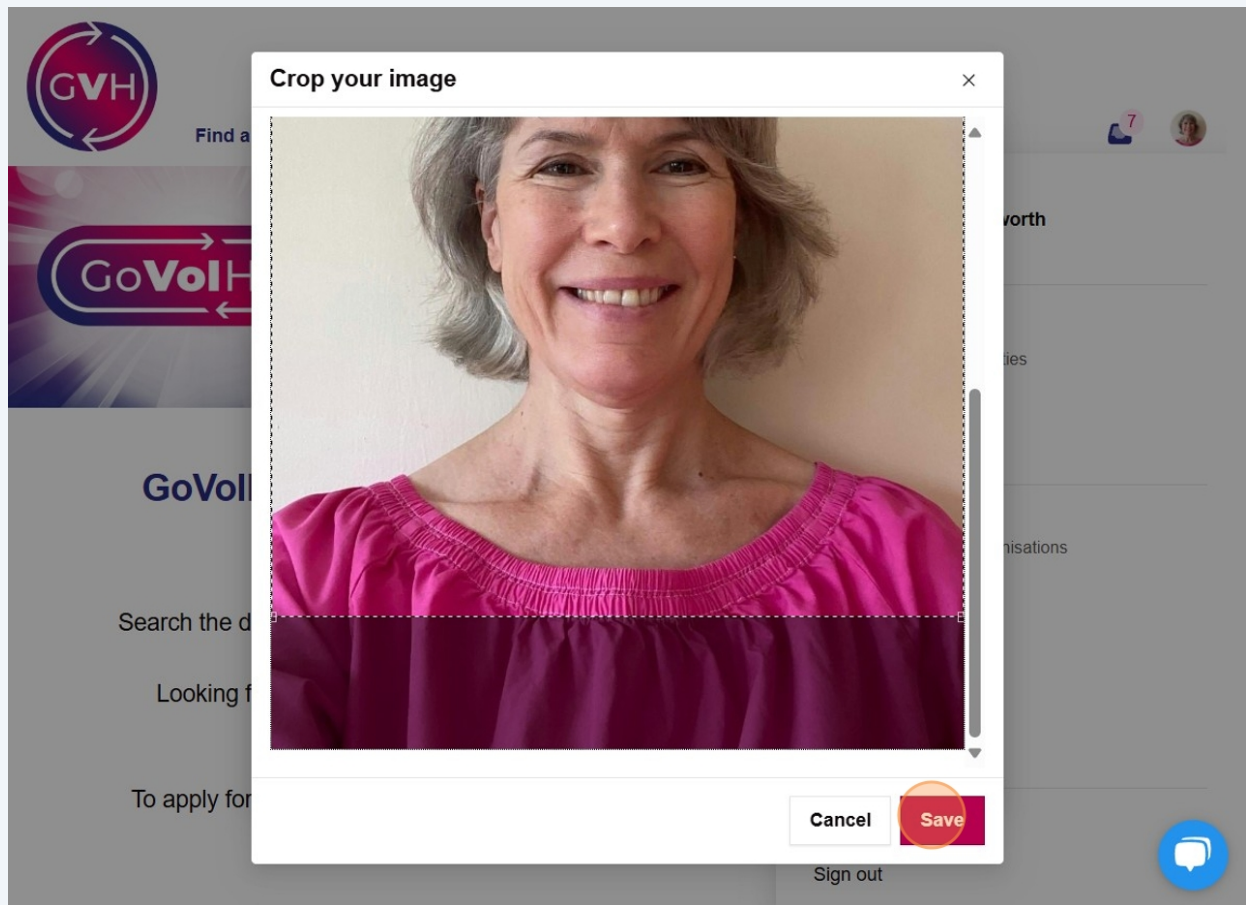
- 13 Click "Choose image" and upload your image.



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

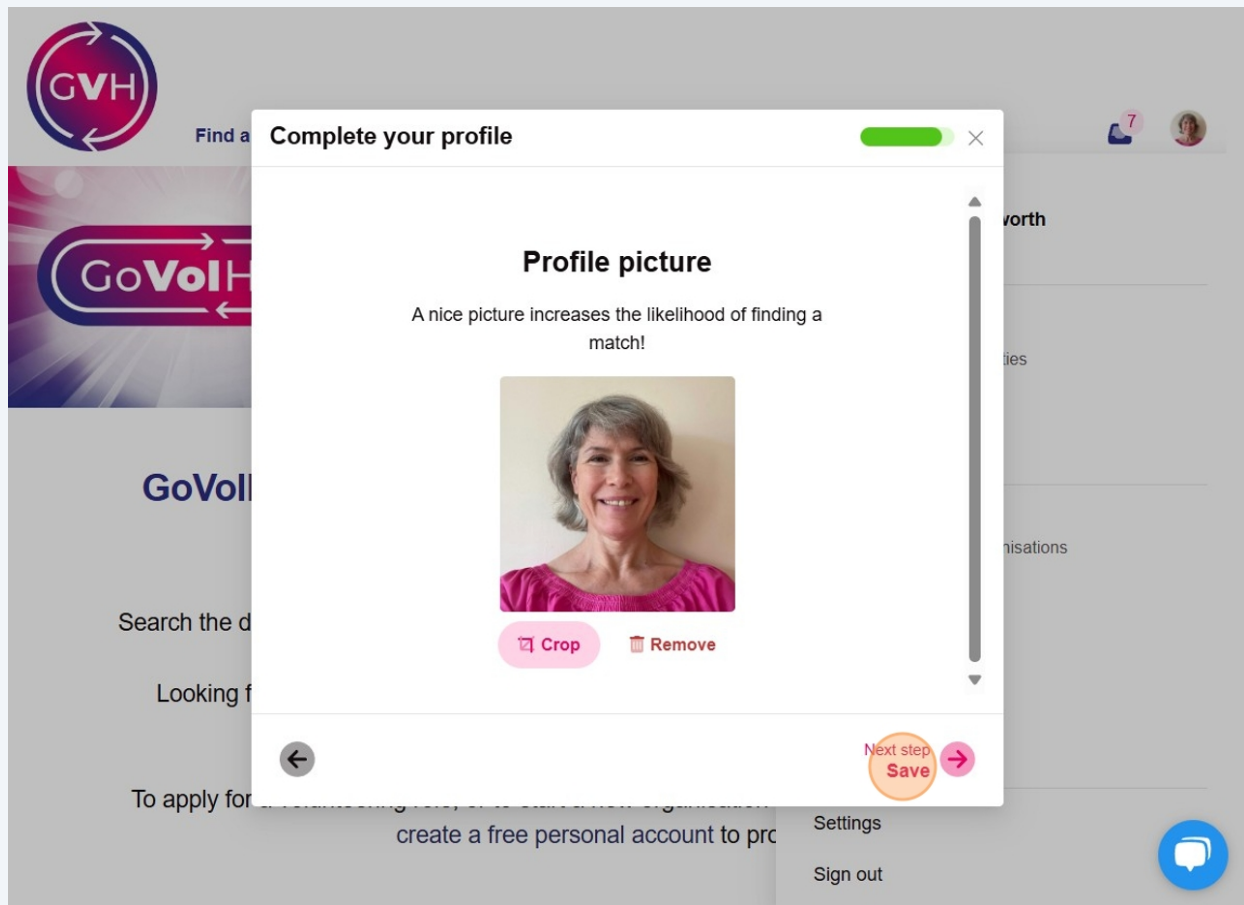


- 15 Drag the box in the shading to display the area you wish and click "Save".





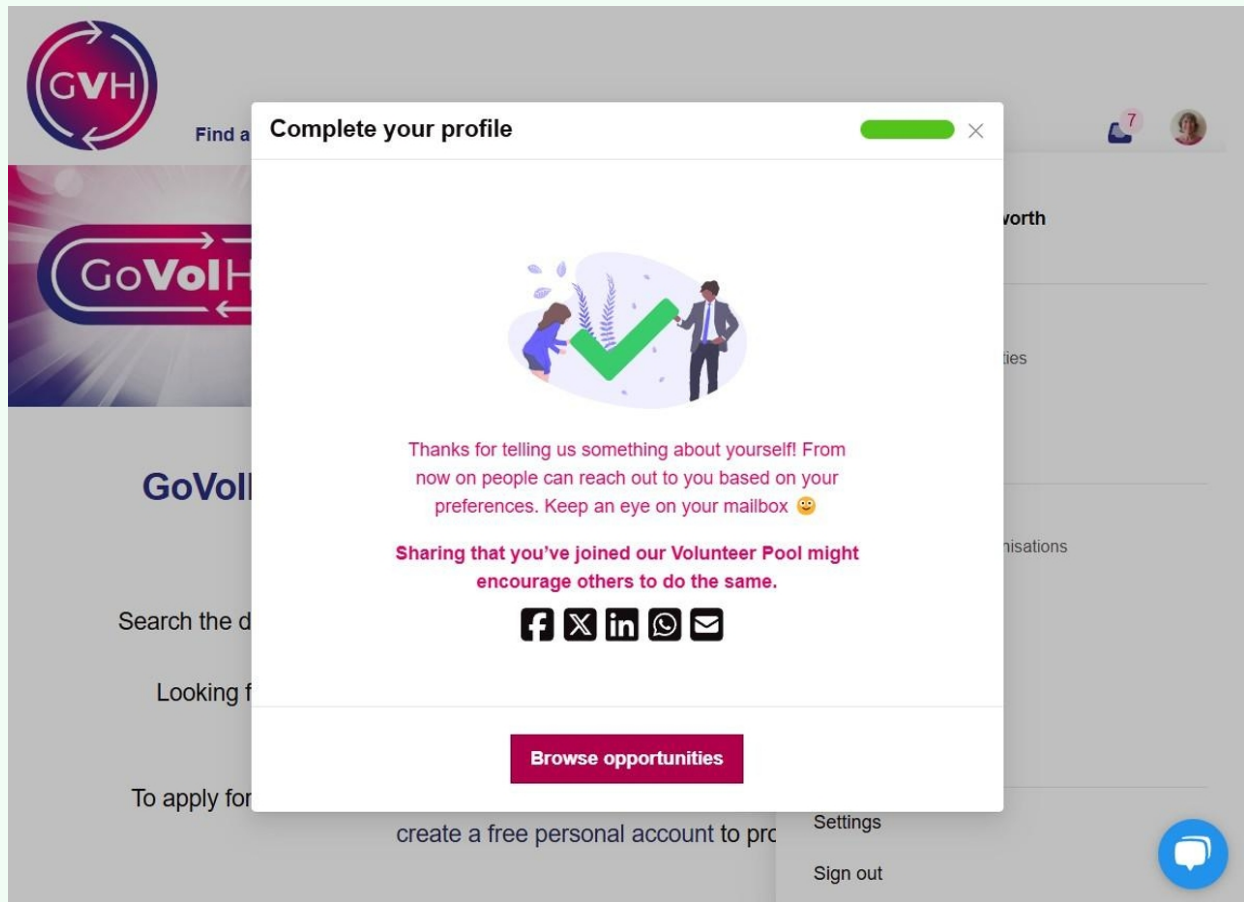
**16** Now "Save" your completed profile.



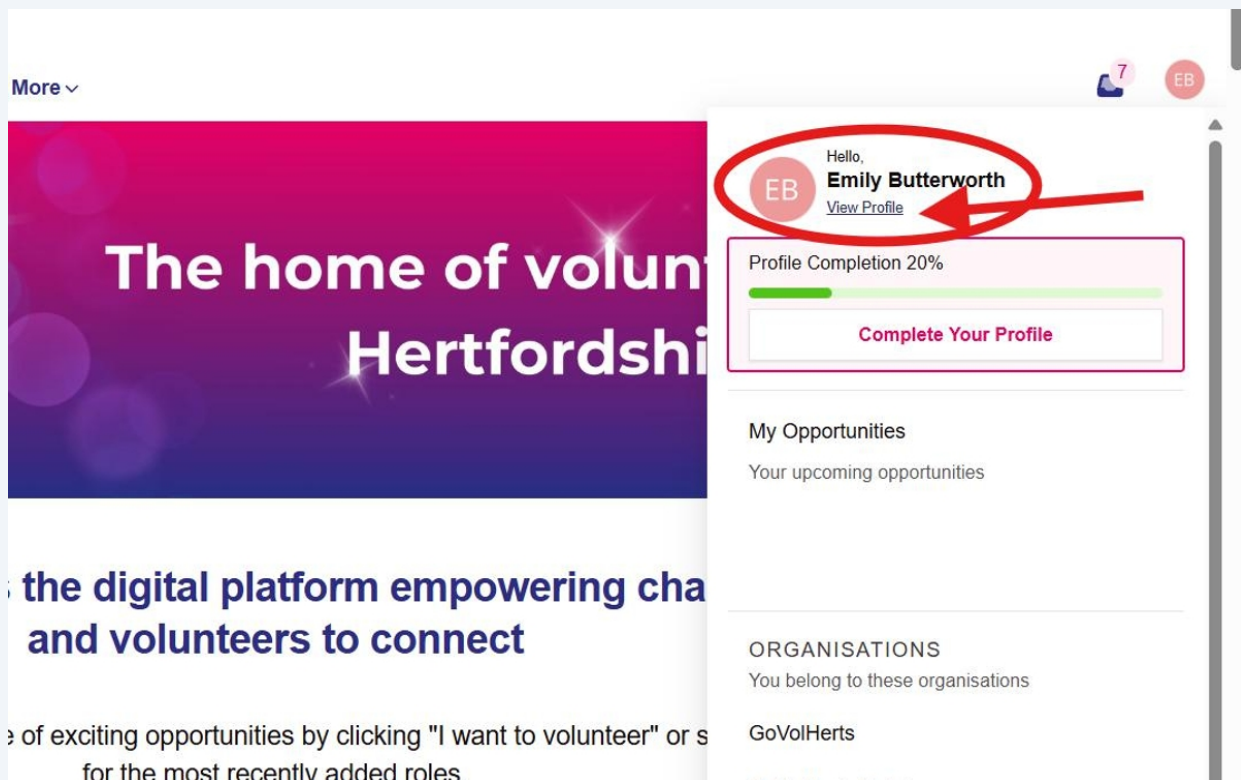


Tip!

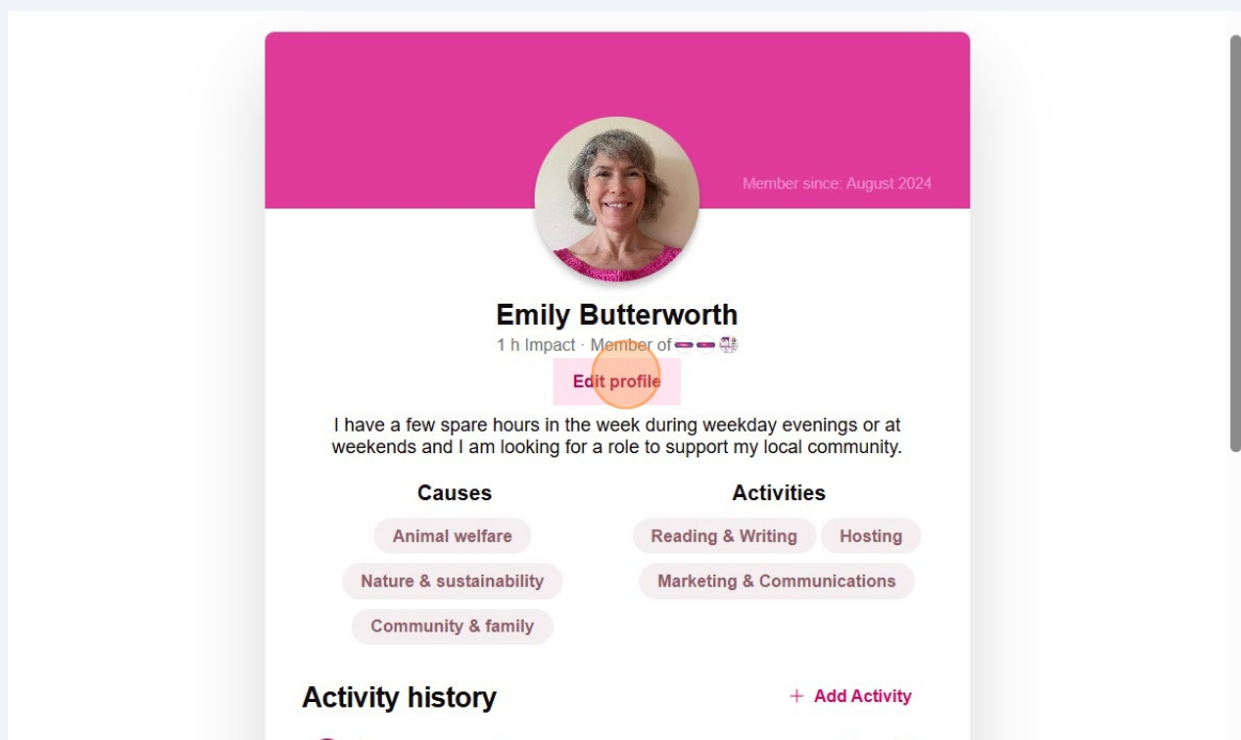
You can now click "Browse opportunities" to view opportunities customised to your profile settings.



- 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.



[Find a volunteer role](#) ▾

[For organisations](#)

[More](#) ▾



## Account settings

[Email](#)

[Change Password](#)

**[Profile](#)**

[Admin settings](#)

[Invite](#)

[Delete my user account](#)

[Email notifications](#)

**First name \***

Emily

**Last name**

Butterworth

**Image**



[Crop](#)

[Remove](#)

**About you**

I have a few years' experience in the most diverse markets, working on a variety of projects and have been...



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

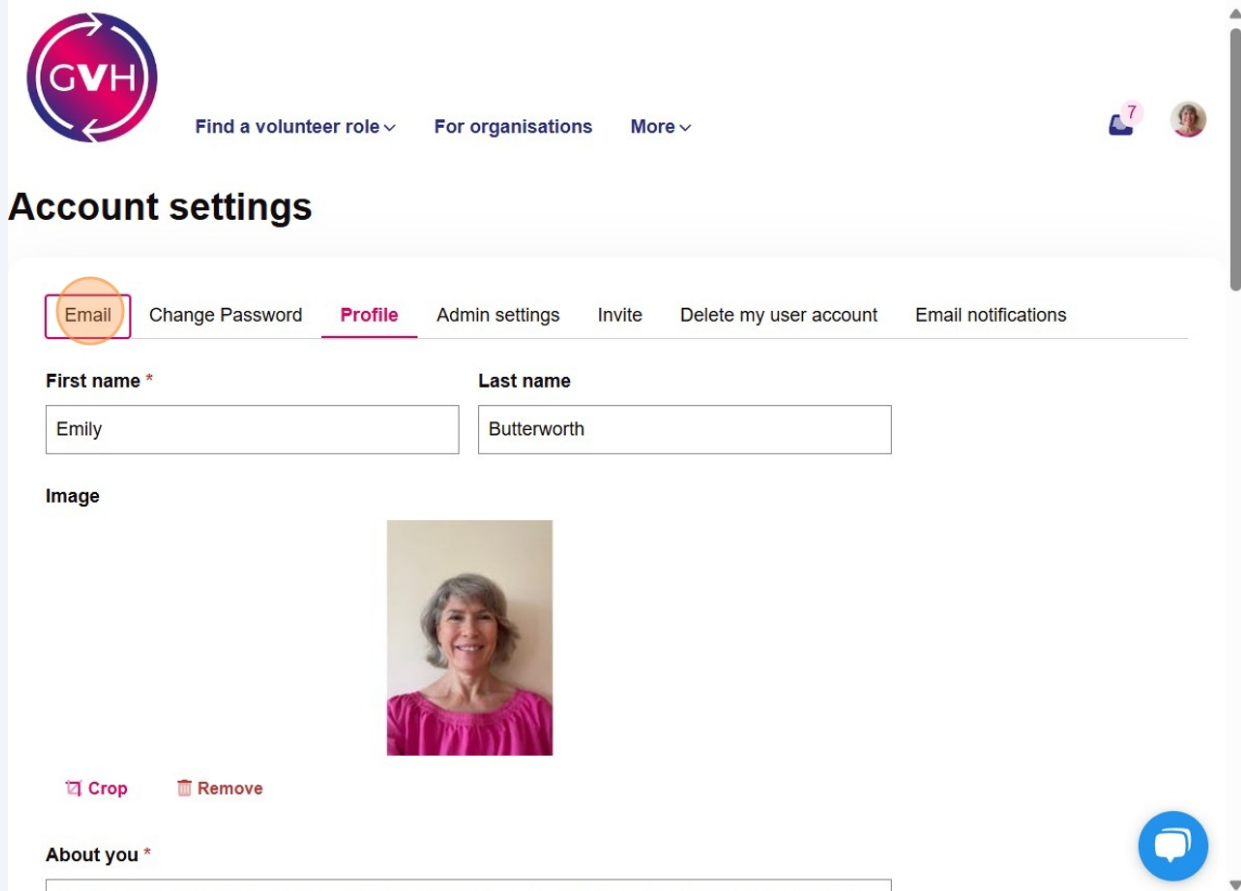
Privacy Policy

Terms

Powered by Deedmob 

21

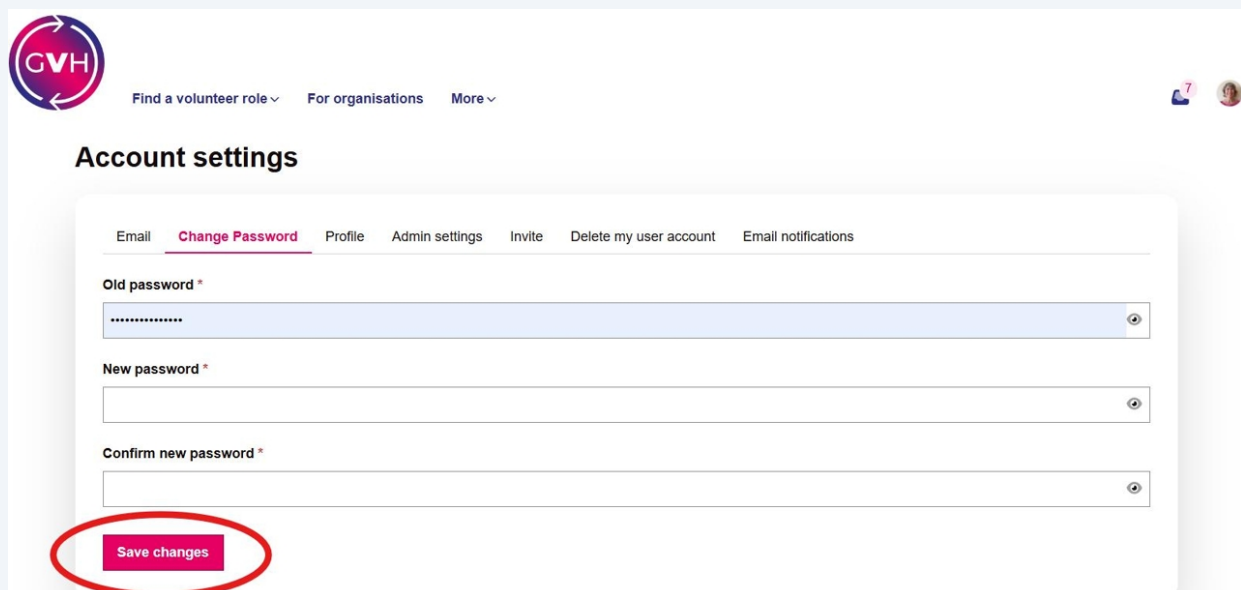
You can also click the other tabs to edit your settings, for example to edit your email address, or change which email notifications you receive.



The screenshot shows the GVH logo at the top left. Navigation links include "Find a volunteer role", "For organisations", and "More". A notification badge with the number 7 is next to a profile picture. The page title is "Account settings". Below it, a tab bar contains "Email", "Change Password", "Profile" (which is highlighted with a red underline), "Admin settings", "Invite", "Delete my user account", and "Email notifications". The "Profile" section includes fields for "First name" (containing "Emily") and "Last name" (containing "Butterworth"). Below these is an "Image" section showing a photo of a woman with short grey hair wearing a pink top. Under the photo are "Crop" and "Remove" buttons. At the bottom is an "About you" section with a text area containing the text: "I have a few years' experience in the youth sector, working with young people and their families." A blue chat bubble icon is in the bottom right corner.

22

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



The screenshot shows the same GVH header as the previous image. The "Account settings" page title is present. The "Change Password" tab is now selected and highlighted with a red underline. The form contains three password fields: "Old password" (filled with asterisks), "New password", and "Confirm new password". Each field has a toggle icon on the right. At the bottom of the form, the "Save changes" button is circled in red.



#### Tip!

When editing your profile don't forget to click "Save Changes" to complete each editing step.