

How to Find and Invite People to Volunteer with you

1

Go to your Organisation page in GoVolHerts and select the volunteer role you wish to invite people to join (if you don't see it immediately, click Opportunities in the left hand menu and find it from the list of all your opportunities).

The screenshot displays the GoVolHerts Training organisation page. On the left, a sidebar menu lists various options: Opportunities, People, Teams, Volunteer pool, Forms, Your page, Photos, Messages, Analytics, Data, and More. The main content area features a 'Browse all opportunities on GoVolHerts' button at the top. Below this, the 'Recently added opportunities' section highlights a 'New' 'Event Volunteer' role. The role description states: 'We are seeking volunteers for a range of tasks to support us on a one-off or longer term basis with our events.' It is posted by 'GoVolHerts Training' and includes a link to 'See all opportunities'. At the bottom of this section, a 'People (8)' list shows profile icons for DS, OR, MN, and others, with a link to 'See all people'.

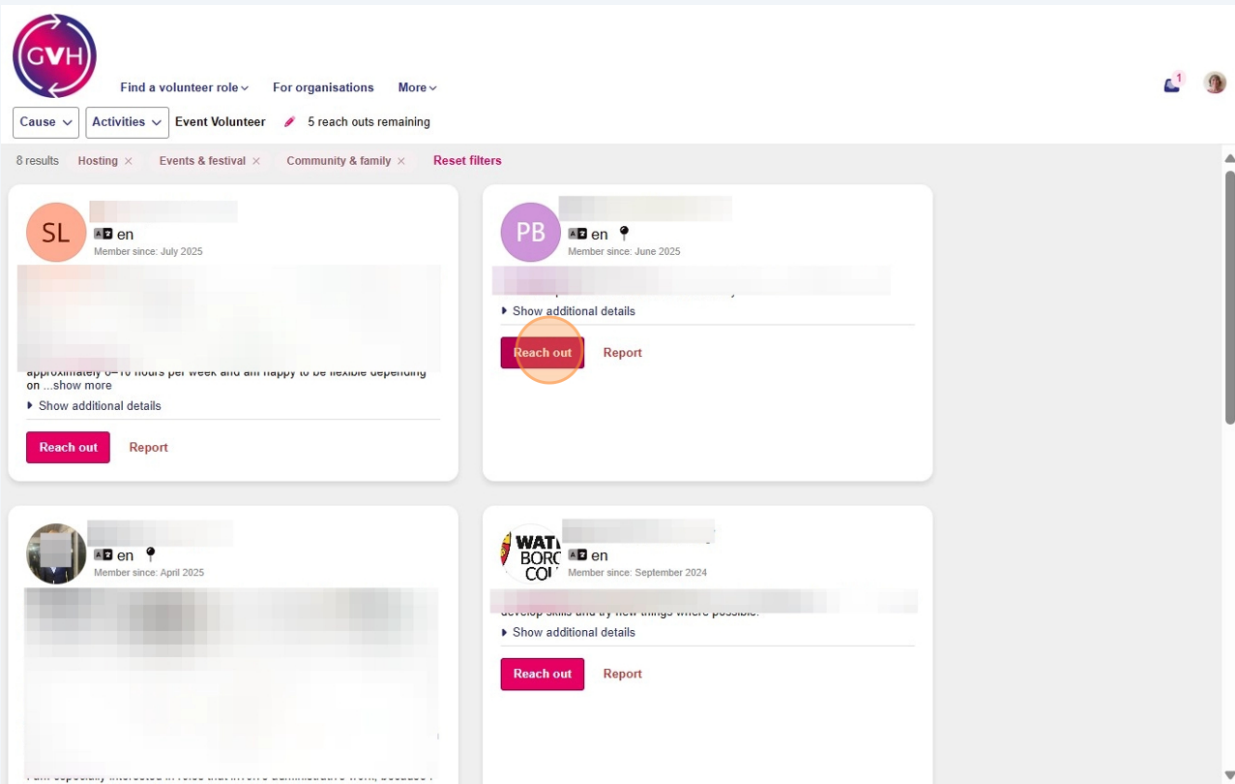
2

To look for potential volunteers in the Volunteer Pool: click 'Find potential volunteers' in the menu at the top of the volunteering opportunity.

The screenshot displays the GoVolHerts Training interface. At the top, there's a banner with the text 'GoVolHerts Training' and a group of smiling volunteers. Below the banner, a green bar contains the word 'Published' and a message: 'Your opportunity is now publicly visible. Promote your opportunity on social media or by email to get more applications!'. A row of action buttons follows: 'Archive', 'Mark as filled', 'Edit', 'Duplicate', 'Find potential volunteers' (highlighted with an orange circle), and 'Invite'. Below these are 'Extend for 186 days' and 'Print'. The main content area has tabs for 'Info', 'Applications', and 'Activity reports'. The 'Info' tab is active, showing the title 'Event Volunteer', a calendar icon, 'One-off', a location pin icon, 'Hertfordshire, England, United Kingdom', and tags for 'Hosting' and 'Events & festival'. On the right, there's a pink 'I'm interested' button, a star icon, an 'Invite' button, and a 'Share Opportunity' section with social media icons for Facebook, X, LinkedIn, WhatsApp, and Email.

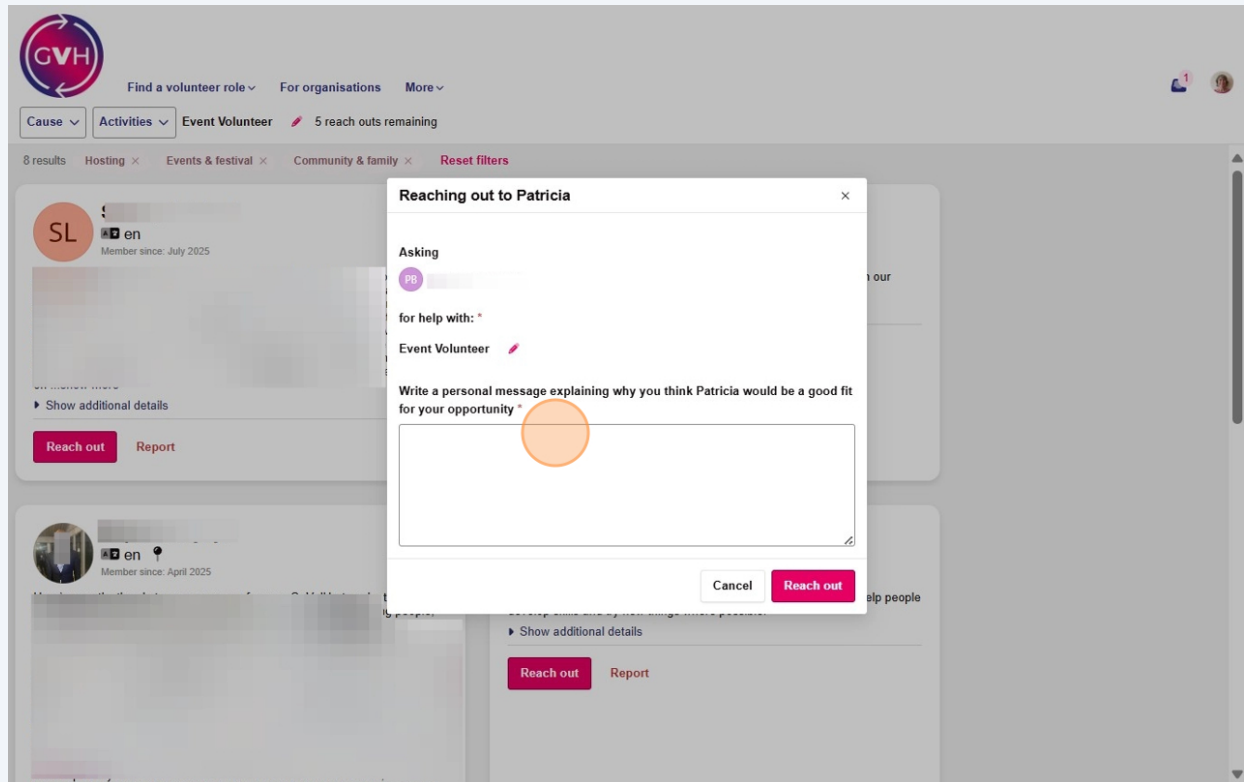
3

Scroll through the volunteers who appear to you from the Volunteer Pool. People who appear here have profiles indicating a potential match for this role. Their motivation statement at the start tells you a little about them and why/how they want to volunteer. When you find someone who looks interesting, contact them about the role, using the 'Reach out' button.



4

Do include a personal message explaining why you think this person might be interested in the role and would be a good fit for your opportunity and then click 'Reach out' at the bottom right of the window.



5

There will be a record of people you have approached in this way in the Applications section of your opportunity, listed as 'Approached' volunteers. You can later change their status to 'Pending', 'Declined' or 'Accepted' as appropriate and add any notes you wish.

Published

Your opportunity is now publicly visible. Promote your opportunity on social media or by email to get more applications!

Archive | Mark as filled | Edit | Suggest opportunity | Duplicate | Find potential volunteers | Invite | Extend for 186 days | Print

Info **Applications** Activity reports

Export | Email applicants | View in opportunities list

<input type="checkbox"/>	APPROACHED			NOTES
<input type="checkbox"/>	AS	approached	Messages	
<input type="checkbox"/>		approached	Messages	
<input type="checkbox"/>		approached	Messages	

6

Another method allows you to invite volunteers you already know to your volunteering role. Click 'Invite' in the menu at the top of the opportunity.

GoVolHerts Training

GoVolHerts
Volunteering Centre

is a countywide service
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unteer, and for voluntary
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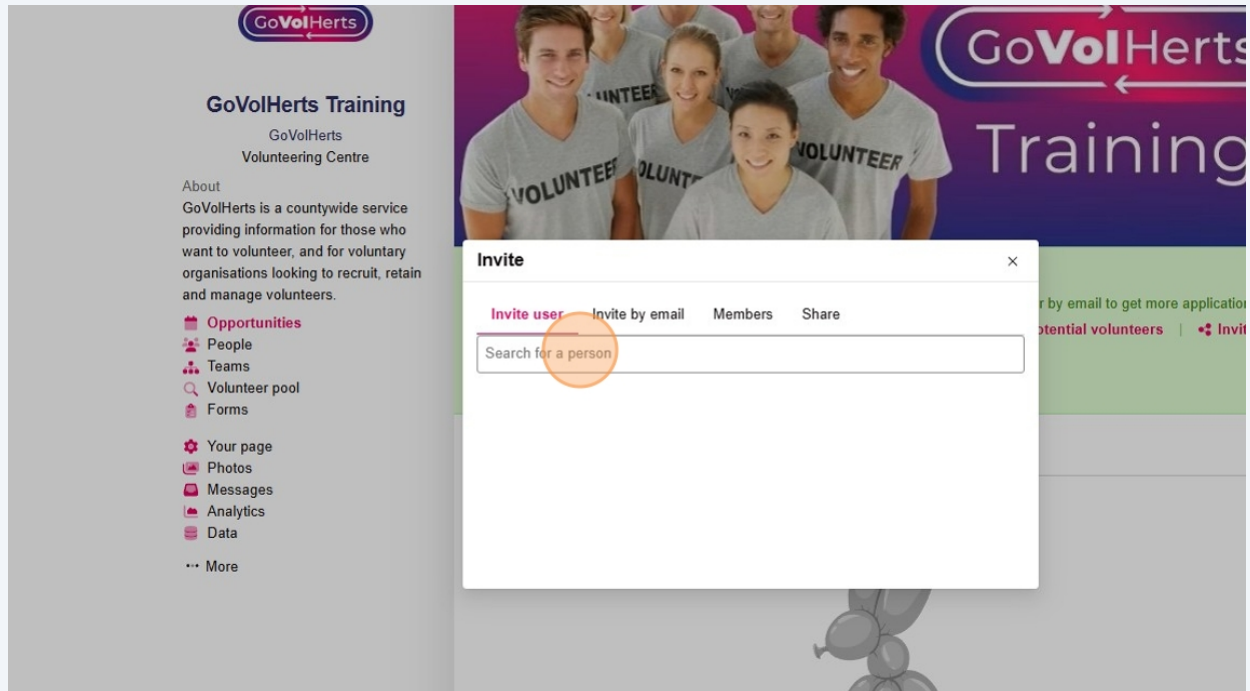
Your opportunity is now publicly visible. Promote your opportunity on social media or by email to get more applications!

Archive | Mark as filled | Edit | Duplicate | Find potential volunteers | **Invite** | Extend for 186 days | Print

Info **Applications** Activity reports

7

Search for a person who you think might be interested in the role, or invite someone using their email address or share the opportunity with your organisation members or on your social media.



8

Click 'Send Invite'.

