



[Adding an Organisation](#)

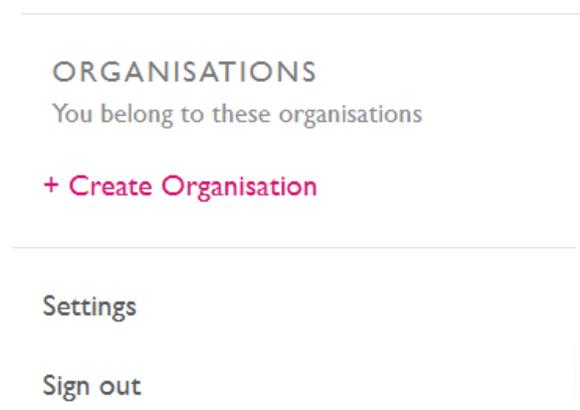
[Adding Admins](#)

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### **Adding an Organisation**

Before you can register an organisation you need to create a personal account. Click **Create account** in the top right corner of the home page. You will then be prompted to provide your name, email address, a password and your postcode. If you have a work email address associated with your organisation please use this.

Once you are logged in open your profile panel by clicking the circular image in the top right corner of the page. Under Organisations, select **+ Create Organisation**



You will be prompted to add your **Organisation name**, **Type of organisation**, **Organisation address** and **Website**. The field **Link to your organisation** page will populate automatically but you do have the option to edit this (this will be the link to the page displaying your training)

In the **About** section provide a short description of what your organisation does and who it works with.

Use the links to upload an image of your **Logo** and a **Cover photo**, there are suggested sizes and dimensions.

# Create your organisation on Get InVOLved Skills

Organisation name \*

Momentum

Type of organisation \*

Non-profit or charity

Organisation address \*

83-87 Pottergate, Norwich NR2 1DZ, UK  
[Change](#) [Update Postcode](#)

Website

https:// www.voluntarynorfolk.org.uk/

Link to your organisation page \*

https://www.getinvolvedskills.org.uk/o/ Momentum

Edit

About \*

Momentum supports voluntary and community organisations working with children and young people in Norfolk. Our aim is to strengthen organisations across Norfolk. We want to ensure that every young person has access to safe, high-quality services that inspire, empower, and

Logo \*

A square logo with a white background will look best. Logo can be max. 5 MB and should be a JPEG or PNG image when uploading. When linking to an image, there are no restrictions.



Cover photo

Minimum 940x330



Create

Click **Create**

You will then see this notification above your organisation page.

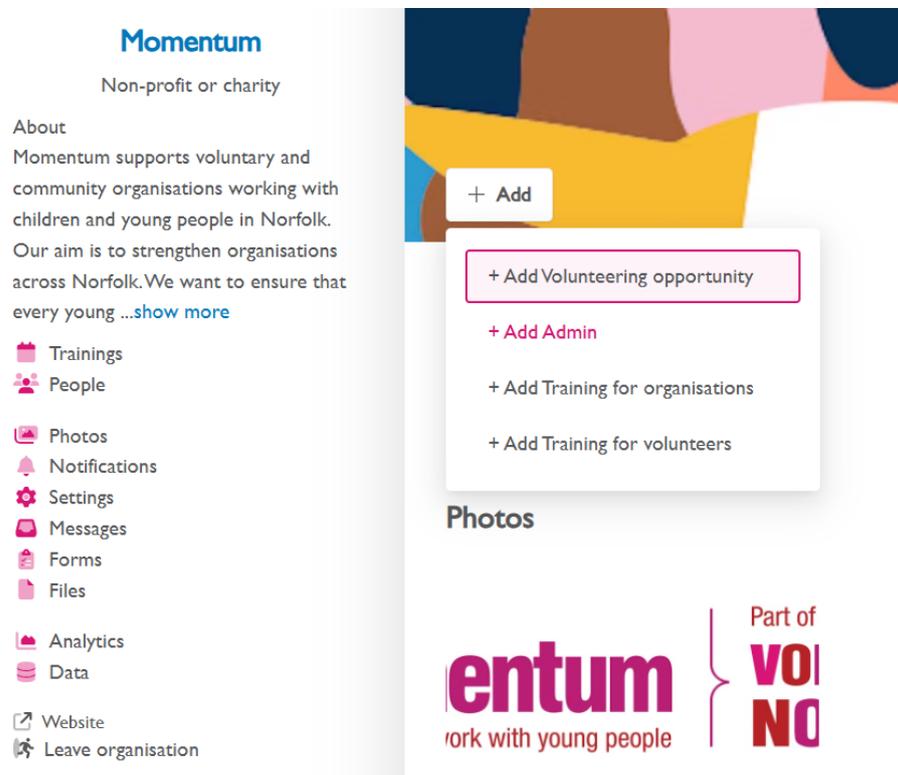
Organisation pending approval.

You cannot publish Trainings, please wait until Get InVOLved Skills approves your organisation. We have been notified and someone will review your organisation shortly.

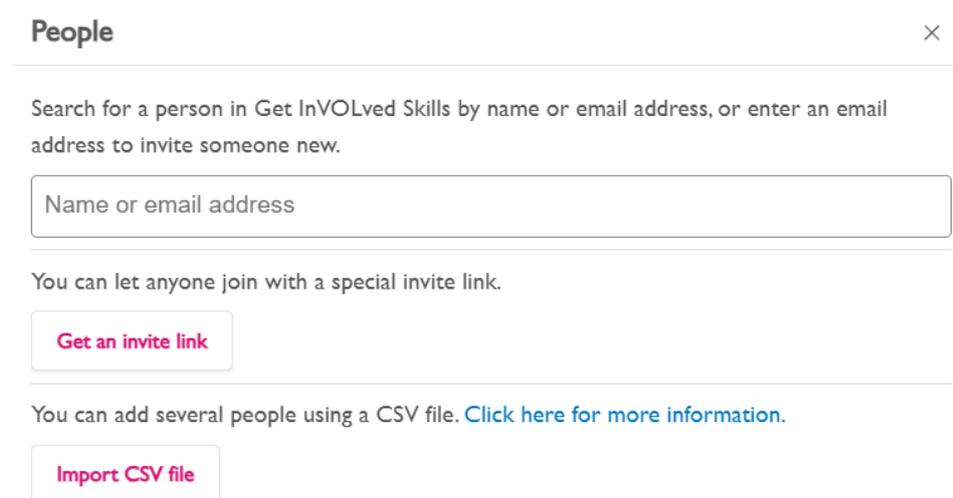
**Before adding training, you will need to wait for your organisation to be approved – you will get an email when this has been completed**

**Adding Admins**

To add other admins to your organisation who can add and manage trainings go to your organisation page and click **+ Add** and **+ Add Admin**



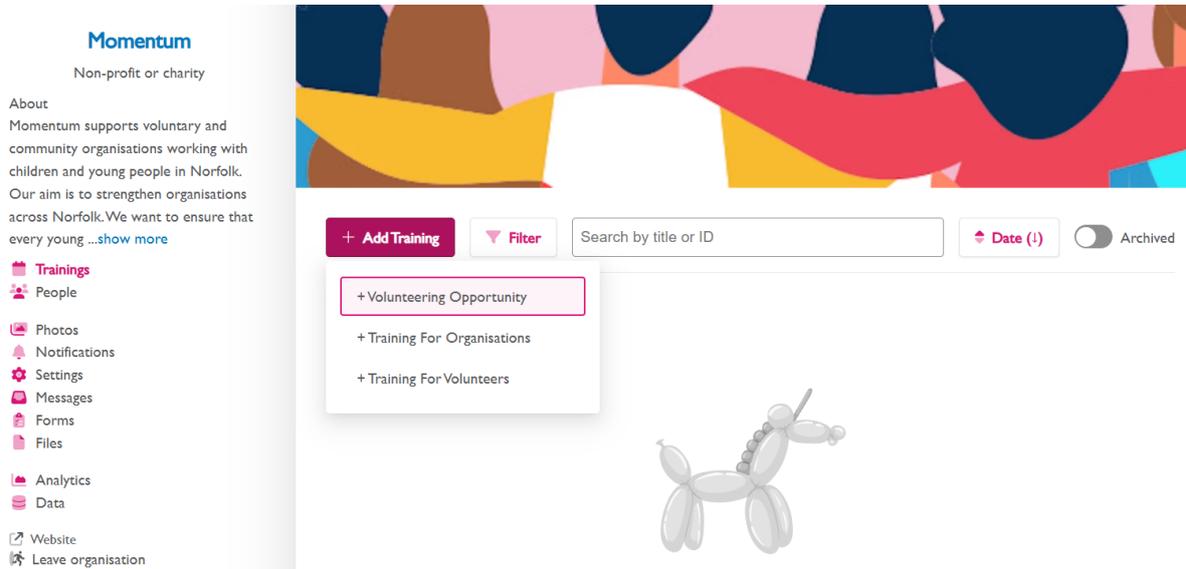
You will then have the option to enter email addresses directly to send people an invite, or to create an invite link which you can share with colleagues.



## Adding a Training

On your organisation page navigate to **Trainings** and select Add Training. Select **Training for Organisations** or **Training for Volunteers**.

If your training is suitable for both you will need to add them separately – this is so the trainings appear under the correct tags and sections of the site. It also means you can tailor your listing for each audience.



Add a title for your training and then select the **Place, address or city** where it is taking place.

For in-person training add the **Organisation address**, select **Online** for live online training or e-learning. If you are flexible and will arrange a location depending on who is booking (eg. Going to an organisation to deliver a training session) select **Flexible location**

## Create a Training for organisations

Momentum x Safer - Safeguarding Young Volunteers 32

Place, address or city \*

Type to search for an address

Organisation address  
83-87 Pottergate, Norwich NR2 1DZ, UK

Online

Flexible location

If the training can be accessed at any time (e.g. E-learning) select **No Date**, if the training has a start and end date/time select **Start & end date** and if the training has a

fixed end date select **End date**. You can also add in how many hours the training will take under How many hours of work do you expect this to be.

 No date	 Start & end date	 End date
From	 11 Sept 2025	10:00 
To	 11 Sept 2025	12:00 

Under **Please provide a bit more information about this Training** include a short description of the training – this will show in the preview for your training.

**Please provide a bit more information about this Training**

Supporting safe volunteering: Join us to explore how organisations can safeguard and support their young volunteers effectively.

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It will be shown in the website and on Google search results. Be concise and clear.

Under **Detailed description** provide all other relevant information about the training. You can also insert images and embed videos here.

Suggested headings for this section are:

- **Who is this training for?**
- **What is this course about?**
- **How much does it cost?**
- **How long does it take to complete?**
- **Who is facilitating this training?**
- **How do I enrol?**

### Detailed description

Normal **B** *I* U      

**Who is this training for?**  
This session will be beneficial to organisations that already have young volunteers or those organisations who are looking into taking on volunteers under 18 for the first time.

**What is this course about?**  
The aim of this session is to explore how to effectively safeguard and support under 18's so that they can have a positive volunteering experience.  
The learning outcomes for the session are:

- To recognise what constitutes safer working practices for under 18's.
- To discuss different measures that can be implemented to support young volunteers.

If your training is in person there is the option to **Add extra instructions on how to get to the location** such as parking and accessibility.

**+ Add extra instructions on how to get to location**

Add a **Cover Image** which will show on the listing for your training on the site

 **Cover Image**  
How to [choose a good cover photo.](#)



Select the **Organiser** for the training – this will be the person who will receive messages from applicants. It will default to the person creating the training but can be changed to anyone who is an admin for your organisation.

 **Organiser**  
They will be the point of contact and receive applications for this Training.

Hannah Scuffham 

Select if the training is **Free** or if **Paid**, how much it costs.

Selected **Unlimited** if there is no cap on how many people can apply or set to **Limited** if there is a fixed capacity.

When people join if you select **Apply** this means you will be notified and have to approve applications. If you select **RSVP** you will not need to take any further action. For both of these options the applicant will receive the welcome message.

The screenshot shows a form with three sections, each with two options:

- Costs** (Charging must be handled by the organisers):
  - Free** (checked)
  - Paid** (unchecked, with a £ input field)
- How many people can join?**:
  - Unlimited** (unchecked)
  - Limited** (checked, with a Max capacity input field set to 50)
- How can people join**:
  - Apply** (checked, with a description 'Approve applicants before they can join' and an 'Auto close' dropdown menu)
  - RSVP** (unchecked, with a description 'Applicants join directly')

If there is specific information you wish to collect about applicants you can **Create a form for new applicants**. Clicking this link will open a new page where you can create a bespoke form to use. This is particularly useful if your training is delivered on an as and when basis to organisations so you can find out how many people the training will be delivered to, location of the organisation wanting the training etc.

Once you have created your form, add it to the training using the dropdown **Custom application form**.

#### Custom application form

A dropdown menu with a hyphen '-' and a downward arrow.

[Create a form for new applicants](#)

Click + **Add a standard welcome message for new applicants** to customise the automatic message that applicants will receive.

+ Add a standard welcome message for new applicants

Within this message you can include:

- Links to your training on external websites (eg. Your organisation site, Eventbrite etc.)
- A link to an E-learning course
- Requests for the applicant to provide further information
- Links to external booking forms

Note that when you include a link it will appear as plain text, but once the training is live the link will become active.

#### Welcome message for new applicants

Customize the message we send to volunteers after they apply for this Training. E.g.: Hello :name:! Thanks for your application.

Thank you for your interest in Safeguarding Young Volunteers. Please follow this link to complete your booking;

**Remove**

To make sure your training appears in the relevant sections on the site and can be easily filtered select the appropriate tags:

 **Tag your Training to help people find it**

#### Topic\*

- Working with vulnerable populations
- Leadership and management
- Volunteering basics
- IT & Digital
- Health, safety and social
- Trustee and board training
- Other

#### How is this training delivered:\*

- Online
- In person
- E - learning

**Save as draft** to view your training and make sure you have included everything you need.

When you are happy click **Publish** to make your training live on the site.