

Welcome Coordinator,

To the upgraded Volunteering Hawkes Bay website and your Coordinator Dashboard – the one-stop screen where you can see your volunteer applications, add or update your Openings, and add another Coordinator to your Organisation.

When you've logged in, you'll see the NEW Coordinator's Dashboard.

Volunteering Hawkes Bay VALUED. SUPPORTED. CONNECTED. Welcome, Coordinator! Thanks for logging in today.

FOCUS

Your Recent Applications
There are No new Applications.
2

Your Organisation's Opening(s)
There are None Published (ie on the website).
There are No Unpublished Openings.
1

Today is Friday, 3 November 2023
NEWSLETTERS WEBSITE
5
Your ACCOUNT LOG OUT

CURRENT OPENINGS WITH APPLICATIONS

There are No Openings with Applications. 2

There are No Openings with Applications. 2

There are No Openings with Applications. 2

ACTIONS

See All APPLICATIONS 2

Add an OPENING 1

Add a COORDINATOR 4

Manage Your Organisation
You haven't been connected to an Organisation yet. Please contact us.
3

Support
We are introducing new features on this website in stages. If you need any support using it or in your volunteering journey please send us an email, or give us a call on 06 391 5476.
6

Manual
Read the MANUAL 6

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The information below refers to the numbered boxes above.

You can:

1. Create or update an OPENING.
2. See who has applied for your roles in the APPLICATIONS box (we've given you 5 ways to do this - they say all roads lead to Rome!); and update their status. It is important for you to note each applicant's status to CONTACTED, PLACED or even DECLINED. These are all in a drop-down menu.
3. Update your ORGANISATION details in the Manage Your Organisation box. If you don't see your Organisation here, please give us a call as we will need to set it for you.
4. Add another COORDINATOR for each person who you want to be able to create Openings for your Organisation and help you keep on top of Applications too.
5. Keep your own details up to date in Your ACCOUNT.
6. Get help with a step-by-step MANUAL; or via [email info@volunteeringhb.org.nz](mailto:info@volunteeringhb.org.nz) or [phone 06 391 5476](tel:063915476).