NHS Volunteering

How to view and manage your organisation's details

This guide explains how to view and manage your organisation's details in the NHS Volunteering service.

Sign in to the NHS Volunteering service to access your account and follow the instructions in this guide.

You can change the following details:

- The website URL of your organisation.
- The 'About' details of your organisation.

You can view the following details:

- The name of your organisation.
- The address of your organisation.
- The privacy policy of your organisation.
- The organisation logo.
- The details of users with access to your organisation account.
- Any sites associated with your organisation's account.

Contact the NHS Volunteering team to request changes you are unable to make.

Contents

How to view and manage your organisation's details 1
View your organisation's details 3
View and manage your organisation's details 4
Update your organisation website URL 5
Check your answers before submitting changes to your website URL 6
Update the 'About' details for your organisation 7
Check your answers before submitting changes to your 'About' details 8

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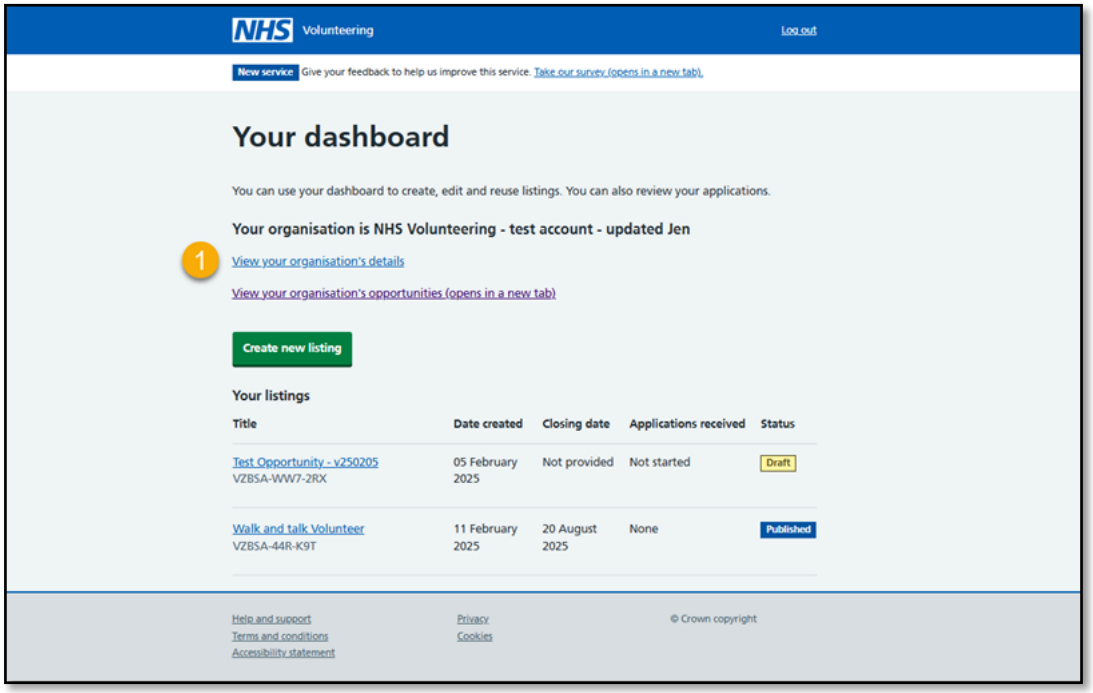
View your organisation's details

Important: You should be signed into your NHS Volunteering account and currently on 'Your Dashboard'.

To view your organisation's details, complete the following step:

1. Select the 'View your organisation's details' link.



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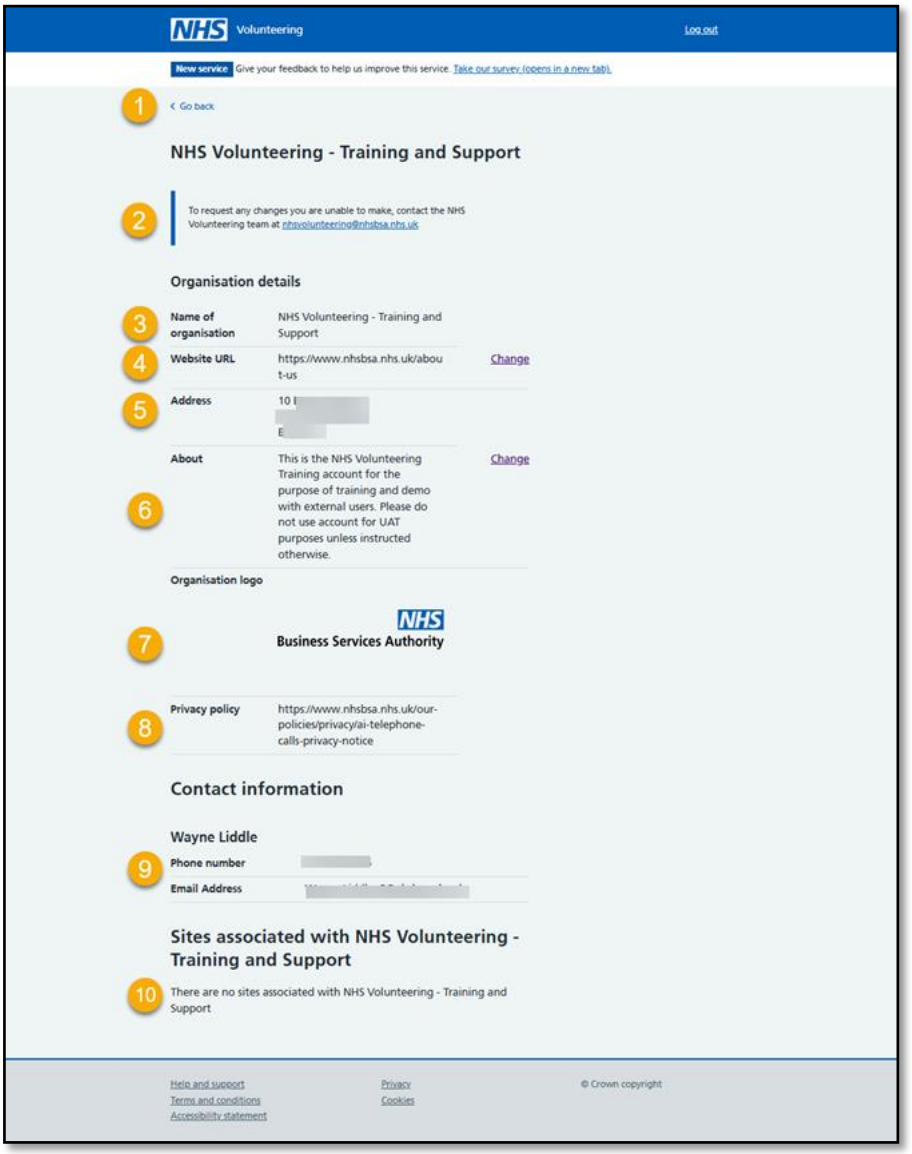
View and manage your organisation's details

Important: You can change any information that has a 'Change' link.

To view and manage your organisation's details, complete the following steps:

1. Select the 'Go back' link to return to the dashboard.
2. Contact the NHS Volunteering team to request changes you are unable to make.
3. View the name of your organisation.
4. Select the 'Change' link to update your website URL.
5. View the address of your organisation.
6. Select the 'Change' link to update the 'About' details for your organisation.
7. View the organisation logo.
8. View the privacy policy of your organisation.
9. View the contact details of your organisation.
10. View sites associated with your organisation.



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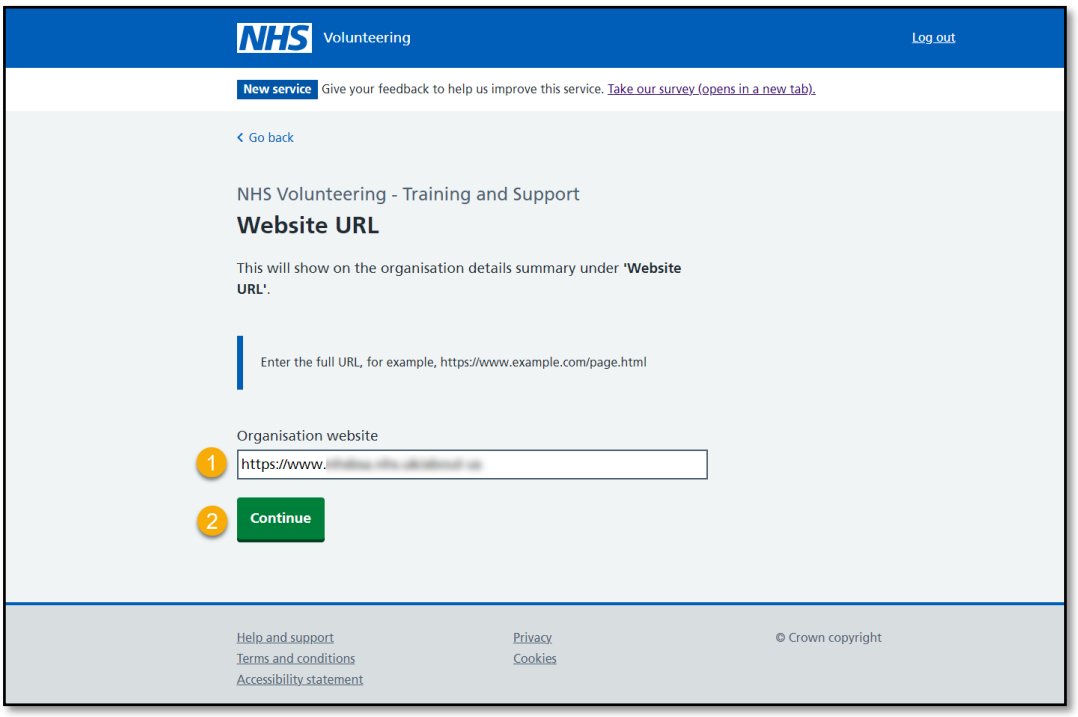
Update your organisation website URL

To update your organisation website URL:

1. Enter the URL in the ‘Organisation website’ textbox.
2. Select the ‘Continue’ button.



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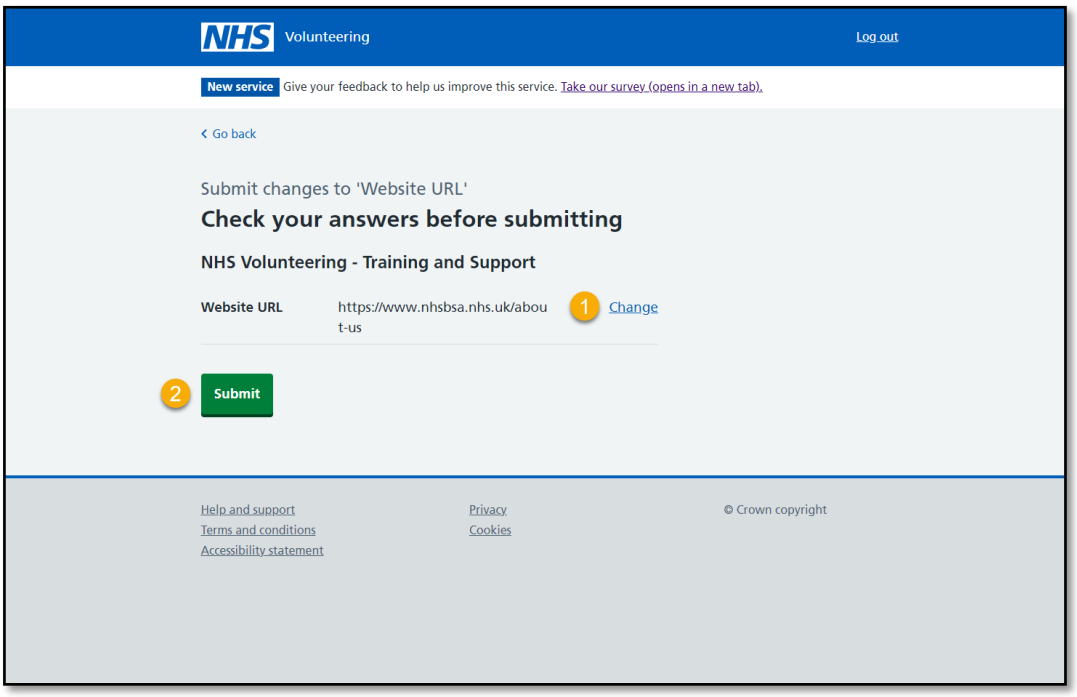
Check your answers before submitting changes to your website URL

To use the check your answers before submitting page, complete the following steps:

1. Select the 'Change' link if the URL is not correct.
2. Select the 'Submit' button if the URL is correct.



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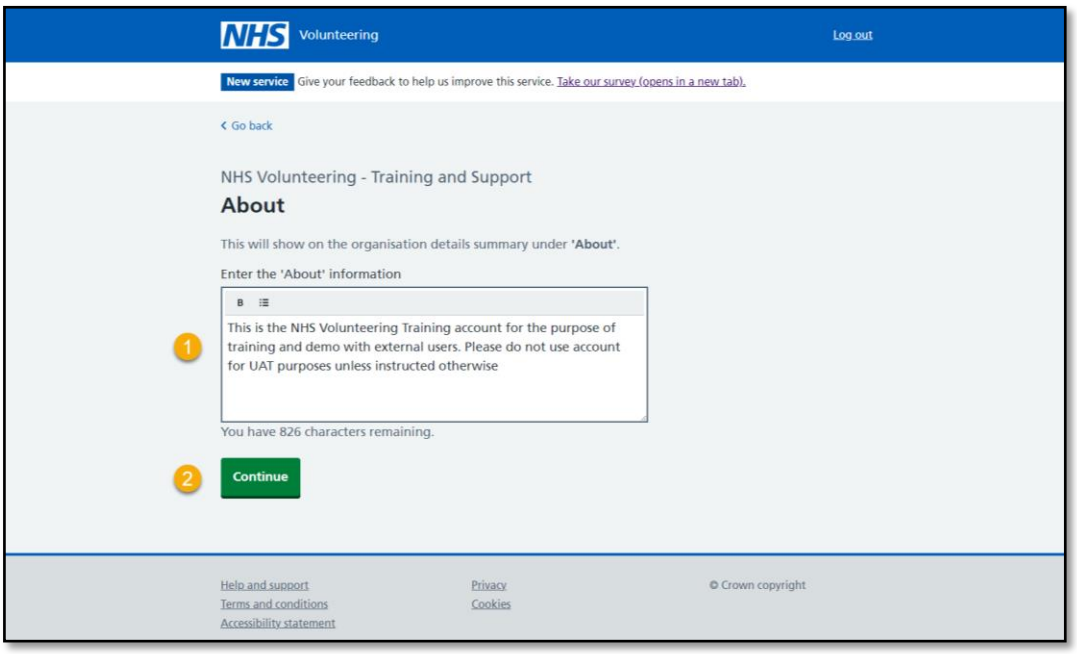
Update the ‘About’ details for your organisation

To update the ‘about’ details for your organisation:

1. Enter the ‘about’ information in the textbox.
2. Select the ‘Continue’ button.



Tip: When completing the ‘Enter the ‘About’ information’ section, you are able to use bold text or bullet points to format the information if required.

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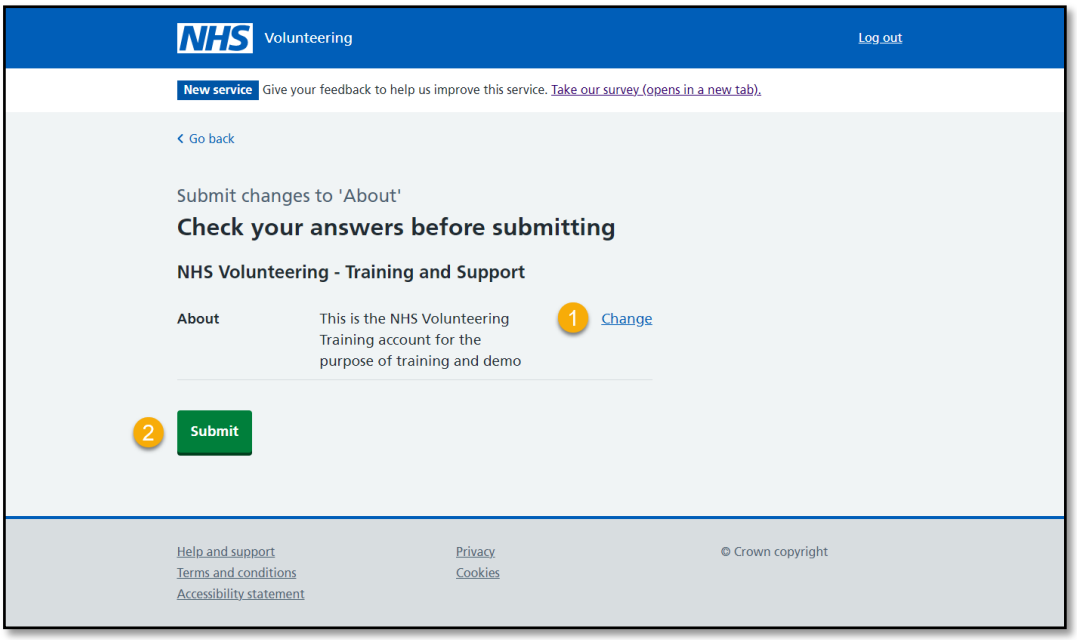
Check your answers before submitting changes to your ‘About’ details

To use the check your answers before submitting page, complete the following steps:

1. Select the ‘Change’ link if the ‘About’ details are not correct.
2. Select the ‘Submit’ button if the ‘About’ details are correct.



You’ve reached the end of this user guide.

Return to the start of guide.

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