

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.

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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.

NHS Volunteering Log out

New service! Give your feedback to help us improve this service. [Take our survey \(opens in a new tab\)](#)

Your dashboard

You can use your dashboard to create, edit and reuse listings. You can also review your applications.

Your organisation is NHS Volunteering - test account - updated Jen

1 [View your organisation's details](#)
[View your organisation's opportunities \(opens in a new tab\)](#)

[Create new listing](#)

Your listings

Title	Date created	Closing date	Applications received	Status
Test Opportunity - v250205 VZBSA-WW7-2RX	05 February 2025	Not provided	Not started	Draft
Walk and talk Volunteer VZBSA-44R-K9T	11 February 2025	20 August 2025	None	Published

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[Accessibility statement](#)

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.

NHS Volunteering Log out

New service Give your feedback to help us improve this service. [Take our survey \(opens in a new tab\)](#)

1 [Go back](#)

NHS Volunteering - Training and Support

2 To request any changes you are unable to make, contact the NHS Volunteering team at nhsvolunteering@nhs.uk

Organisation details

3 **Name of organisation** NHS Volunteering - Training and Support

4 **Website URL** <https://www.nhsbsa.nhs.uk/about-us> [Change](#)

5 **Address** 10 |
E

6 **About** This is the NHS Volunteering Training account for the purpose of training and demo with external users. Please do not use account for UAT purposes unless instructed otherwise. [Change](#)

Organisation logo

7 **Business Services Authority**

8 **Privacy policy** <https://www.nhsbsa.nhs.uk/our-policies/privacy/ai-telephone-calls-privacy-notice>

Contact information

Wayne Liddle

9 **Phone number** |
Email Address Wayne.Liddle@nhs.uk

Sites associated with NHS Volunteering - Training and Support

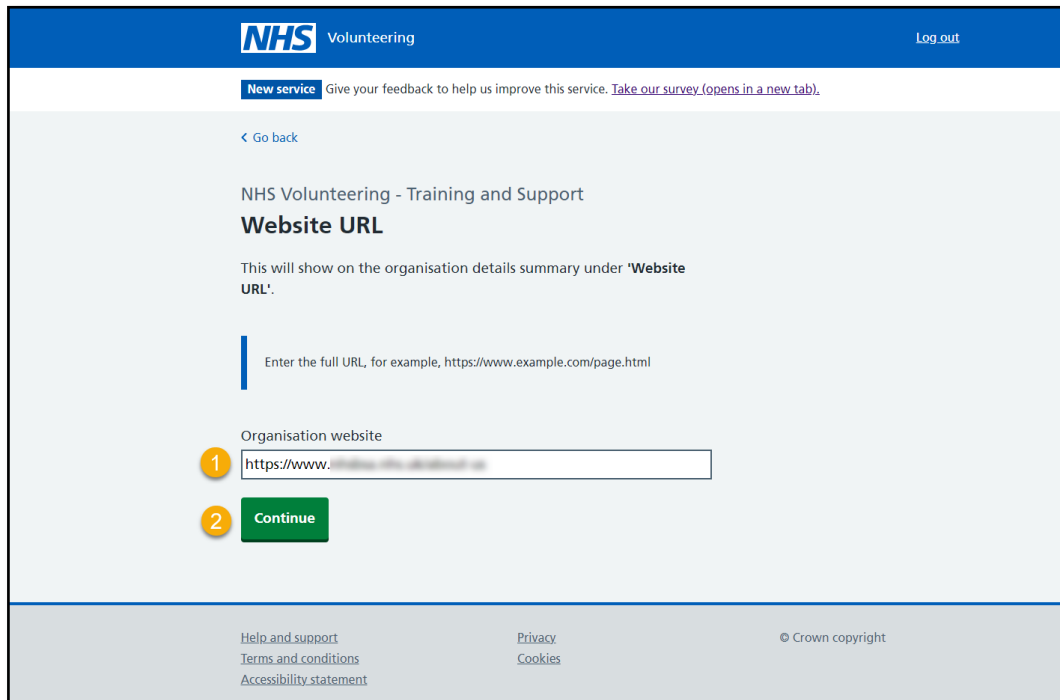
10 There are no sites associated with NHS Volunteering - Training and Support

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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.



The screenshot shows the NHS Volunteering interface for updating a website URL. At the top, there is a blue header with the NHS logo, the text 'Volunteering', and a 'Log out' link. Below the header, a 'New service' banner encourages feedback. A 'Go back' link is visible. The main heading is 'NHS Volunteering - Training and Support' followed by 'Website URL'. A sub-heading explains that the entered URL will be used in the organisation details summary. A text input field is labeled 'Organisation website' and contains the text 'https://www.'. A green 'Continue' button is positioned below the input field. The footer contains links for 'Help and support', 'Terms and conditions', and 'Accessibility statement', as well as 'Privacy' and 'Cookies' links, and a copyright notice '© Crown copyright'.

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.

NHS Volunteering Log out

New service Give your feedback to help us improve this service. [Take our survey \(opens in a new tab\)](#).

[Go back](#)

Submit changes to 'Website URL'

Check your answers before submitting

NHS Volunteering - Training and Support

Website URL [1 Change](#)

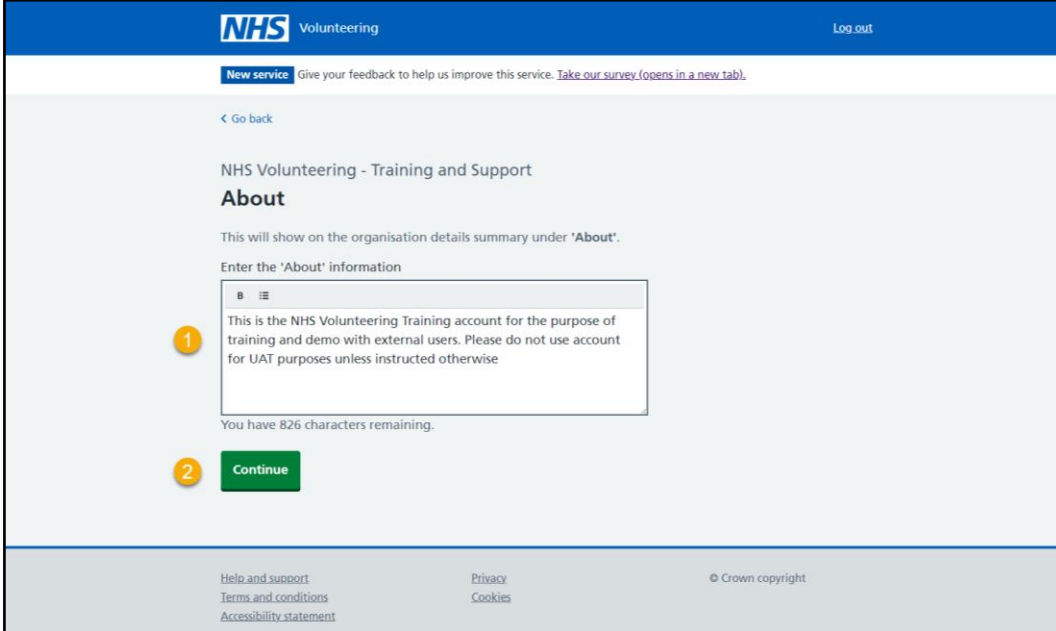
[2 Submit](#)

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[Accessibility statement](#)

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.



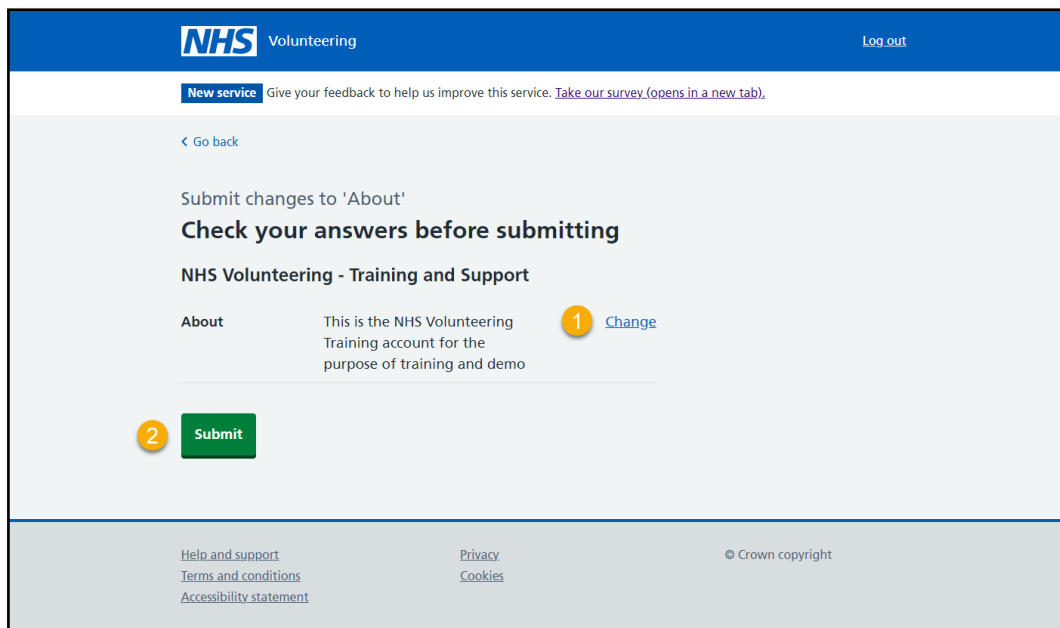
The screenshot shows the NHS Volunteering 'About' page. At the top, there is a blue header with the NHS logo and 'Volunteering' text, and a 'Log out' link. Below the header, there is a 'New service' notification bar. The main content area is titled 'NHS Volunteering - Training and Support' and 'About'. It includes a 'Go back' link, a description of the 'About' section, and a text input field. The input field contains the text: 'This is the NHS Volunteering Training account for the purpose of training and demo with external users. Please do not use account for UAT purposes unless instructed otherwise'. A green 'Continue' button is located below the input field. A footer contains links for 'Help and support', 'Terms and conditions', 'Accessibility statement', 'Privacy', 'Cookies', and '© Crown copyright'.

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.

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.](#)