

How to sign up & get involved with volunteering on Neighbourly

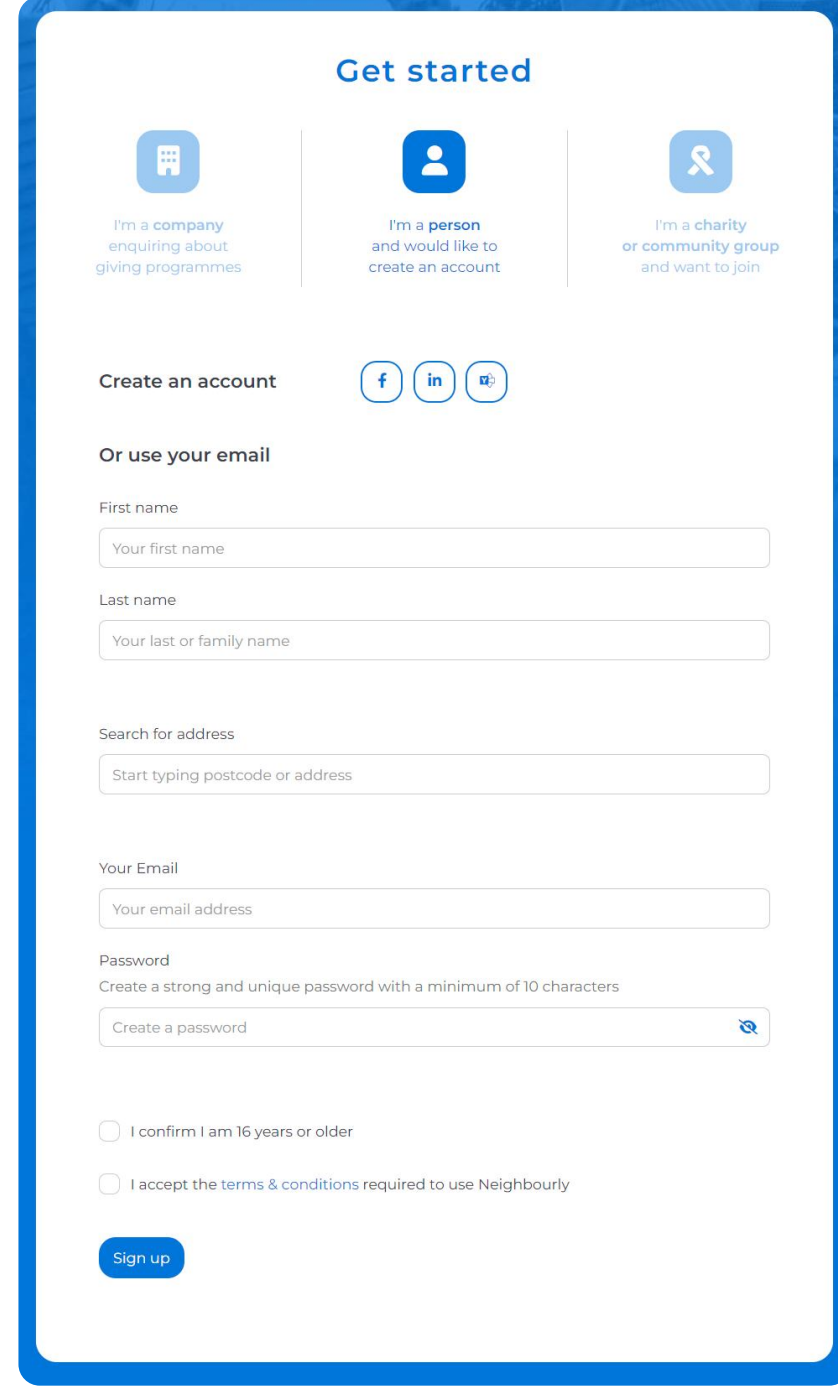
We've put together this guide to help you get started on the Neighbourly platform and discover volunteer opportunities quickly and easily.

1 Click on unique link

Your company should have sent you a **unique link** to sign up with, which connects your account to theirs on our system.

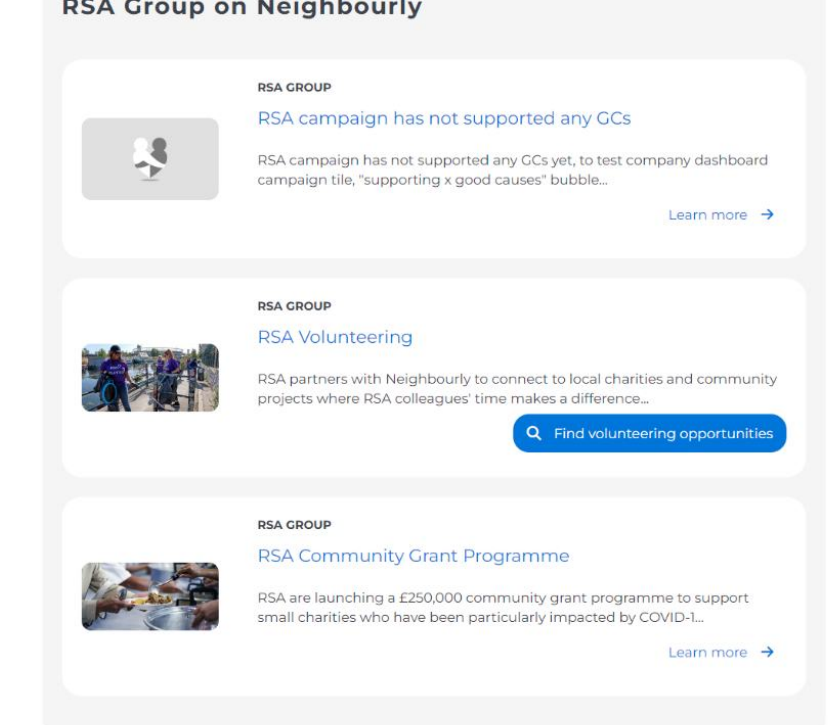
Don't sign up without a unique link

If you go directly to neighbourly.com without a unique link your account will not be automatically linked and you'll need to connect it manually.



2 Locate your company's campaign

On your **dashboard** scroll down until you see the **On Neighbourly** section which shows all of your companies active giving campaigns. Identify the correct volunteering campaign and click on the **Find volunteering opportunities** button.

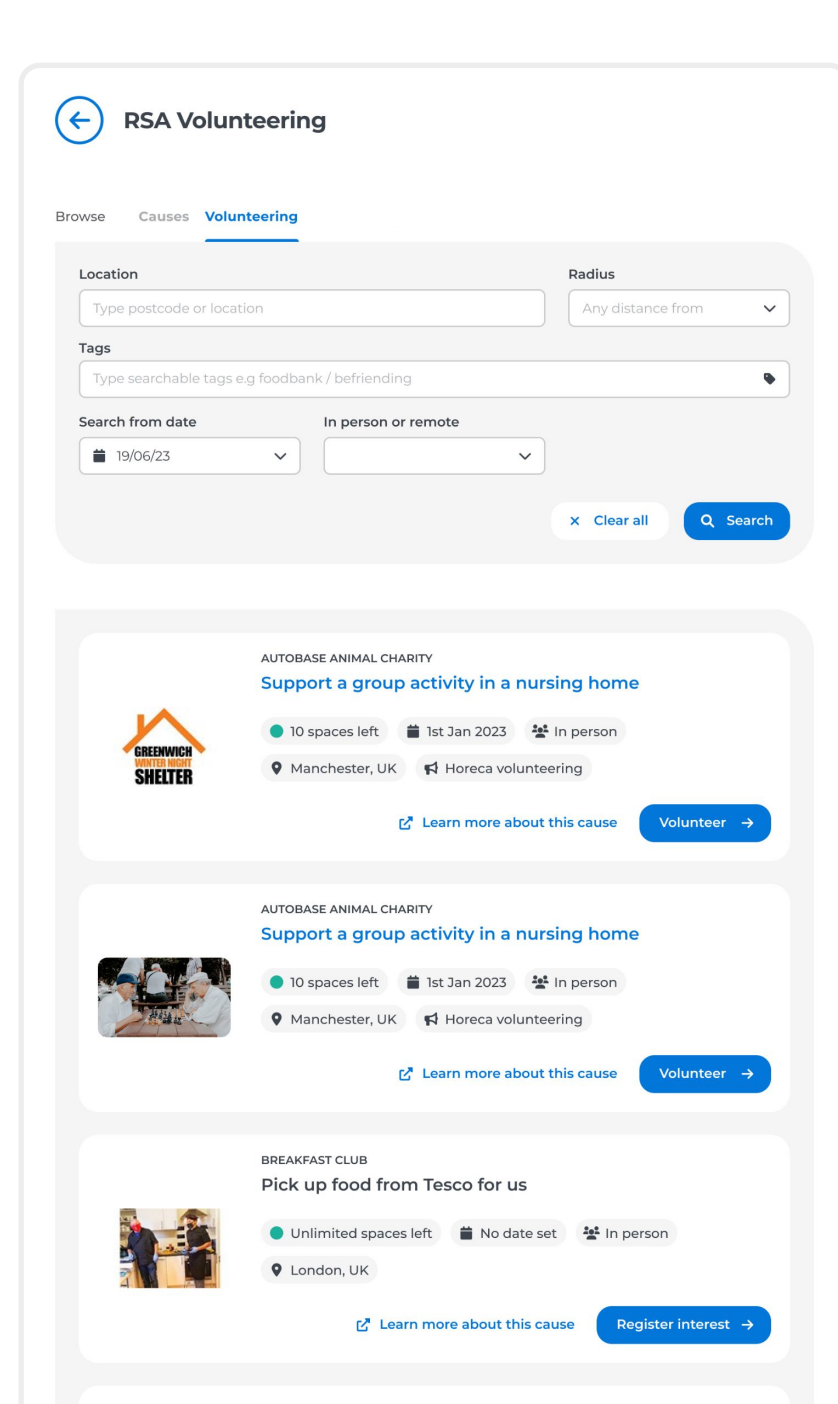


3 Find an interesting volunteering opportunity

On the **search page** you can search for opportunities by either browsing the list or using the filters at the top to refine the opportunities list.

To filter:

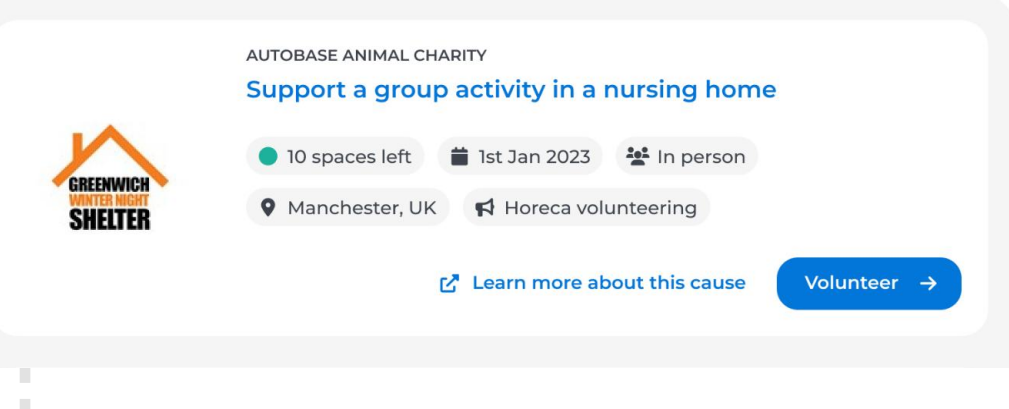
1. Enter or select your filters
2. Click the "Search" button
3. Scroll down to see your updated list with filters applied



4a

Sign up to an opportunity with date & time specified

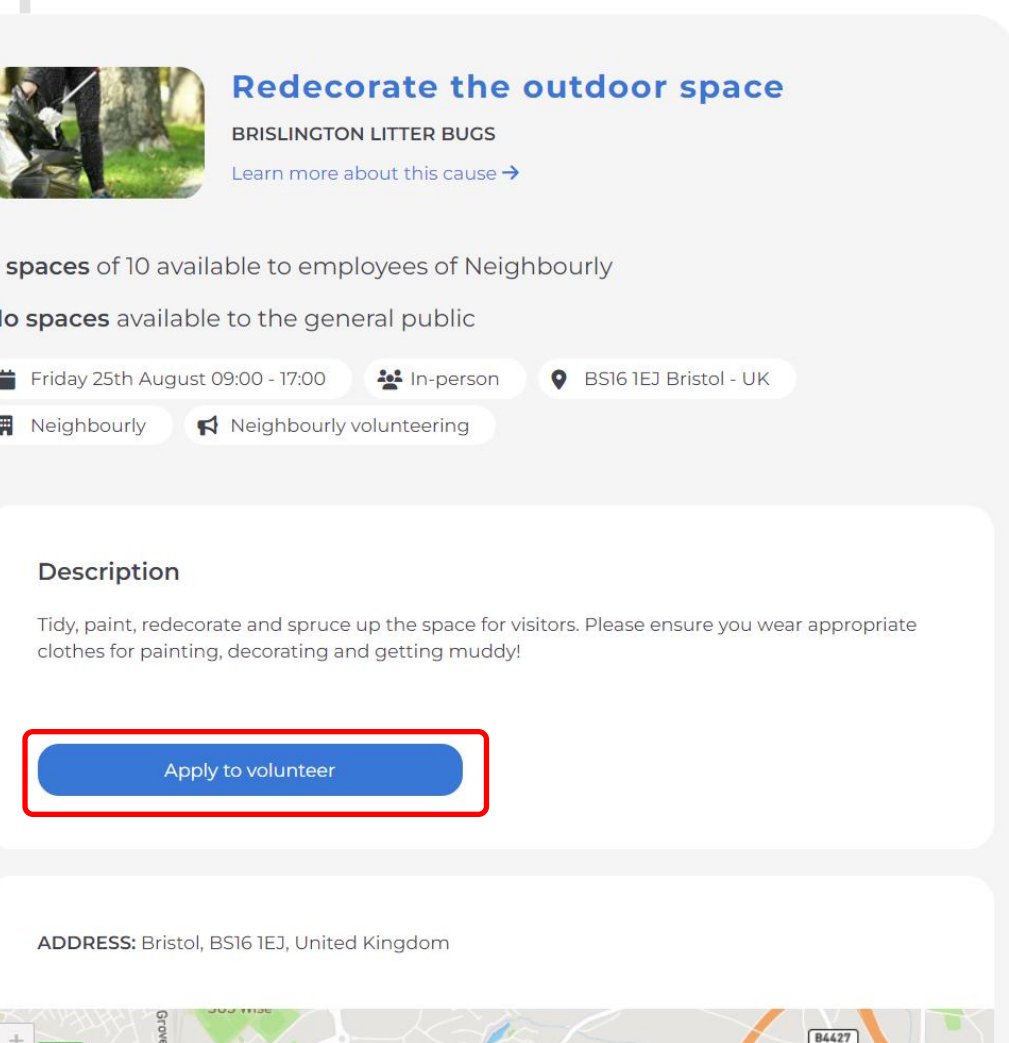
Click on the blue **Volunteer** button on the opportunity to be taken to the dedicated event page.



5a

Apply to volunteer

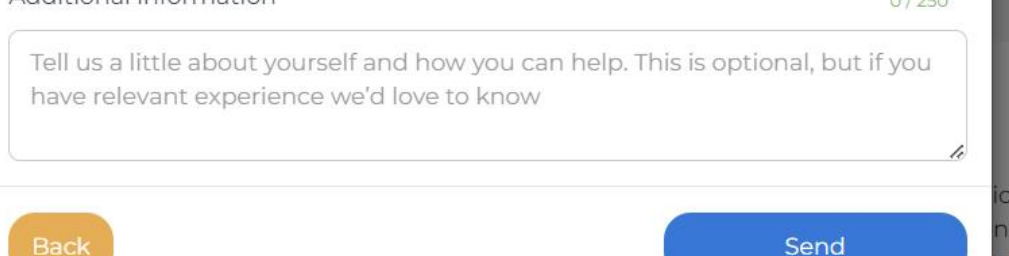
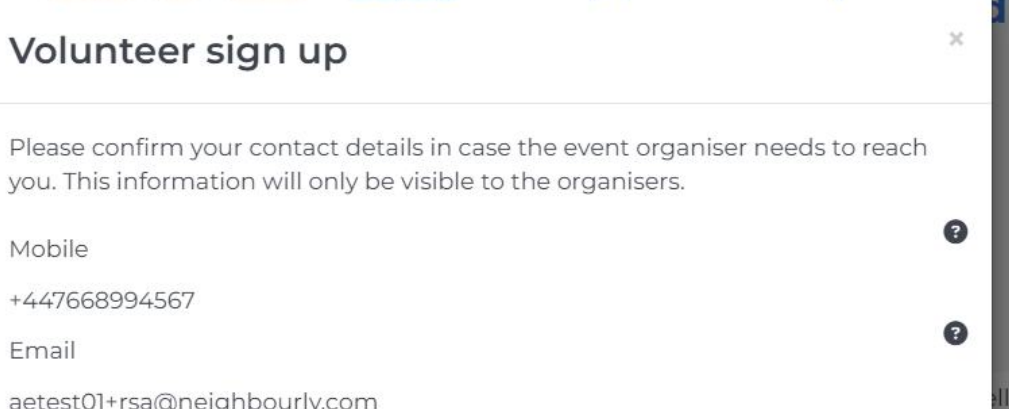
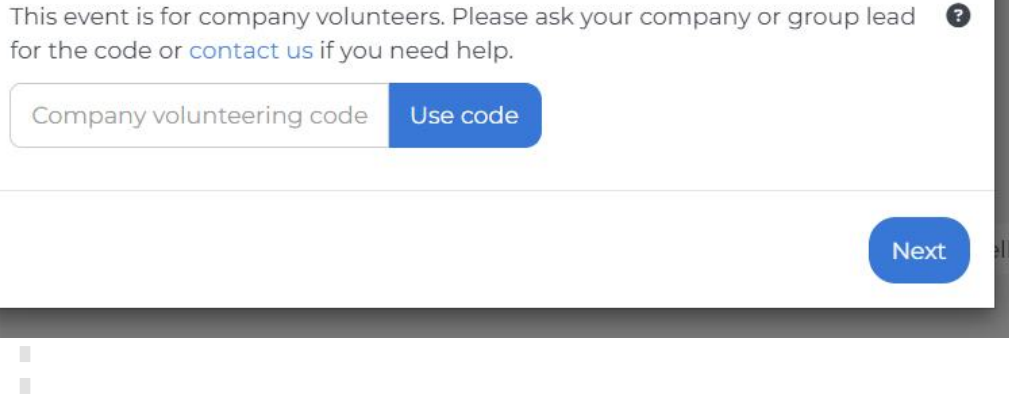
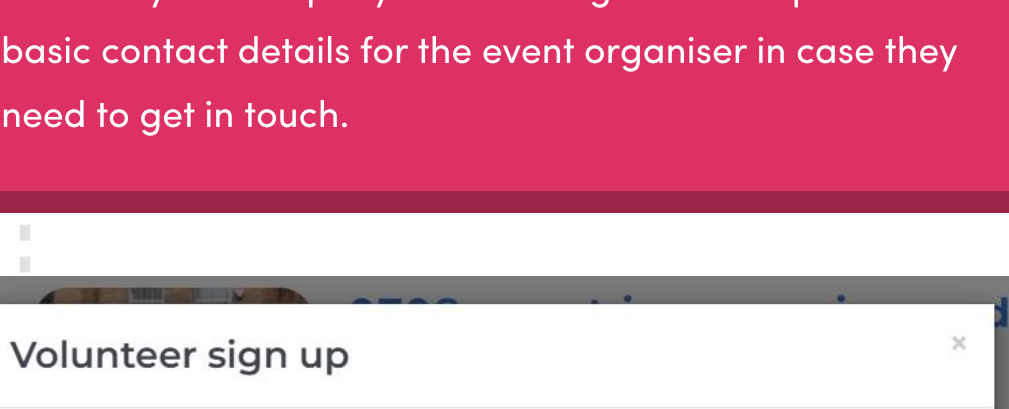
On the event page click on the **Apply to volunteer** button.



6a

Enter your details

Confirm your company volunteering code and provide basic contact details for the event organiser in case they need to get in touch.



7

Finished!

Once you've confirmed your request, the organiser will need to accept this (if they have that option turned on) otherwise you're good to go!

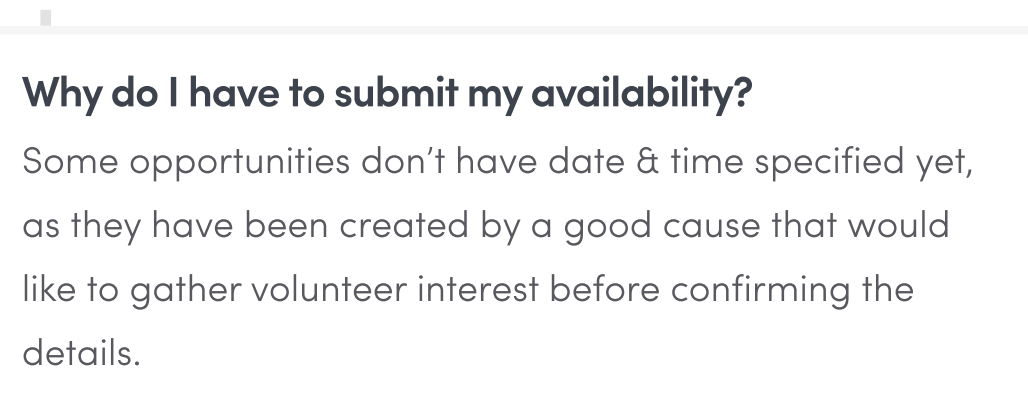
Confirmed event information

If you need to look up the event information, or need to confirm your attendance you can do so by going to the **Volunteering** section of your **dashboard**

4b

Sign up to an opportunity without date & time specified

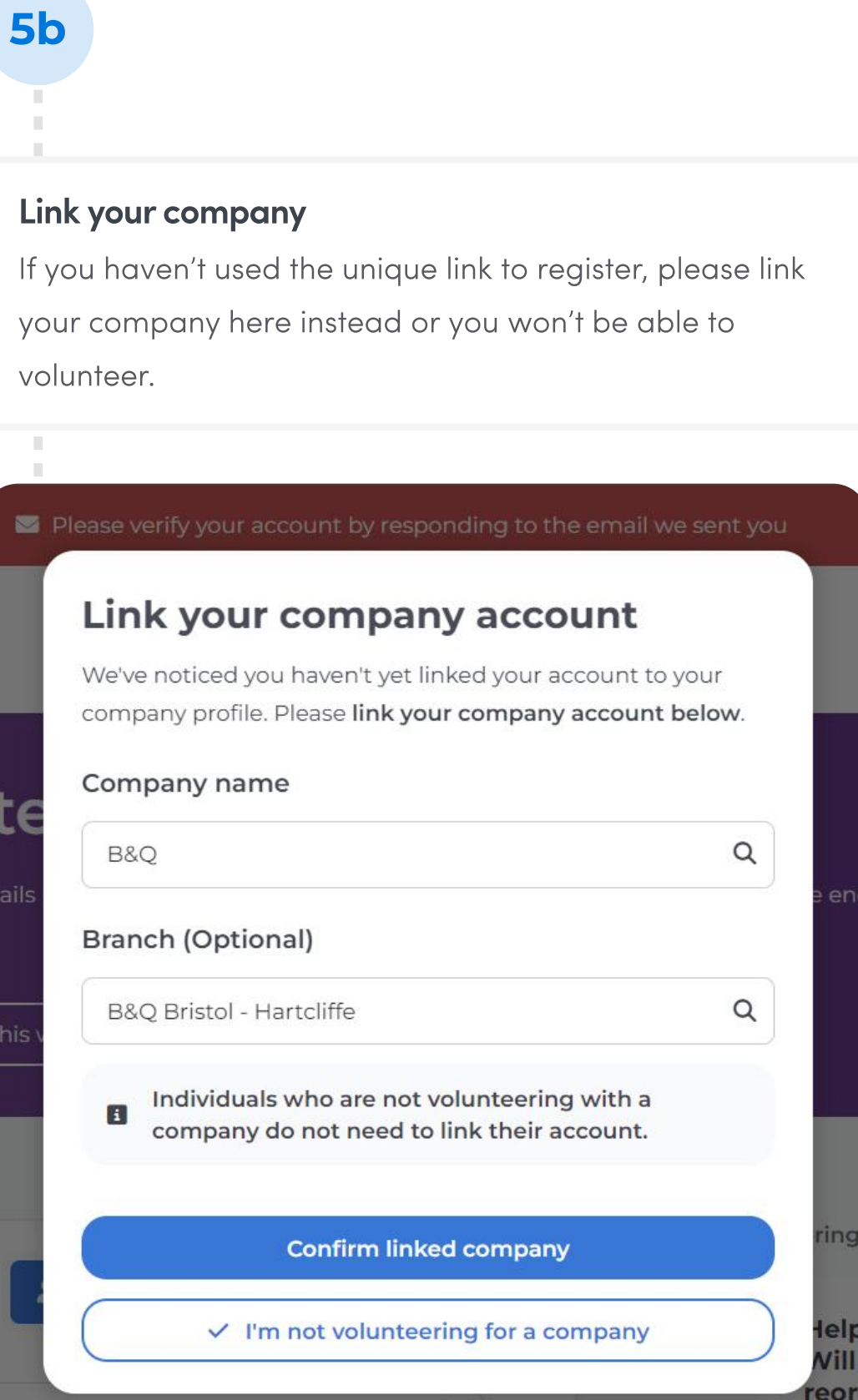
Click on the blue **Register interest** button to be taken to the dedicated event page to submit your availability.



5b

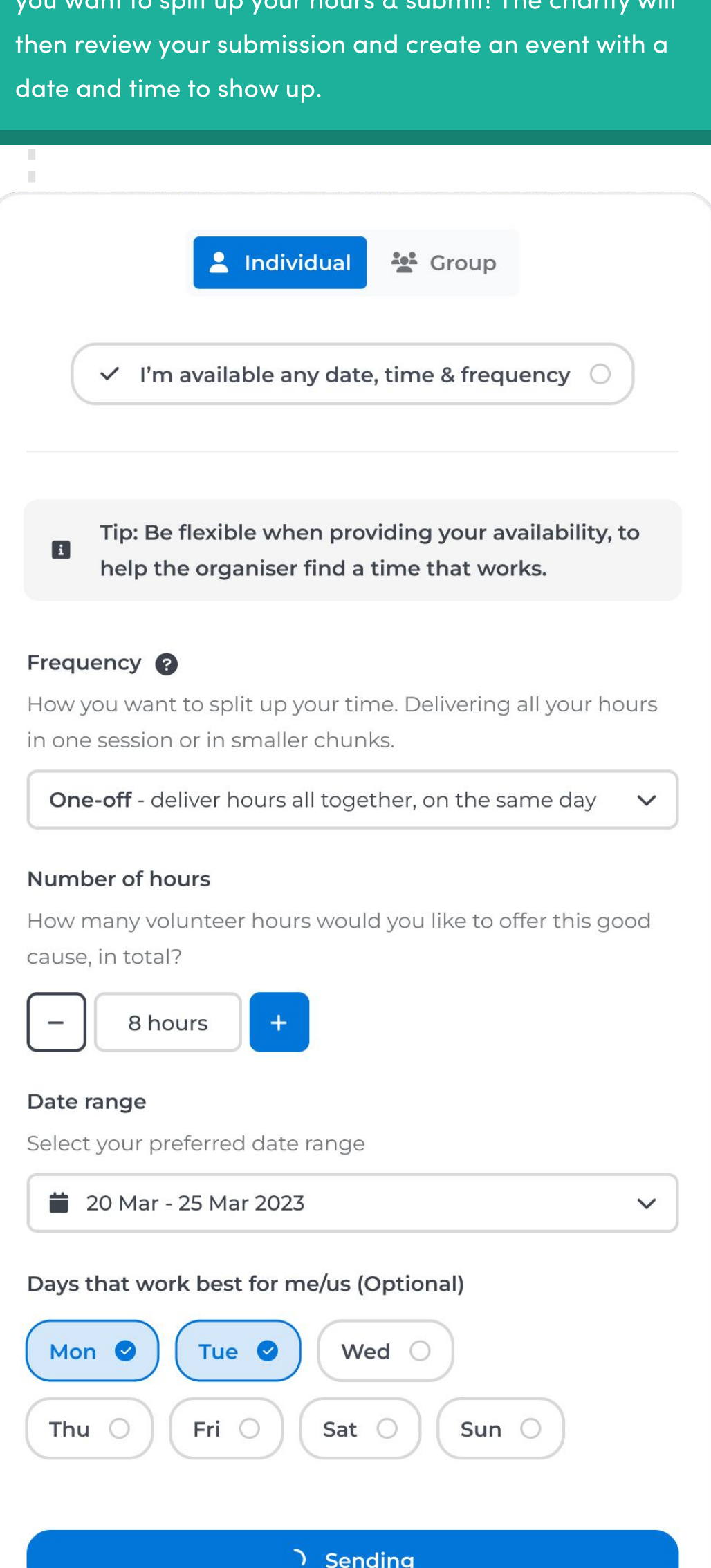
Link your company

If you haven't used the unique link to register, please link your company here instead or you won't be able to volunteer.



Register interest to volunteer

Using the form, fill out your availability details and how you want to split up your hours & submit! The charity will then review your submission and create an event with a date and time to show up.



6b

Confirm your attendance

Keep an eye on your emails for an event invitation with the date and time to attend. Confirm your company volunteering code and provide basic contact details for the event organizer in case they need to confirm your attendance.

