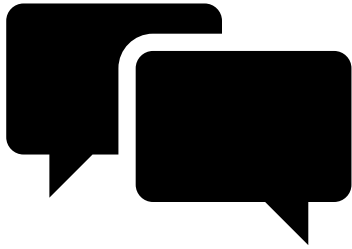


Responding to volunteers p2

Chat with volunteers p5



inspiring
governance

The school governance
recruitment and support service

Responding to volunteers.

1. When a volunteer responds to your invite, OR expresses an interest in your vacancy, you will receive an email like this:

Subject: New response regarding your Inspiring Governance opportunity



Dear [recruiter name],

[volunteer name] has indicated that they **Accepted** your invitation to **Governor recruitment**.

Response message:

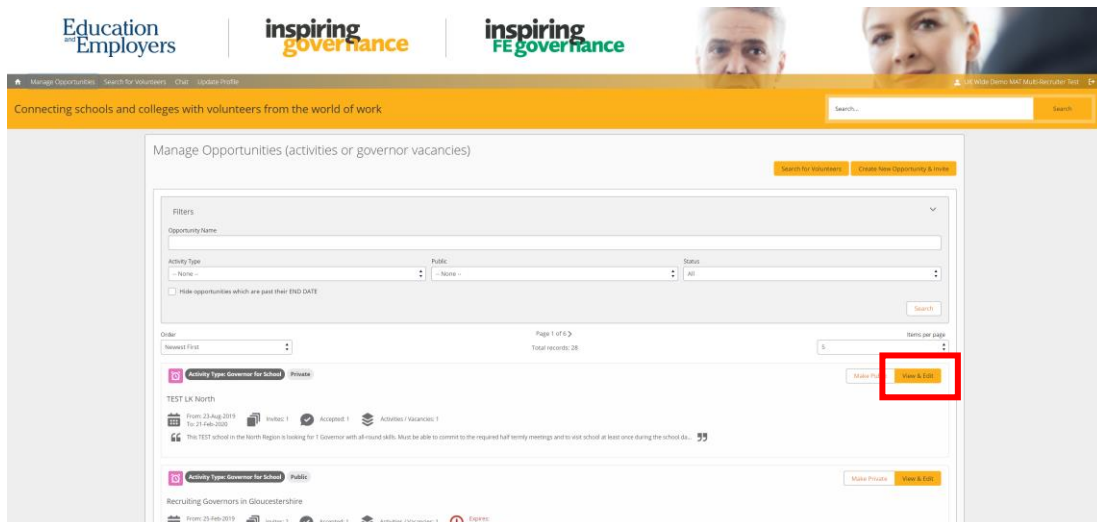
I would love to speak to you about the vacancy at your school. Let's arrange a meeting to discuss the role.

Please [log in](#) to your account to respond to the volunteer. You will find them under the opportunity you have created - so please go to 'Manage Opportunities'.

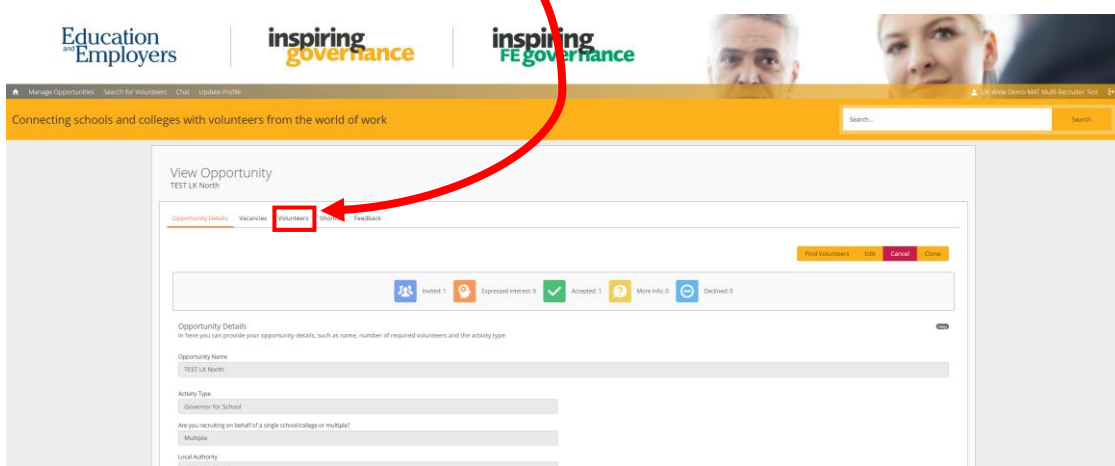
Thank you for your involvement with Inspiring the Future: Inspiring Governance

2. Log in, and go to 'Manage Opportunities' (top left on menu bar or the button below).

3. Click 'View and Edit' next to the vacancy you are working on.

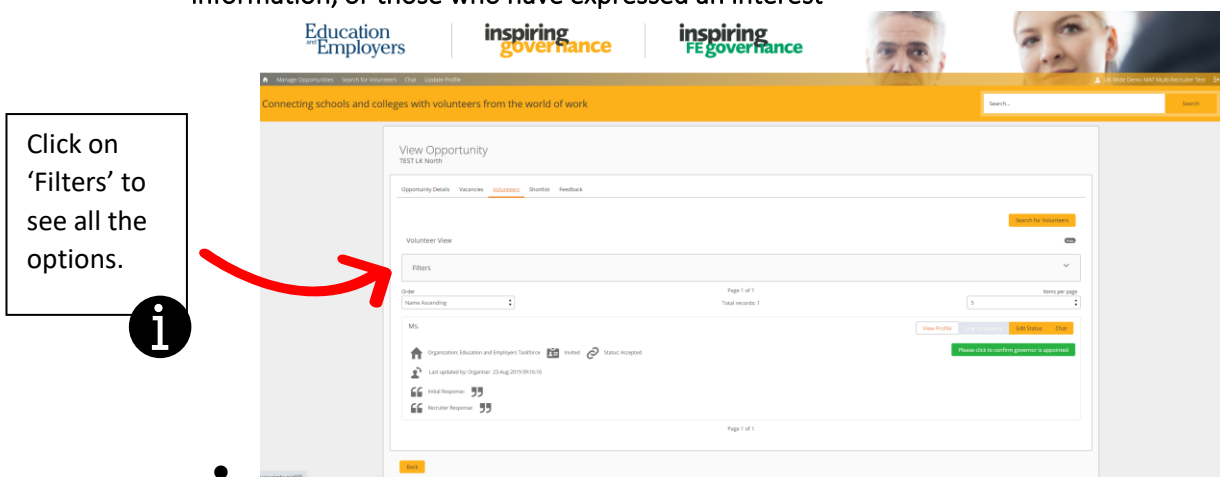


4. Click the 'Volunteers' tab

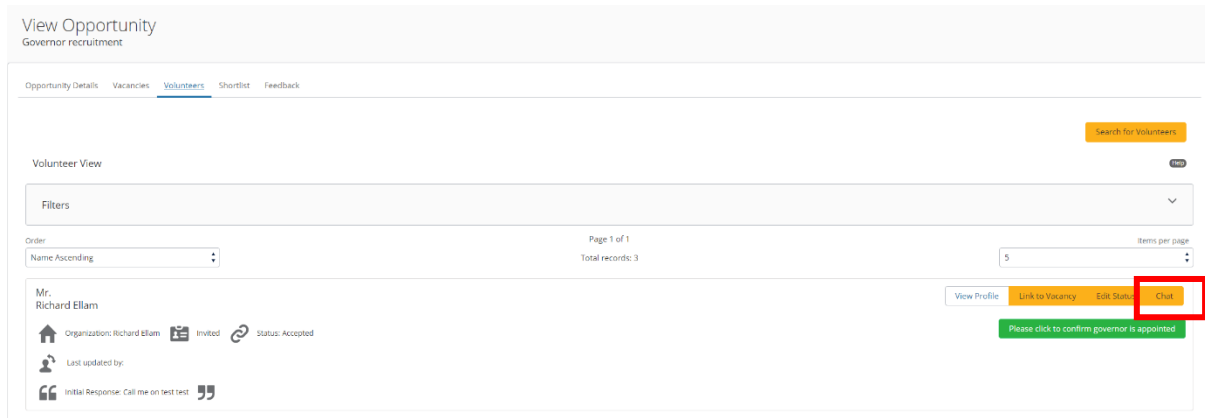


5. Find the volunteer you wish to respond to.

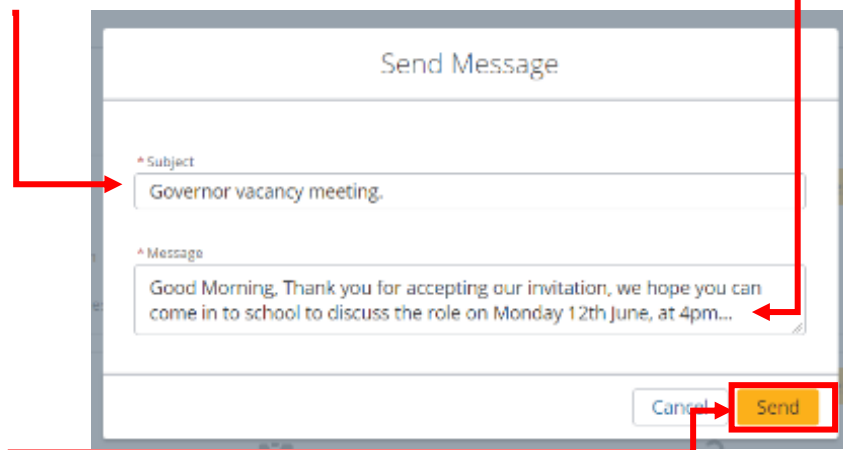
- Here you can use the 'Filter' function to find volunteers who have accepted, asked for more information, or those who have expressed an interest



6. Click 'Chat' next to the volunteer's name.



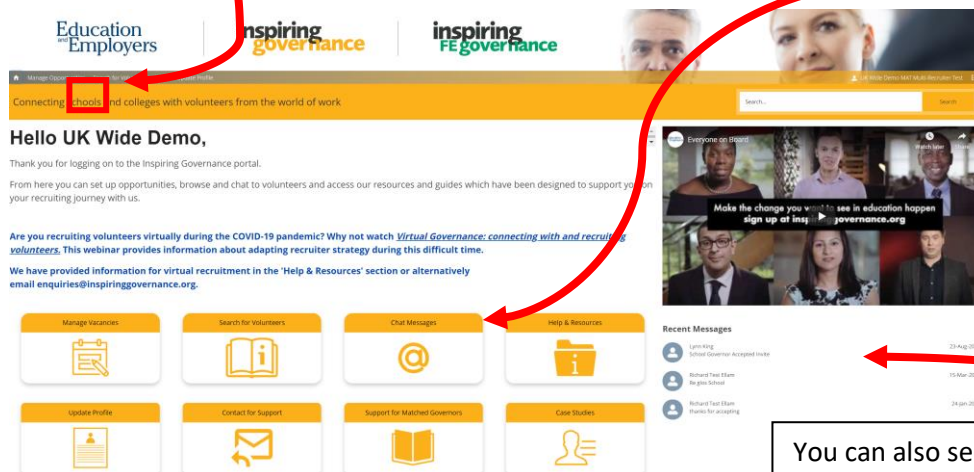
7. Create a subject line and type your message in the text box.



8. Click 'Send'.

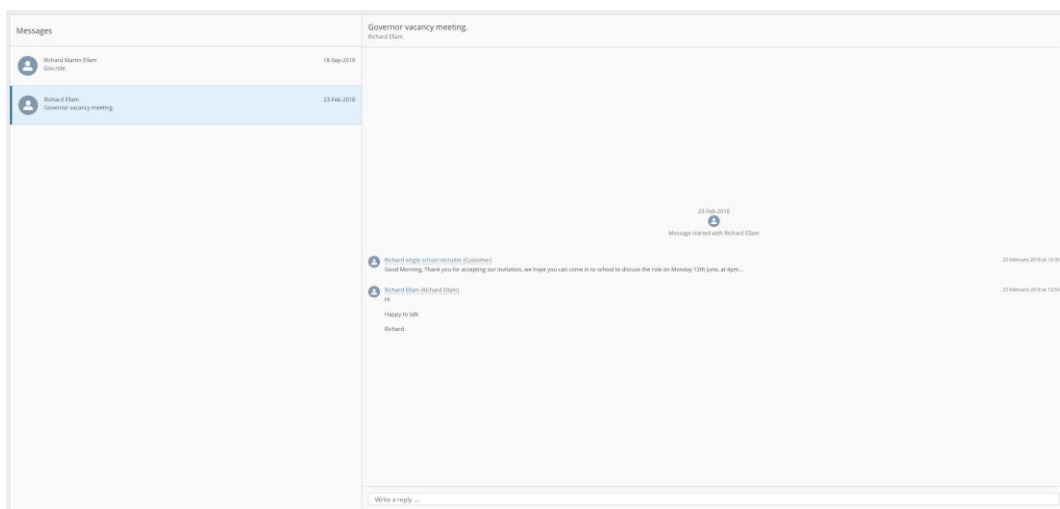
Chat with volunteers.

9. Once you have connected with volunteers, you can chat at any time by going to 'Chat' on the top menu bar or the button.



i You can also see your most recent messages on the right of the screen and clicking here will also take you to your messages


10. Here you can send instant messages to volunteers you have connected with. Attachments and links can also be sent here.

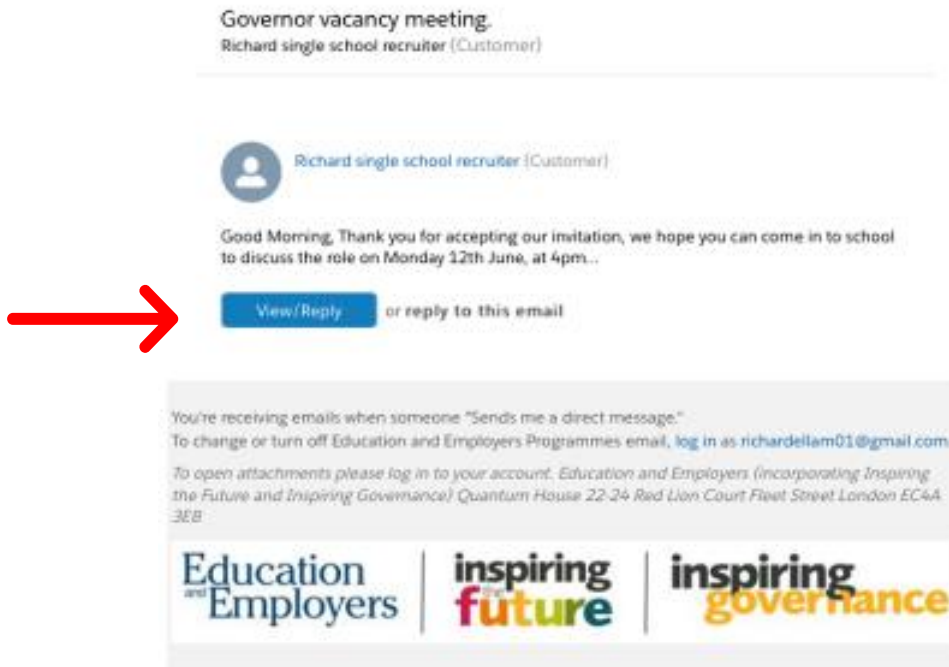


Attach files here. **i**

Click in the 'Write a reply...' box to see all of the functions available. **i**

11. You can also respond to 'Chat' messages directly from your email inbox:

- By clicking the 'View/Reply' button
- By replying directly to the email. 



Remember you can always contact us for help:

enquiries@inspiringgovernance.org

0207 566 4880