Create Your Vacancy p2

Choose Volunteers p4

Send Invitations p6
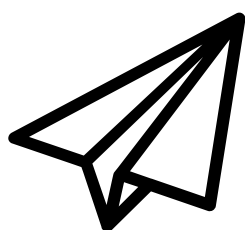
Create Your Vacancy

1. **Click 'Manage Opportunities' to get started.**
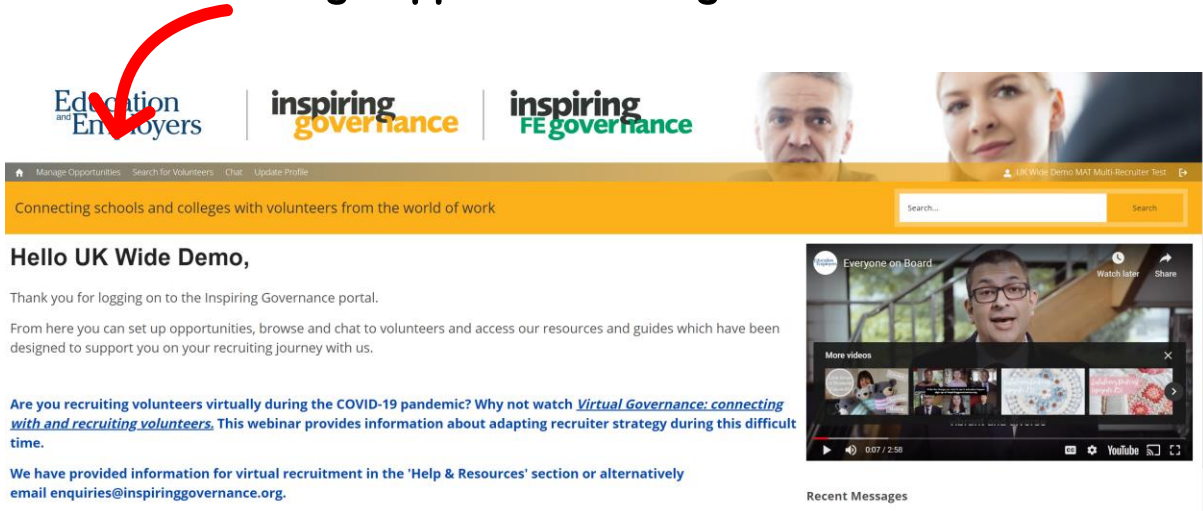
2. **Click 'Create New Opportunity and Invite' to create your vacancy.**
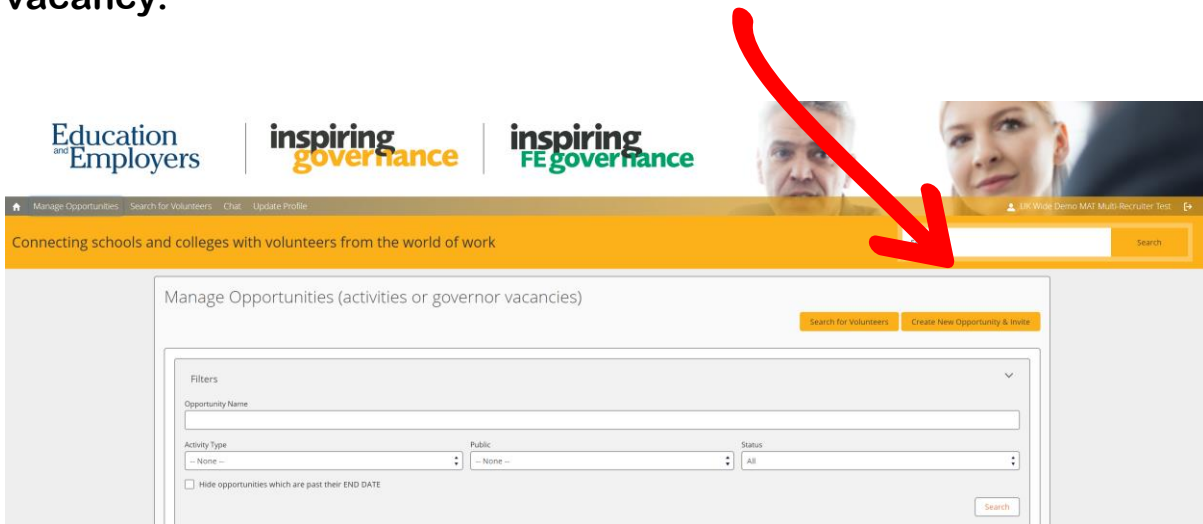
3. Fill out the details of your vacancy.

4. At the end, click 'Save and Find Volunteers' to go to the map.

- In the start and end dates, remember to use the format YYY-MM-DD if you are using Internet Explorer

- You don't need to specify a skill on this form, this will reduce the number of volunteers available to you.

- In the role description, describe the school setting, the type of role and any skills you are looking for. You could also include the times and frequency of your meetings, and any other commitments.

Choose Volunteers

1. **Click any coloured circles or pinpoints to zoom in and see individual volunteers**
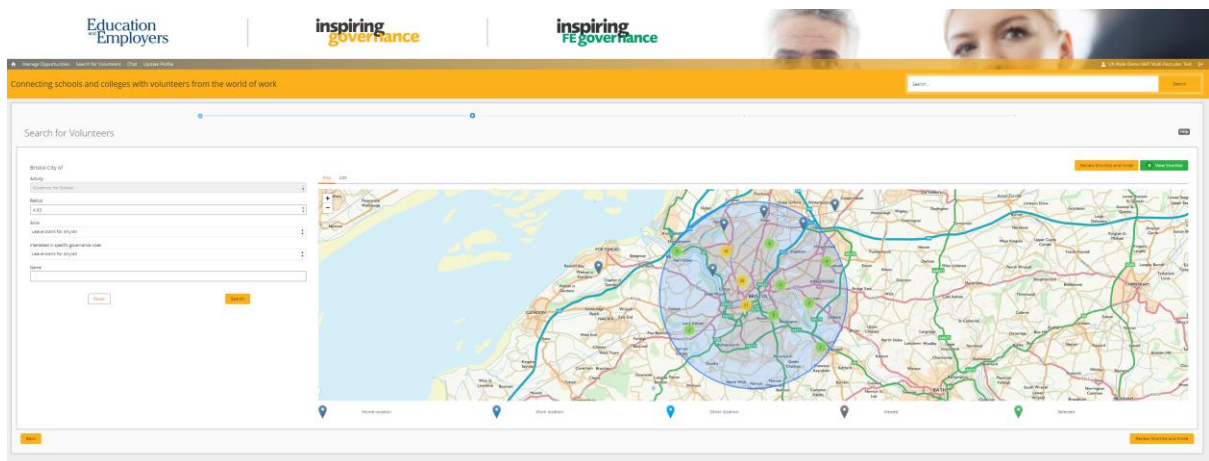
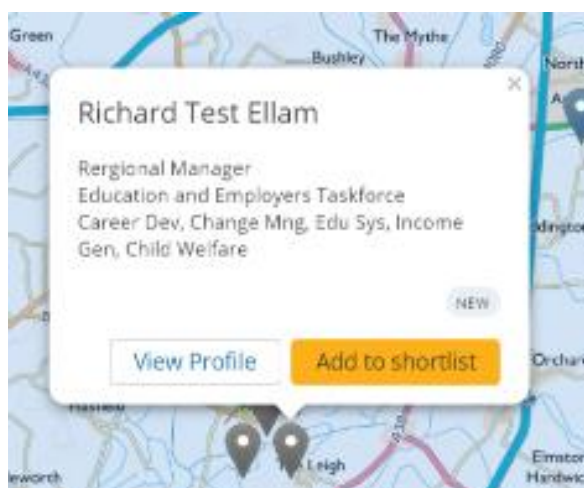**Each volunteer is indicated by a pinpoint:**

12 **4**

Where there are a number of volunteers close together you will see circles with the number representing the number of volunteers. Click on the number to expand the point to individual volunteers:
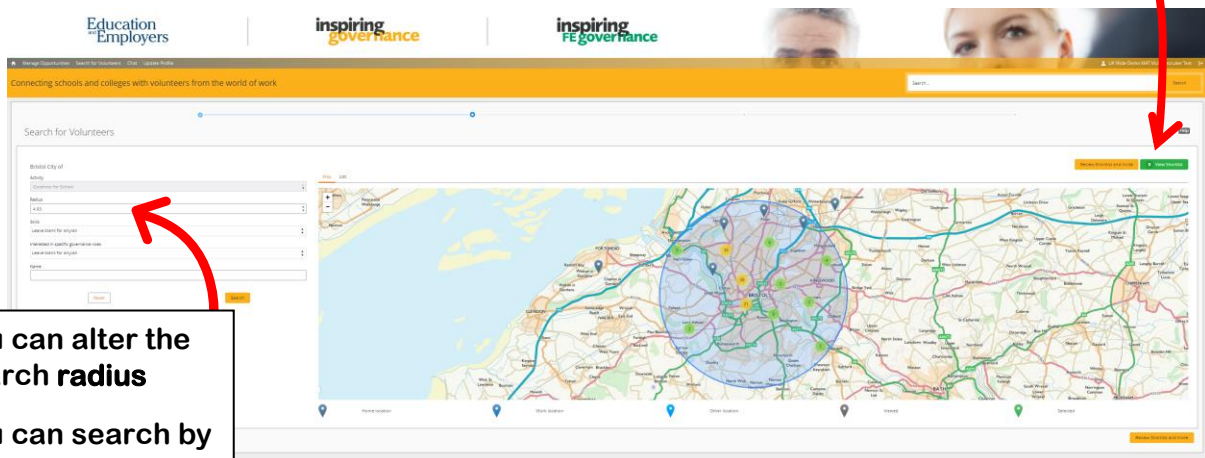
2. **Click on the pin** to see their profile in brief.

3. Click **'View Profile'** to read more about the volunteer.

4. Click **'Add to Shortlist'** to put them in your shortlist of potential volunteers.
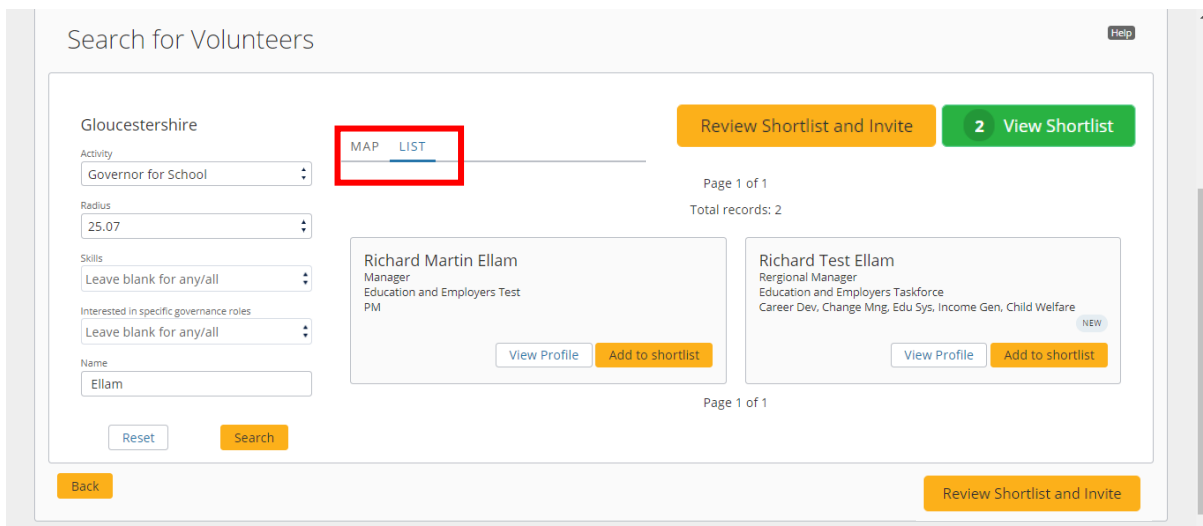
5. Click **'View Shortlist'** above the map to review who you have selected.

You can alter the search **radius**
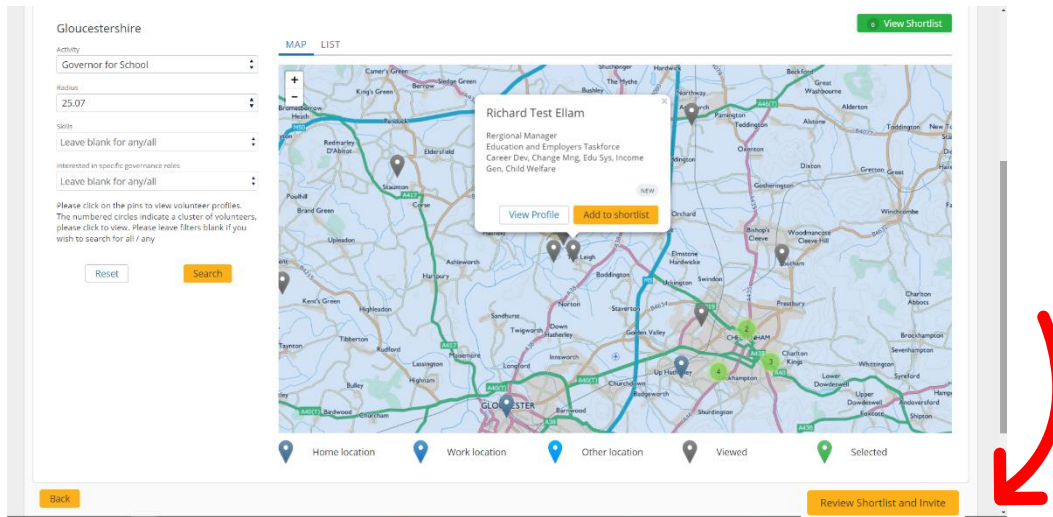
You can search by governor **skills**.

You can also view volunteers in a list view by clicking on **List** underlined in blue.
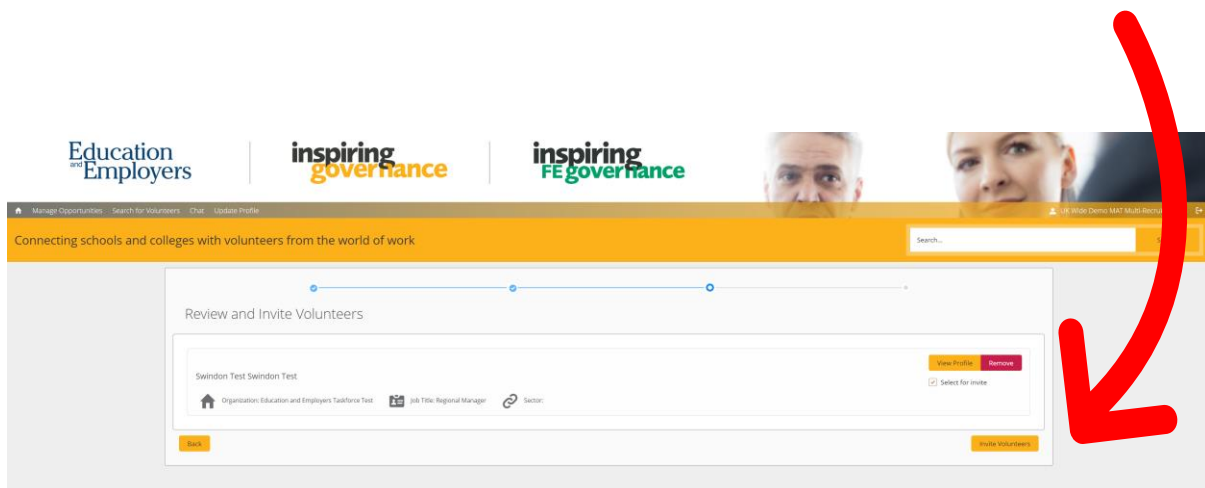
Send Invitations

1. To invite the volunteers in your shortlist, click '**Review Shortlist and Invite**' below the map.

2. Click '**Invite Volunteers**' at the bottom of the volunteer list.

You can '**View Profile**' to read about the volunteer

You can '**Remove**', if you have decided against inviting them

3. Fill out the **Invite Message Body**

For example: "Your skills are exactly what we need for our governing board, we would love to speak with you about our vacancy"

4. Click the **Send** button.

You should see a green 'SUCCESS' box.

Please note, if you would like to change other details on the screen, you will need to **View and Edit** your vacancy.

Remember you can always contact us for help: **enquiries@inspiringgovernance.org**

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