

Governor Recruitment User Guide

How to use the homepage and how to access support

Contents:

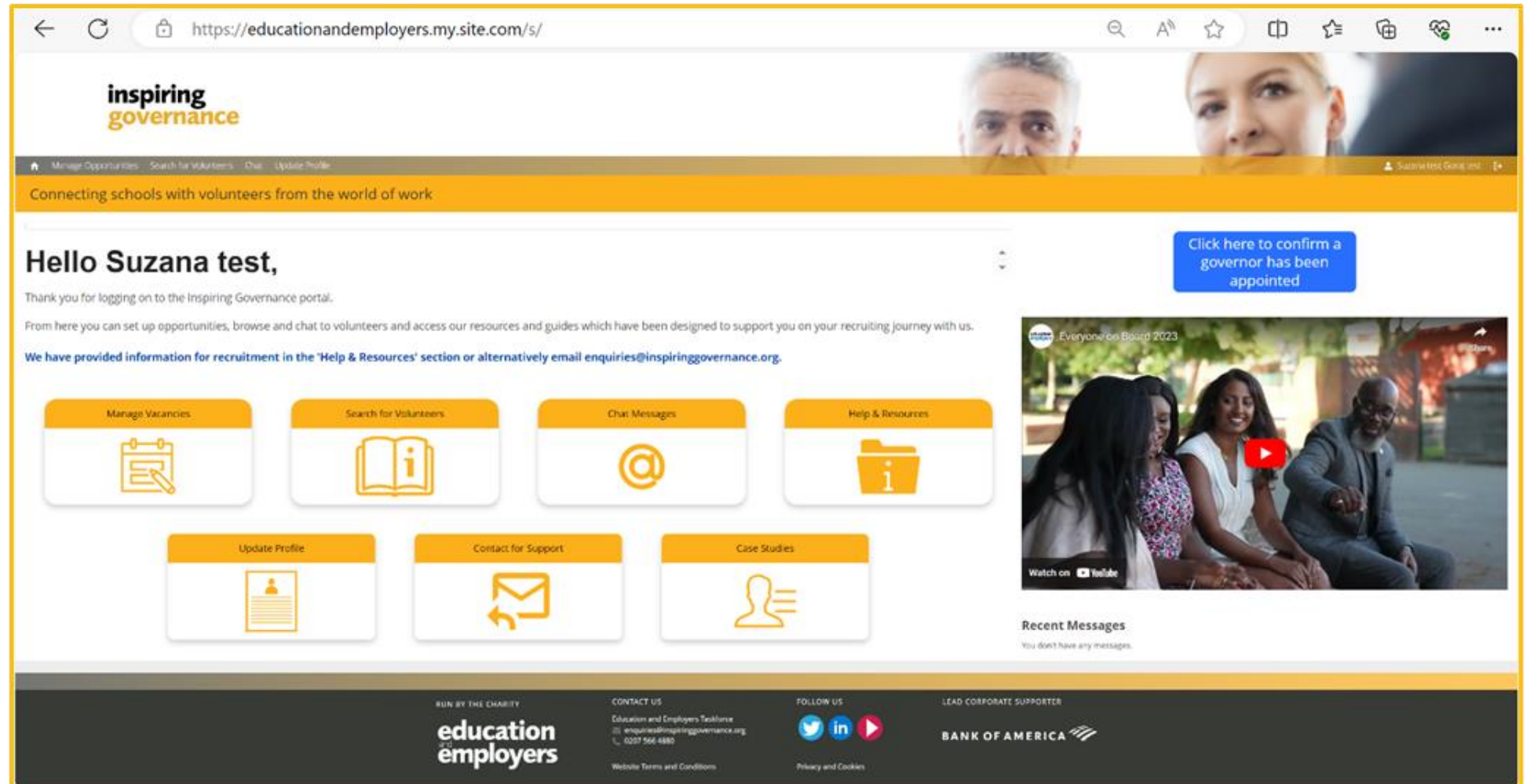
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governance

HOMEPAGE

When you log on, the first thing you come to is your home page.

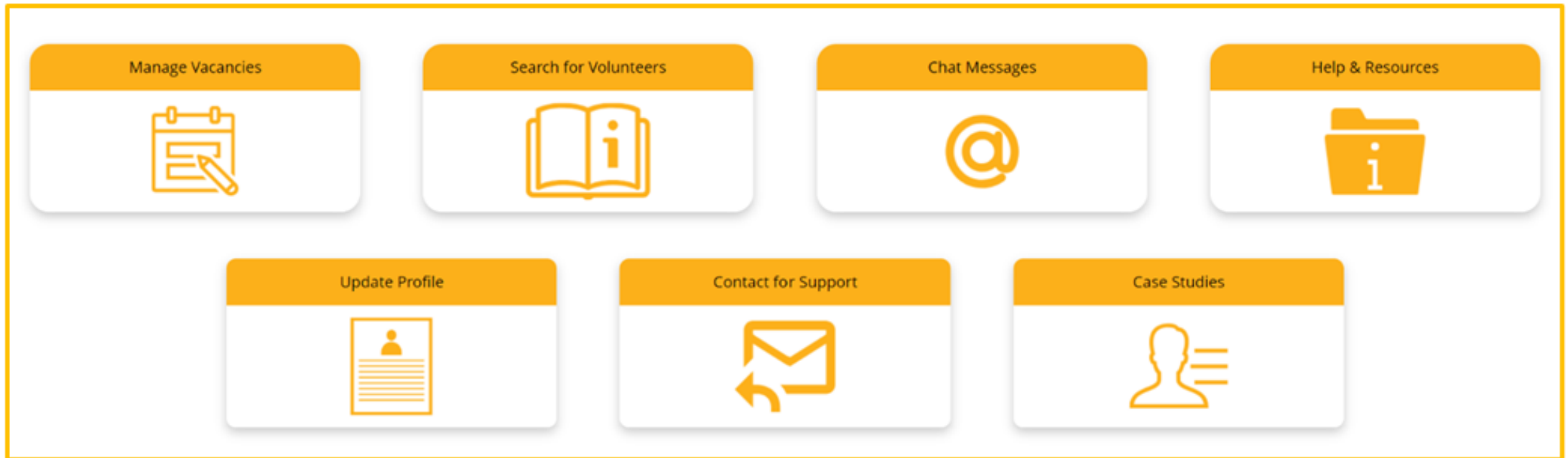
Which looks like this:



From this page by using the buttons across the top..



Or the icons further down..

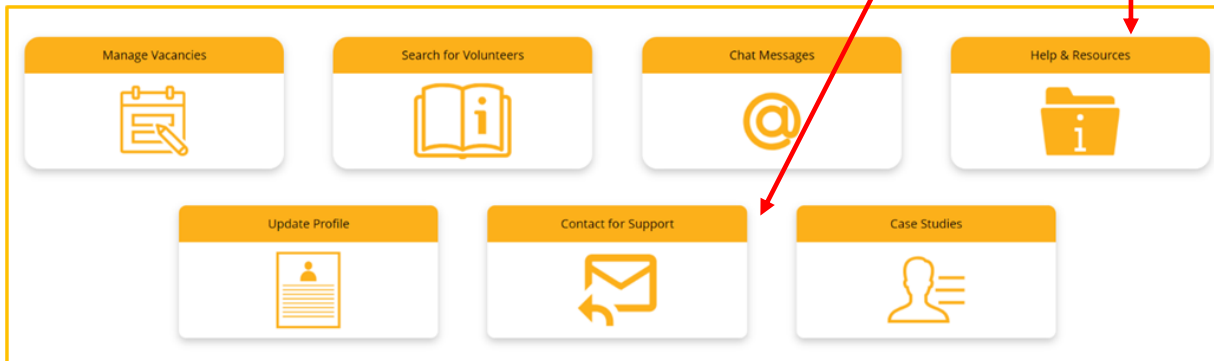


You can select the icons to:

- Create your vacancies, search for volunteers nearby on a GPS map and invite them to speak about your opportunities by clicking the **manage opportunities** icon.
- Run a quick search to see how many volunteers are in your area by clicking **search for volunteers**.
- View messages from volunteers, including seeing your most recently received messages to the right of the screen.
- Communicate with volunteers you have connected with by clicking on the **messages** “chat” function
- Manage and **update profile** account details
- Access how to/user guides, FAQs, news and case studies from the **‘Help & resources’** icon or the **‘Case Studies’** icon.

ACCESSING HELP & SUPPORT

If you need any help then simply click on our 'Help & Resources' icon or our 'Contact for support' icon towards the bottom of our Homepage:



This will take you to the screen below where you can select PDF guides on using Inspiring Governance plus links to useful resources and our blogs from volunteers.

A screenshot of the 'Help & Resources' page on the Inspiring Governance portal. The page has a dark grey header with the title 'Some extra tips on using the platform' and a sub-header: 'The guides below are designed to help you navigate your way around the Inspiring Governance portal. Find out how best to utilise the service to maximise volunteer recruitment.' Below this is a row of four orange-bordered cards with icons: 'Overview for Governor Recruiters' (document with magnifying glass), 'Creating, searching and inviting' (laptop), 'Editing your profile or vacancies' (person with document), and 'Responding and using Chat' (@ symbol). A dark grey section follows with the title 'Further useful resources' and the text: 'These links give you access to information which may help you with recruiting volunteers.' Below this is another row of four orange-bordered cards: 'The right people around the Table - NGA' (person with 'i'), 'National / Regional Trust Boards' (group of people), 'Board Succession Planning' (document with magnifying glass), and 'Inspiring Governance Blogs' (book icon). A dark grey section then has the title 'Some useful videos' and the text: 'Watch these videos for assistance in using our service.' Below this are two video thumbnails. The left one is titled 'How to create a vacancy' and shows a video player with a red play button. The right one is titled 'How to search, invite and respond to volunteers' and shows the Inspiring Governance logo. At the bottom, a dark grey footer contains the text: 'Don't forget, if you need extra support in using the service, the Inspiring Governance team are here to help. Contact them on enquiries@inspiringgovernance.org'.

If you need help from a member of our team select the Contact for Support button on the home page and complete the enquiry form.

Alternatively, you can email: enquiries@inspiringgovernance.org

Other helpful information:

- Please don't forget to add enquiries@inspiringgovernance.org to your email contacts to receive notification emails.
- Google Chrome is our most compatible browser.
- Although notifications are sent out please regularly login and check your messages, including your junk or spam folder.

Thank you for using our service



Any questions?

If you need help, please contact:

enquiries@inspiringgovernance.org

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