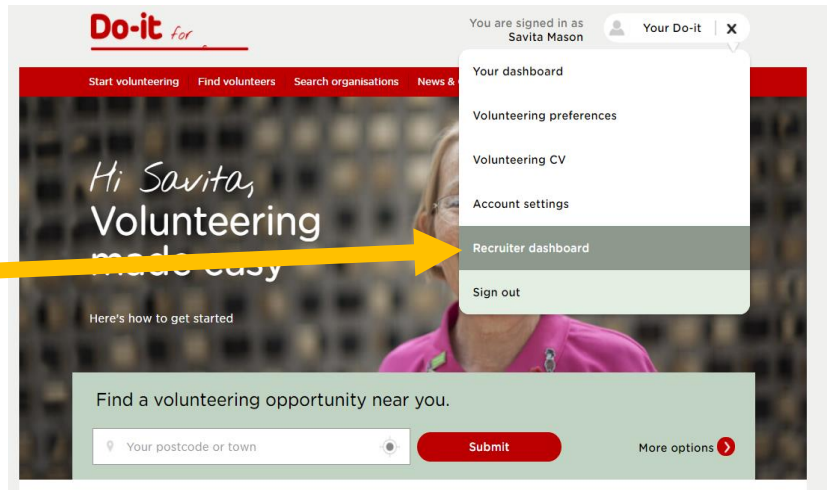
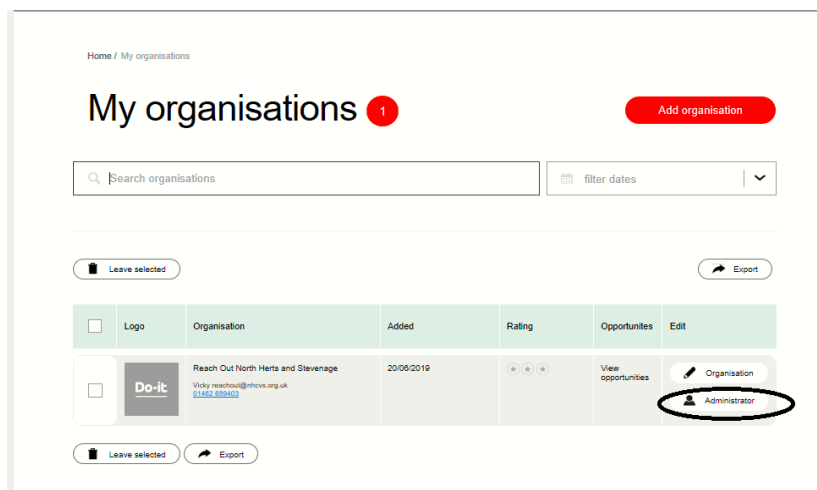


Adding #TeamHerts Volunteering as an Administrator

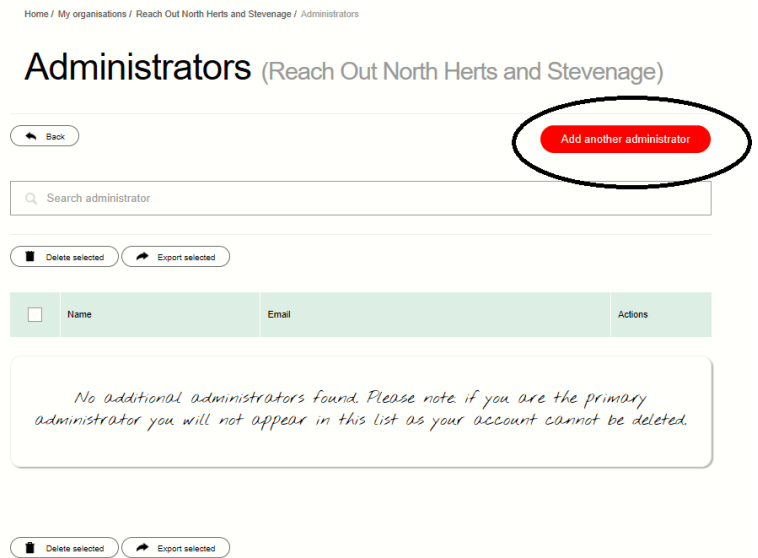
1. Log into your personal account that has the organisation linked to it.
2. Select “Recruiter Dashboard”



3. Once you have open your dashboard. Click on Adminstrators.



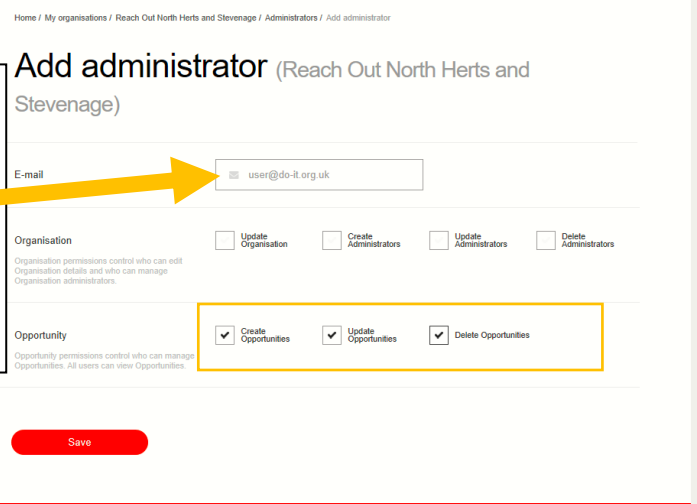
4. This is the administrator screen and allows you to see who has access to the organisation profile. Here you can delete people or add them. For the organisation to make the most of #TeamHerts Volunteering services you will need to add us with all the Opportunity rights – we however will never amend your roles without your agreement.



5. You need to put in the following email address:

volunteering@thvolunteering.org.uk

Then click 'Update Opportunities'



6. Then press SAVE.

Please Note: By clicking 'Update Opportunities' you are allowing us to monitor the number of volunteers who apply for volunteer roles at your organisation and record the impact that volunteers make within Hertfordshire.