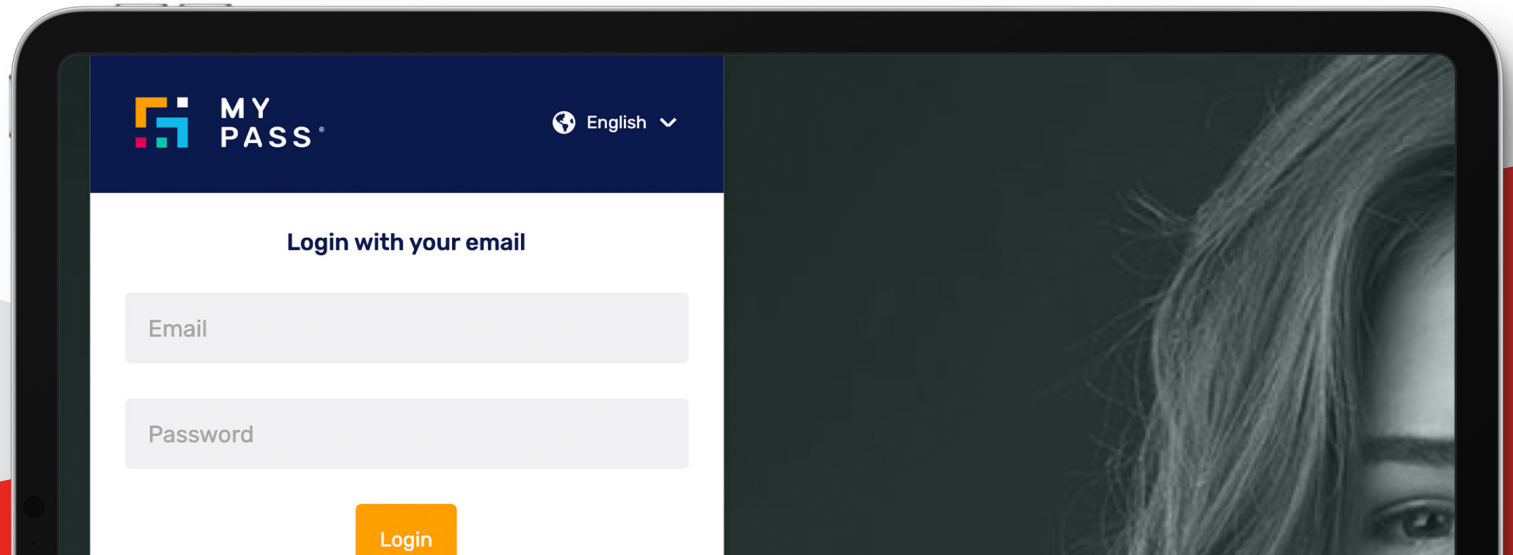
weVolunteer Project

SETTING-UP YOUR ORGANISATION'S MYPASS PORTAL



Welcome to weVolunteer. Now that you have registered your interest with us, your organisation's details will be passed on to our technology partner, MyPass.

1. Accept your MyPass Admin User invitation via email & follow the prompts to create your login details
2. Bookmark the Portal Login Page & save your company Domain Name
3. When you login, navigate to Settings & create an Asset , using your Organisation Name as the title
4. Navigate to Projects, create a new Project
    a. Name the Project after the specific role you're advertising OR the wider Project name if there will be multiple within it
5. Create a Role within the project
    a. Classification → Search and select ***"Volunteer"***
    b. Role Name → e.g. ***Mentor Driver***
    c. Enter Start Date (End date if relevant)
    d. Number of Volunteers required for the role e.g. 15 Mentor Drivers required
    e. Add any Required certifications for Volunteers to upload before applying e.g. Police Check
        i. Select Compliance & Recruitment when adding these
6. Update the ***"Posting details"***
    a. Add a description about the role (Responsibilities, time commitment, training/support provided, specific locations)
    b. Select the " Open to Public " box
    c. Save
7. Share the Role Advertisement URL with the weVolunteer Team
    a. Inform them of any parameters you'd like to limit who the role is shared with e.g. location, certifications
8. Navigate to Worker Pools , create a Worker Pool for the role to help build your volunteer database and organise by role
9. Log-in to the portal periodically (daily, weekly) to check for new applications - you will not be notified when individual applications are received.
10. Screen applications in the Projects tab by viewing the "Applied" bucket
    a. Individually or Bulk contact Volunteers via email through MyPass Message (or by phone) to let them know if their application is successful or not
    b. Move applications of interest to "Shortlisted" and continue process
    c. When you decide to engage a Volunteer for the role, the next step is to assign applicants of interest (whether successful or not for this role) to join your Worker Pool if you wish to share future volunteering opportunities with them
    d. Once assigned, then you must move successful applications to "Confirmed" in the Applicant Tracking process of your project
    e. You can move unsuccessful applications to "Removed" & can then include a message/reason when they receive the email notification that they've been unsuccessful
11. Repeat steps 4 onwards to advertise new Volunteering Roles to the weVolunteer Worker Pool when desired

For technical support with your MyPass Portal,
contact hmorton@mypassglobal.com , support@mypassglobal.com OR use the in-built support function in the bottom-right corner

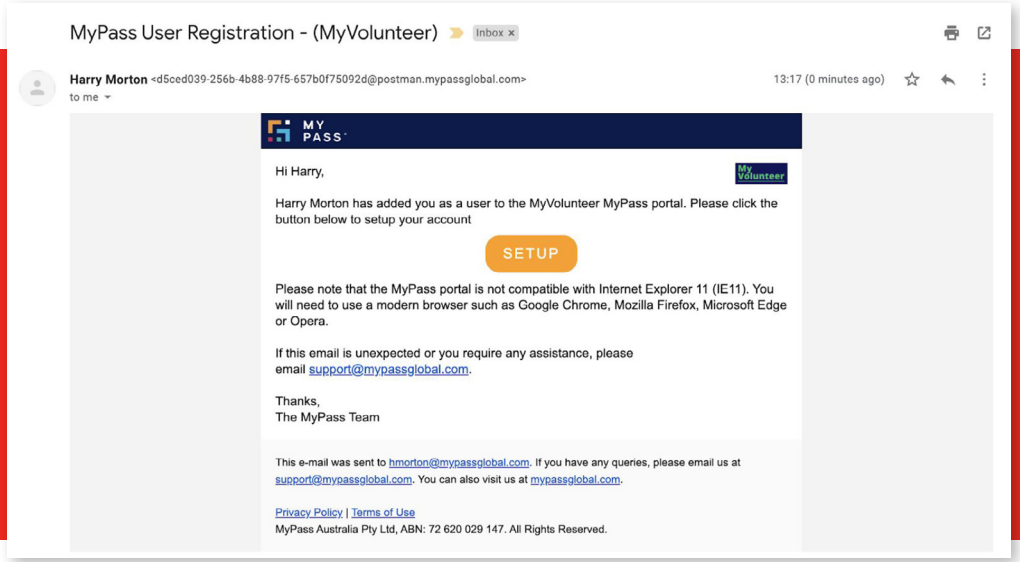
For weVolunteer project support,
contact wevolunteer@volunteeringvictoria.org.au

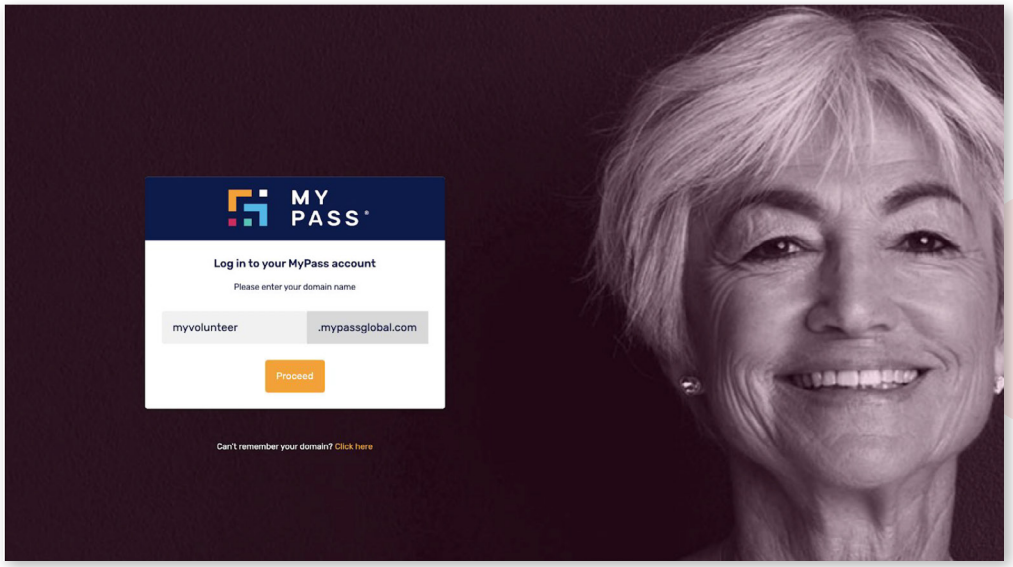
weVOLUNTEER.

MY PASS

01

Accept your MyPass Admin User invitation via email & follow the prompts to create your login details



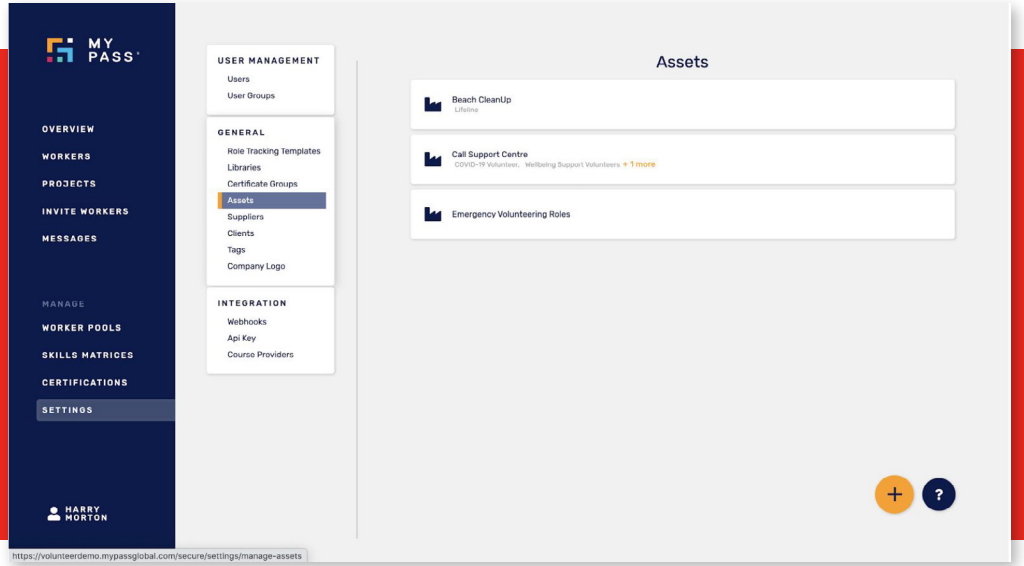


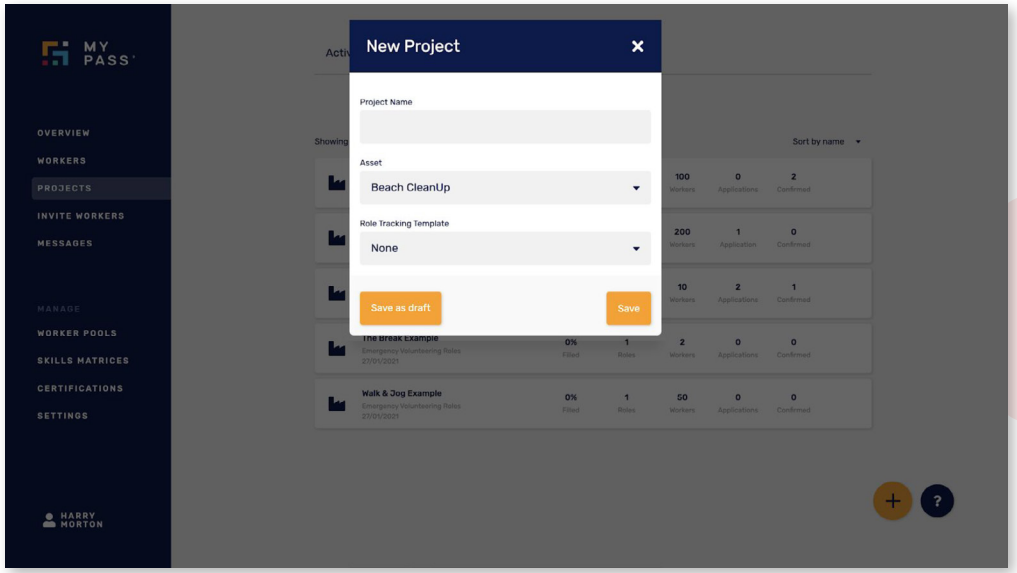
02

Bookmark the Portal Login Page & save your company *Domain Name*

03

When you login, navigate to **Settings** & create an **Asset**, using your Organisation Name as the title





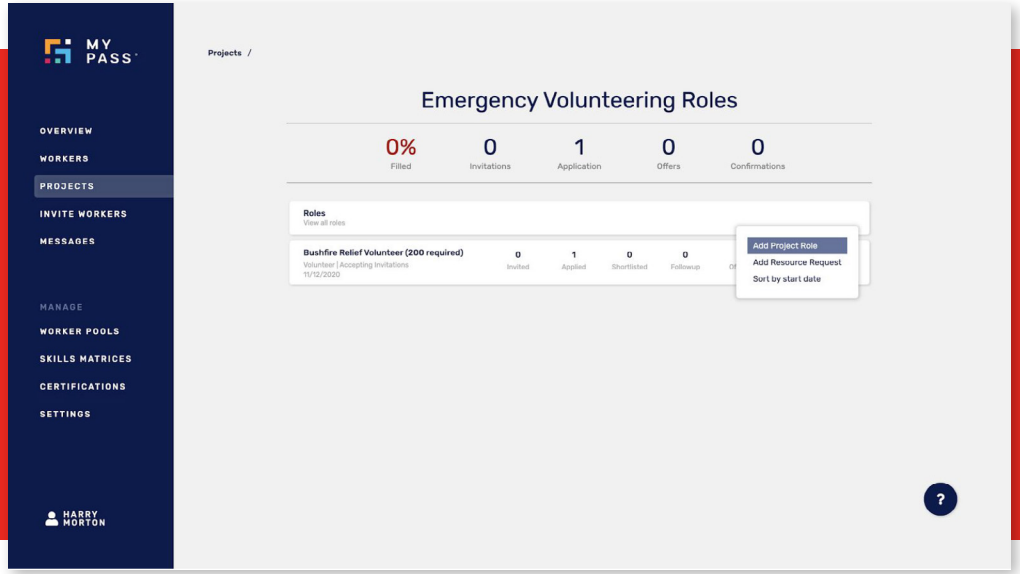
04

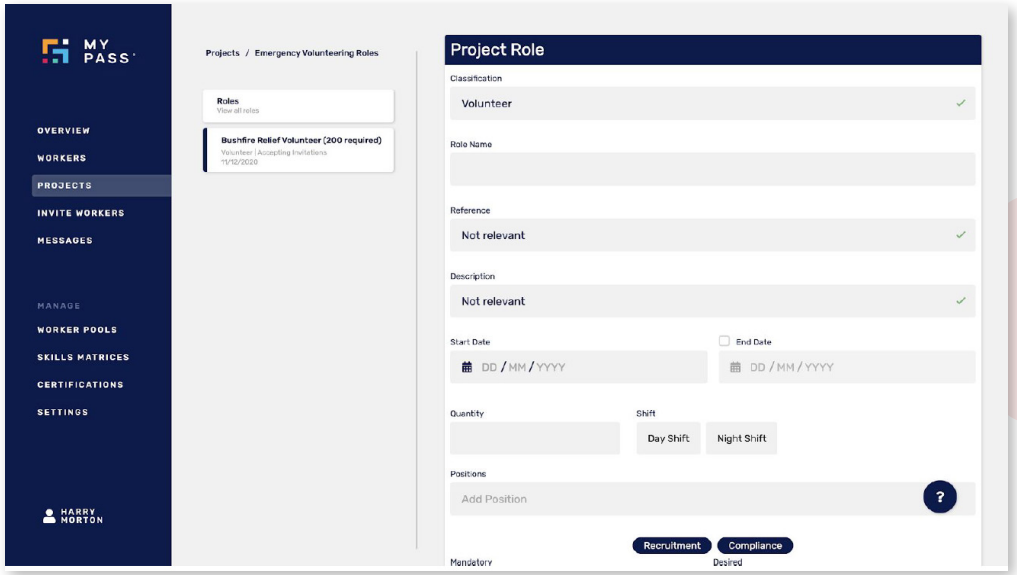
Navigate to Projects, create a new Project

Name the Project after the specific role you're advertising OR the wider Project name if there will be multiple within it

05

Create a Role within the project





06

Classification → Search and select **“Volunteer”**

Role Name → e.g. **Mentor Driver**

Enter Start Date (End date if relevant)

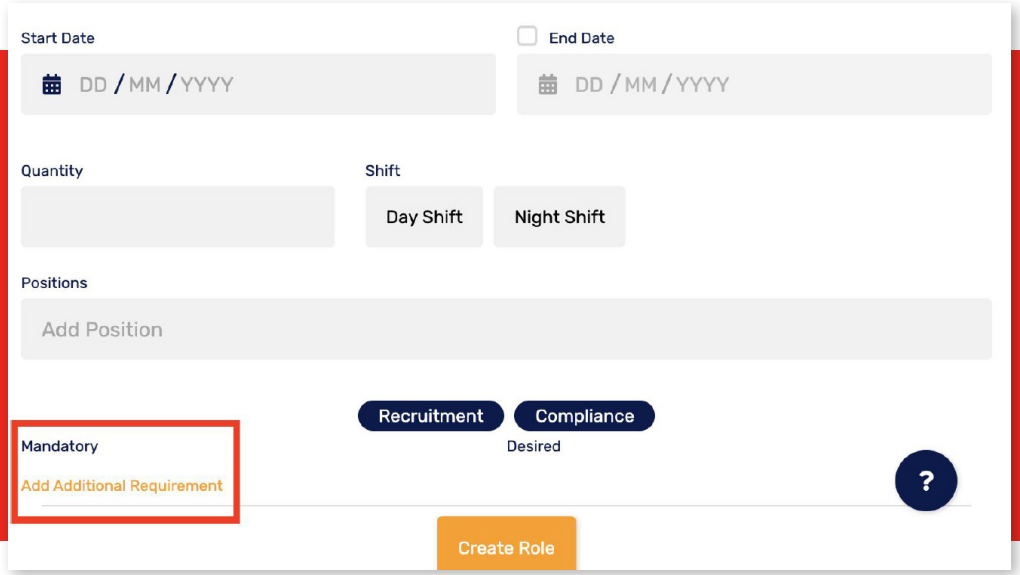
Number of Volunteers required for the role e.g. 15

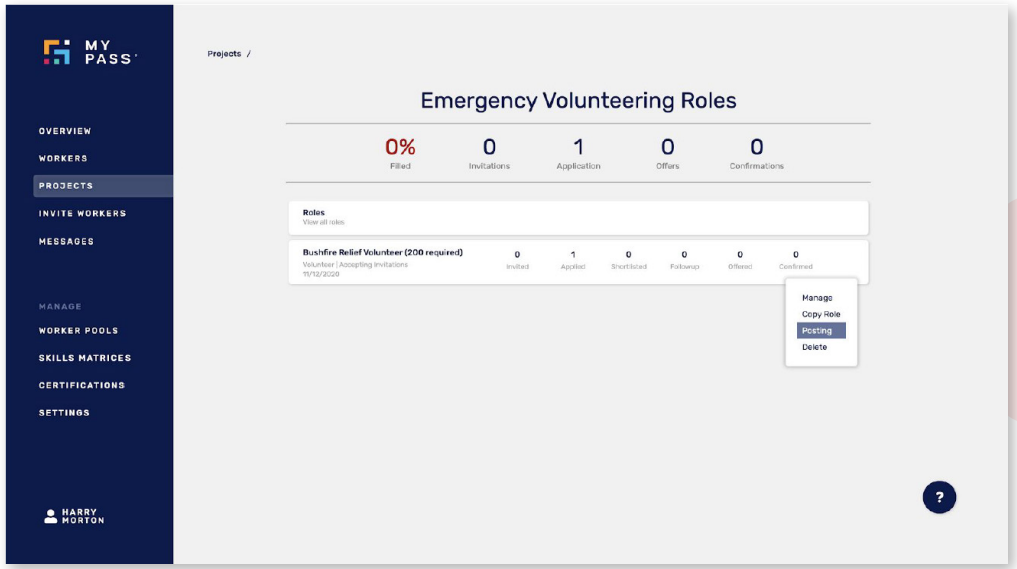
Mentor

Drivers required

07

Add any Required certifications for Volunteers to upload before applying e.g. ***Police Check***
- Select ***Compliance & Recruitment*** when adding these



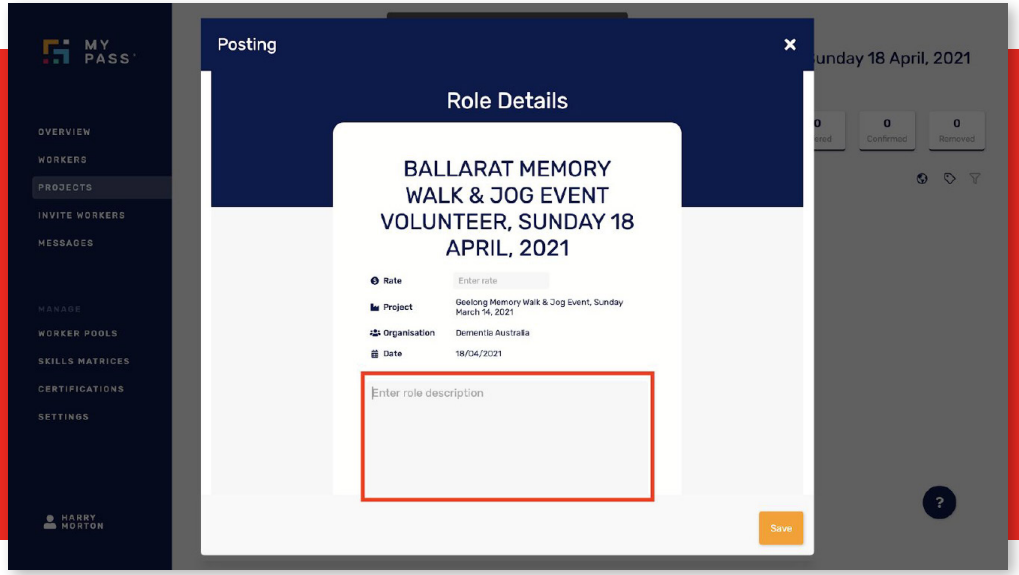


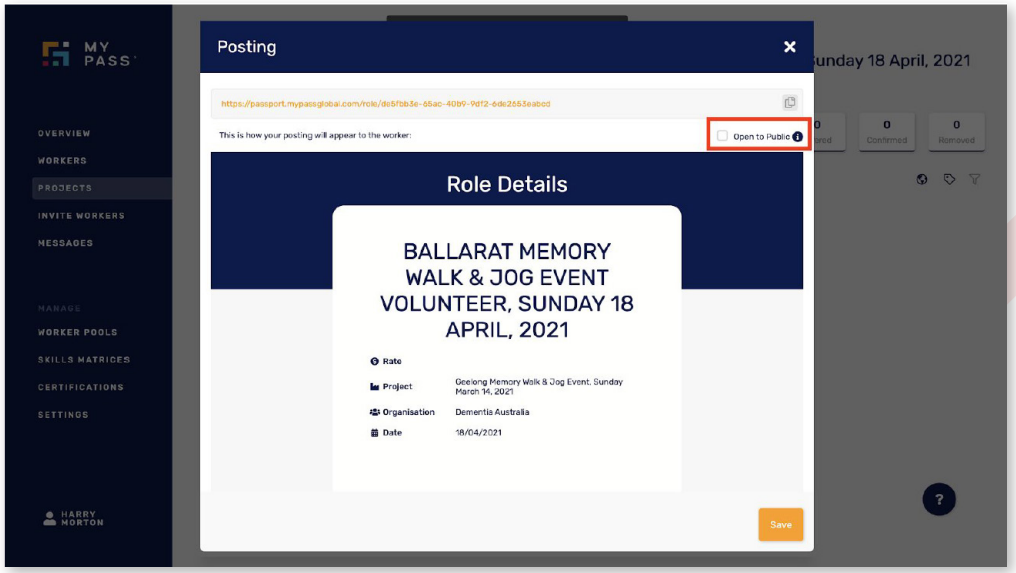
08

Update the ***"Posting details"***

09

Add a **description** about the role (Responsibilities, time commitment, training/support provided, specific locations)





10

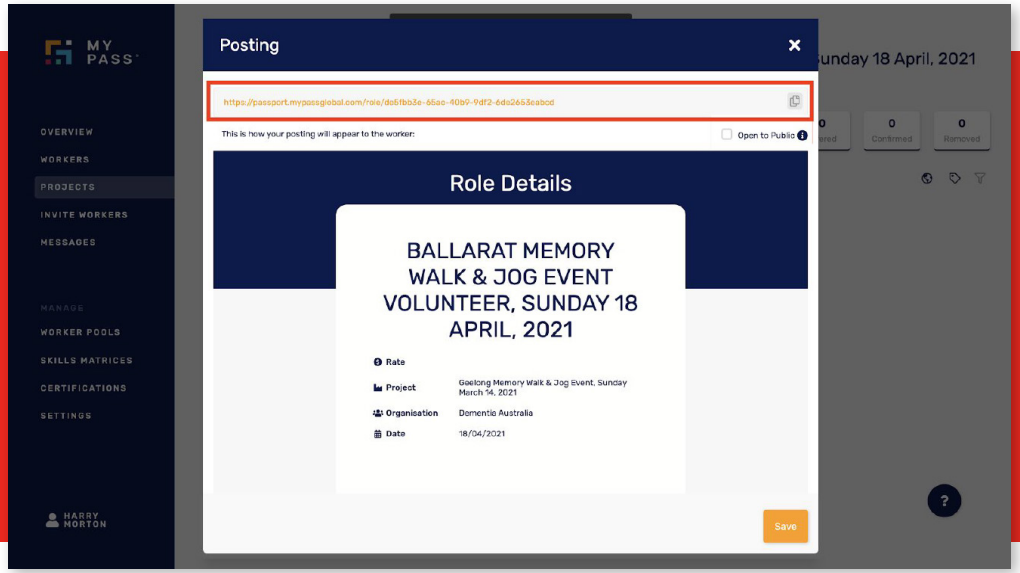
Select the **“Open to Public”** box

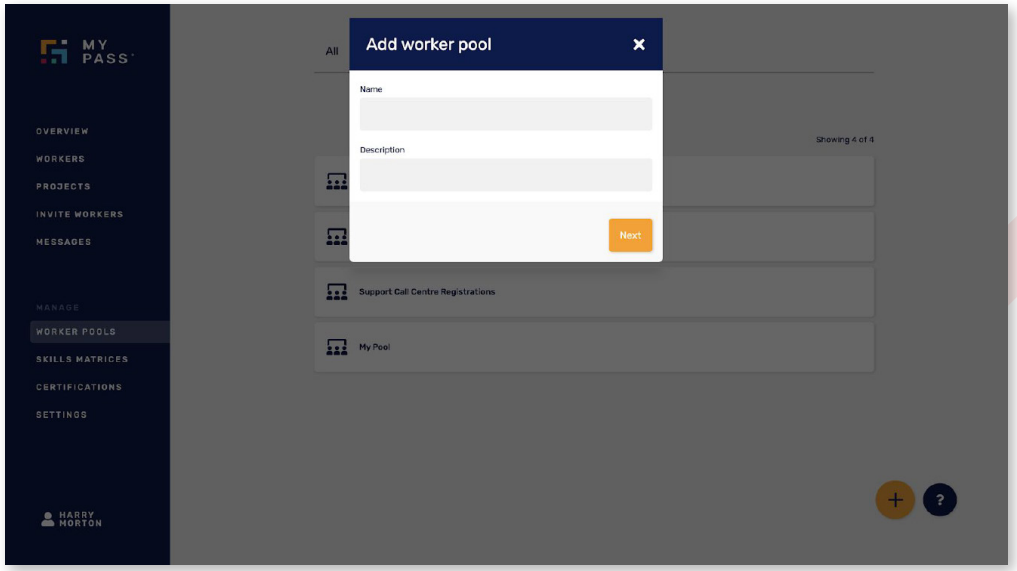
- Save

11

Share the **Role Advertisement URL** with the weVolunteer Team here wevolunteer@volunteeringvictoria.org.au

- Inform them of any parameters you'd like to limit who the role is shared with e.g. location, certifications



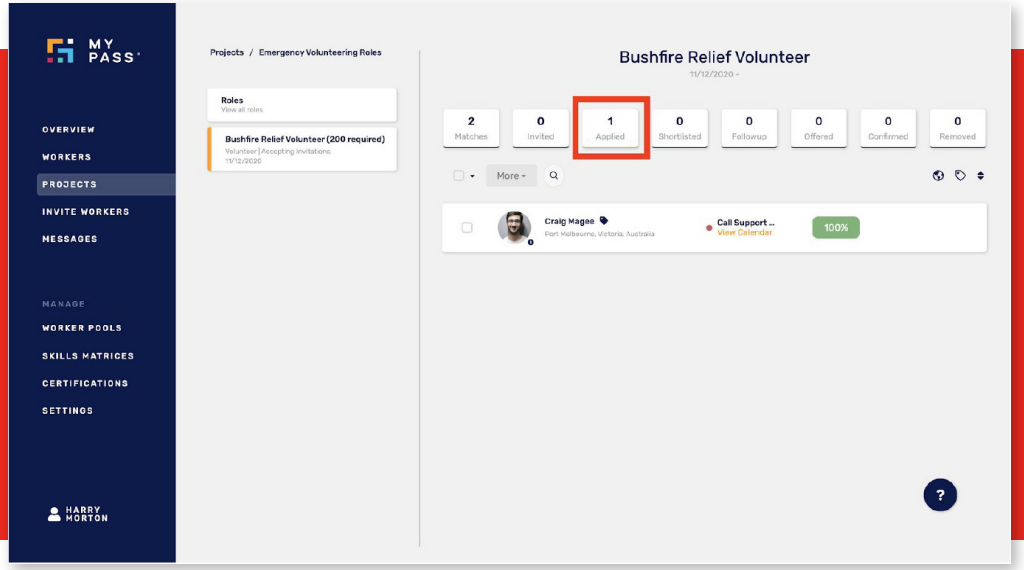


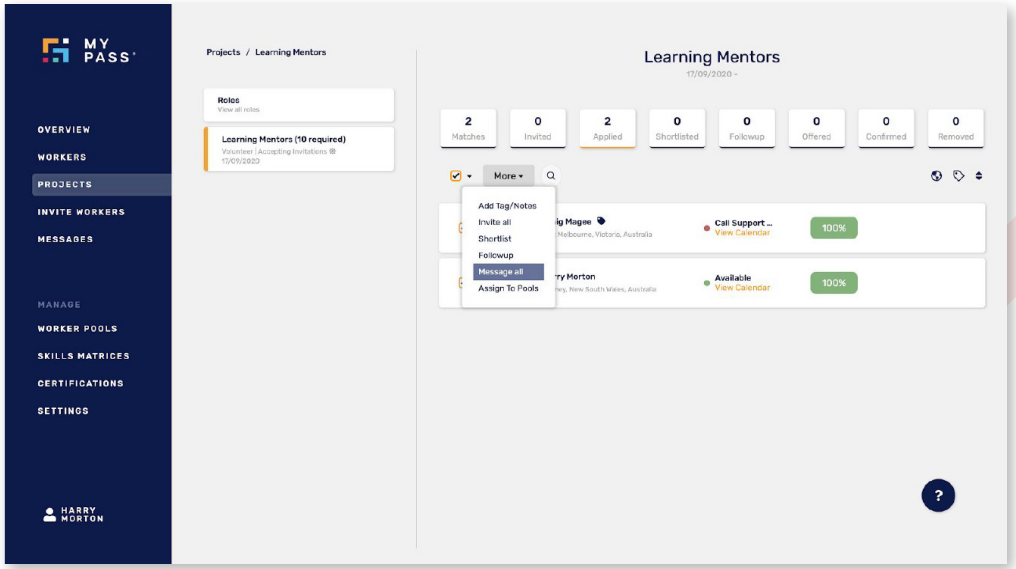
12

Navigate to Worker Pools , create a volunteering Worker Pool for the role to help build your volunteer database and organise by role

13

Log-in to the portal periodically (daily, weekly) to check for new applications in - you will not be notified when individual applications are received.





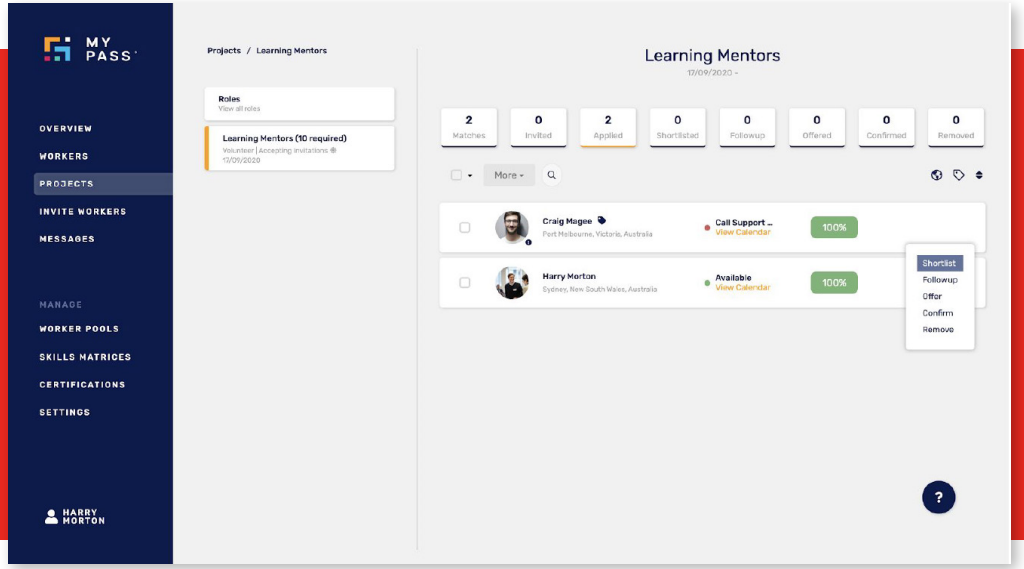
14

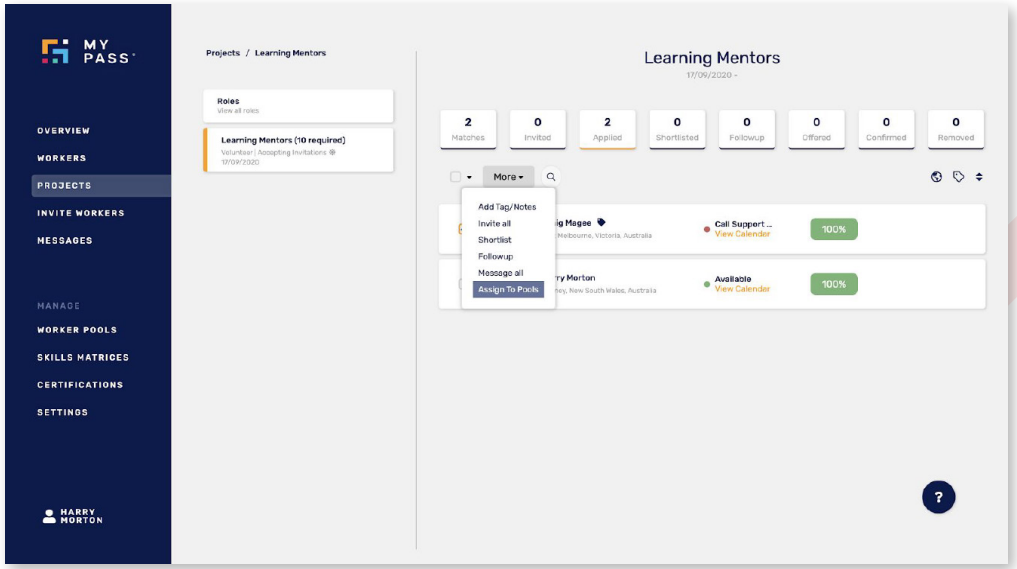
Screen applications in the Projects tab by viewing the **“Applied”** bucket

Individually or Bulk contact Volunteers via email or SMS through the Messages Tab (or by phone) to let them know if their application is successful or not

15

- Move applications of interest to “Shortlisted” an continue process
- Move successful applications to “Confirmed” once Volunteers are selected
- Move unsuccessful applications to “Removed”





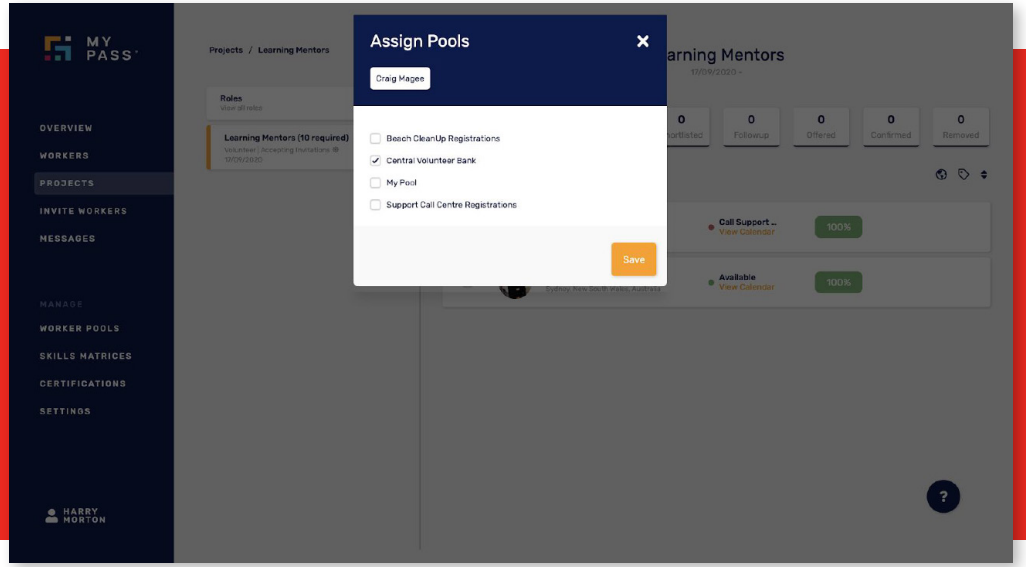
16

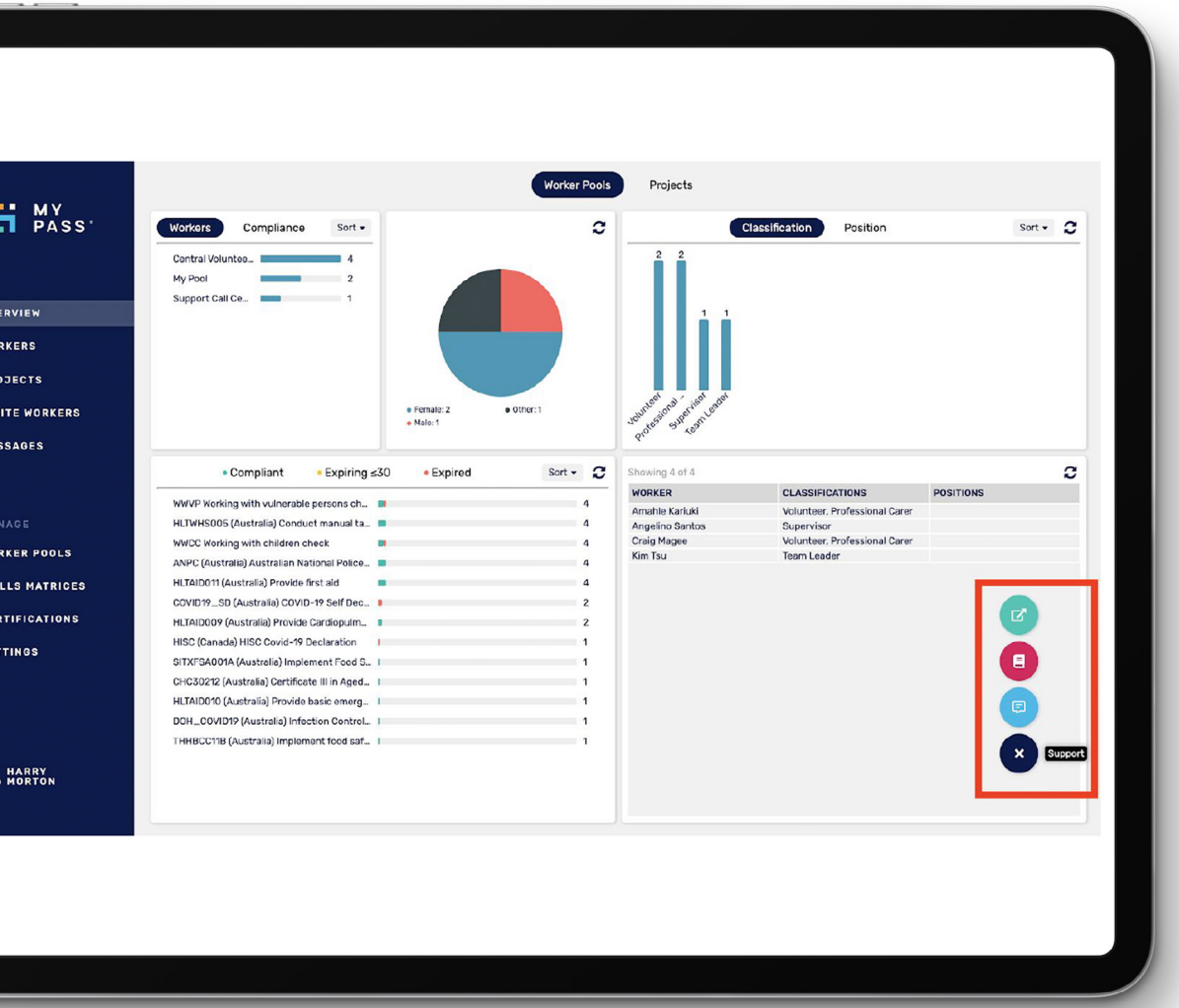
Assign applicants of interest (whether successful or not for this role) to join your Worker Pool if you wish to share future volunteering opportunities with them

17

Choose the specific pool you'd like to Assign Volunteers into

Repeat steps 4 onwards to advertise new Volunteering Roles to the weVolunteer Worker Pool when desired.





For technical support with your MyPass Portal, contact

hmorton@mypassglobal.com OR
support@mypassglobal.com OR

Use the in-built support function shown in the image here

For weVolunteer project support, contact wevolunteer@volunteeringvictoria.org.au

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