



# weVolunteer Project

SETTING-UP YOUR ORGANISATION'S MYPASS PORTAL

| MY<br>PASS    | 🔇 English 🗸 |         |    |
|---------------|-------------|---------|----|
| Login with yo | bur email   | M       |    |
| Email         |             | All III |    |
| Password      |             |         |    |
| Login         |             |         | 10 |

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









Accept your MyPass Admin User invitation via email

& follow the prompts to create your login details

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





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

| PASS'           | USER MANAGEMENT                      | Assets   |  |
|-----------------|--------------------------------------|--|--|
|                 | User Groups                          | Beach CleanUp<br>Lifeline  |  |
| OVERVIEW        | GENERAL                              |  |  |
| WORKERS         | Role Tracking Templates<br>Libraries | Call Support Centre<br>COVID-19 Volunteer, Wellbeing Support Volunteers + 1 more |  |
| PROJECTS        | Certificate Groups                   |  |  |
| INVITE WORKERS  | Assets<br>Suppliers                  | Emergency Volunteering Roles   |  |
| MESSAGES        | Clients                              |  |  |
|                 | Company Logo                         |  |  |
| MANAGE          | INTEGRATION                          |  |  |
| WORKER POOLS    | Webhooks<br>Api Key                  |  |  |
| SKILLS MATRICES | Course Providers                     |  |  |
| CERTIFICATIONS  |                                      |  |  |
| SETTINGS        |                                      |  |  |
|                 |                                      |  |  |
|                 |                                      |  |  |



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







| 0%<br>Filled   | O                  | 1<br>Application       | 0<br>Offers               | 0<br>Confirmations                       |  |
|--|--------------------|------------------------|---------------------------|--|--|
| Roles<br>View all roles<br>Bushfire Relief Volunteer (200 requive<br>Volunteer   Accepting Invitations<br>11/12/2020 | ired) Q<br>irvited | 1 O<br>Applied Shortli | <b>0</b><br>ited Followup | Add Project Role<br>Add Resource Request |  |
| 11/12/2020   |                    |                        |                           | Sort by start date                       |  |
|  |                    |                        |                           |  |  |
|  |                    |                        |                           |  |  |

|                 |   | Device the Dele  |                       |   |
|-----------------|---|------------------|-----------------------|---|
| PASS            | Projects / Emergency Volunteering Roles       | Project Role     |                       |   |
|                 |   | Classification   |                       |   |
|                 | Roles<br>View ell roles                       | Volunteer        |                       | ~ |
| OVERVIEW        | Bushfire Relief Volunteer (200 required)      | Rolo Name        |                       |   |
| WORKERS         | Volunteer Accepting Invitations<br>11/12/2020 |                  |                       |   |
| PROJECTS        |   |                  |                       |   |
| INVITE WORKERS  |   | Reference        |                       |   |
| MESSAGES        |   | Not relevant     |                       | ~ |
|                 |   | Description      |                       |   |
|                 |   | Not relevant     |                       | ~ |
| ORKER POOLS     |   | Start Date       | End Date              |   |
| SKILLS MATRICES |   | # DD / MM / YYYY | 苗 DD / MM / YYYY      |   |
| CERTIFICATIONS  |   |                  |                       |   |
| SETTINGS        |   | Quantity         | Shift                 |   |
|                 |   |                  | Day Shift Night Shift |   |
|                 |   | Positions        |                       |   |
| • HARRY         |   | Add Position     |                       | 2 |
| MORTON          |   |                  | Recnitment Compliance |   |
|                 |   | Mandatory        | Desired               |   |

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



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

| Start Date                 |             | End Date       |   |
|----------------------------|-------------|----------------|---|
| 🗰 DD / MM / YYYY           |             | DD / MM / YYYY |   |
|                            |             |                |   |
| Quantity                   | Shift       |                |   |
|                            | Day Shift   | Night Shift    |   |
| Positions                  |             |                |   |
| Add Position               |             |                |   |
|                            | Recruitment | Compliance     |   |
| Mandatory                  |             | Desired        |   |
| Add Additional Requirement |             |                | ? |
|                            | Cre         | ate Role       | - |







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

| MY<br>PASS  | Posting |   | × unday 18 April, 2021 |
|---|---------|---|------------------------|
|   |         | Role Details  |                        |
| OVERVIEN<br>WORKERS<br>PROJECTS<br>INVITE WORKERS<br>MESSACES<br>MANAGE<br>WORKER POOLS |         | BALLARAT MEMORY<br>WALK & JOG EVENT<br>VOLUNTEER, SUNDAY 18<br>APRIL, 2021<br>P relet<br>P reject<br>P reject<br>Companies and the substate | 0 0 0 Renevad          |
| SKILLS MATRICES<br>CERTIFICATIONS<br>SETTINGS<br>MAREY<br>MAREY<br>MAREY                |         | Enter role description  | 3                      |



Select the **"Open to Public"** box

- Save



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





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





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

| Roles<br>View all miles  |  |
|--|--|
| Bushfire Relief Volunteer (200 required)<br>Velaturer / Accepting invlations<br>11/12/2026 | 2     0     1     0     0     0     0       Hatches     Invited     Accled     Bhortisted     Felorep     Offend     Continued     Reno       -     More-     Q     S     S     S  |
|  | Craig Mages Craig Mages Control Australia Call Support 100%  |
|  |  |
|  |  |
|  | _  |
|  | Unchrise field Volunteer (200 required)<br>Virtual Control of the Control of Co |



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

W<sup>e</sup> VOL UNT EER.









continue process



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.







| Workers         Compliance         Sort •           Contrail Voluntee         4           My Pool         2           Support Call Ce         1  | 0                                    | 2 2                     | Classification Position       | Sort -    | 3    |
|--|--------------------------------------|-------------------------|-------------------------------|-----------|------|
| Contral Voluntoo   |                                      | 2 2                     |                               |           |      |
| My Pool 2<br>Support Call Ce 1   |                                      |                         |                               |           |      |
| Support Call Ce 1  |                                      |                         |                               |           |      |
|  |                                      |                         |                               |           |      |
|  |                                      | 1 1                     |                               |           |      |
|  |                                      |                         |                               |           |      |
|  |                                      |                         |                               |           |      |
|  |                                      |                         |                               |           |      |
| a 50   | male: 2 Other: 1                     | oteel and wisel ander   |                               |           |      |
| + M  | Jo: 1                                | John tessil super smith |                               |           |      |
|  |                                      | 840 20                  |                               |           |      |
| • Compliant • Expiring <30   | Expired Sort - C                     | Showing 4 of 4          |                               |           | ~    |
| - compliant - Expiring soo   |                                      | WORKER                  | CI ASSIGICATIONS              | DOCITIONS | ~    |
| WWVP Working with vulnerable persons ch  | 4                                    | Amable Karluki          | Volunteer Professional Carer  | POSITIONS |      |
| HLTWHS005 (Australia) Conduct manual ta 🔳  | 4                                    | Angelino Santos         | Supervisor                    |           |      |
| WWCC Working with children check   | 4                                    | Craig Magee             | Volunteer, Professional Carer |           |      |
| ANPC (Australia) Australian National Police  | 4                                    | Kim Tsu                 | Team Leader                   |           |      |
|  | 4                                    |                         |                               |           |      |
| HLTAID011 (Australia) Provide first aid  | 4                                    |                         |                               |           |      |
| HLTAIDO11 (Australia) Provide first aid<br>COVID19_SD (Australia) COVID-19 Self Dec  | 2                                    |                         |                               |           | -    |
| HLTAIDOTT (Australia) Provide first aid<br>COVID19_SD (Australia) COVID-19 Self Dec<br>HLTAID009 (Australia) Provide Cardiopulm  | 2                                    |                         |                               |           |      |
| HLTAIDOTI (Australia) Provide first aid<br>COVID 19_SD (Australia) COVID-19 Self Dec<br>HLTAID009 (Australia) Provide Cardiopulm<br>HISC (Canada) HISC covid-19 Declaration  | 2<br>2<br>1                          |                         |                               | Ø         |      |
| HLTAIDOTT (Australia) Provide Pirst aid<br>COVID 19SD (Australia) COVID -19 Self Dec<br>HLTAID009 (Australia) Provide Cardiopulm<br>HISC (Canada) HISC Covid-19 Declaration<br>SITXFGA001A (Australia) Implement Food S  | 2 2 1 1                              |                         |                               |           |      |
| HLDAIDOT (Justrala) Provide first aid<br>COVID's 26 (Justralia) Provide Cardiopunt.<br>HLDAID009 (Australia) Provide Cardiopunt.<br>HISC (Canada) HISC Covid-*9 Decleration I<br>DTK/75A0016 (Australia) Implement Food S. I<br>CH:030222 (Australia) Decificate III in Red. I   | 2<br>2<br>1<br>1                     |                         |                               |           |      |
| HUDIDOT (Lastrala) Provide first aid<br>COVID 1950 (Australia) COVID-19 Self Dec. I<br>HUDIDOBY (Bustralia) Provide Cardiopulm. I<br>HISC (Canada) HISC Covid-19 Declaration I<br>DITKF2A0016 (Australia) Provide Declaration I<br>CHG30212 (Australia) Certificate III in Aged. I<br>HUDIDO2 (Australia) Provide basic energ. I   | 2<br>2<br>1<br>1<br>1<br>1           |                         |                               |           |      |
| HUDRIDOT (Lastrala) Provide first aid<br>COVID 1950 (Australia) COVID-19 Self Dec. I<br>HUDRID009 (Australia) Provide Cardiopulm. I<br>HISC (Canada) HISC Covid-90 Declaration I<br>DITX/E040014 (Australia) Implement Food S I<br>CHC30272 (Australia) Certificate III in Aged. I<br>HUTAID019 (Australia) Provide basic emerg. I<br>DOHCOVID19 (Australia) Procide basic emerg. I                          | 2<br>2<br>1<br>1<br>1<br>1<br>1      |                         |                               |           |      |
| HDAIDOT (Justrala) Provide het al<br>COVID'9.25 (Justrala) Provide Cardiopulm.<br>HLTAID009 (Australia) Provide Cardiopulm.<br>HISC (Canada) HISC Covid-*70 Cellarstion<br>IDTKFGA001A (Australia) Implement Foed S.<br>IDTKFGA001A (Australia) Covide Assic emerg.<br>HLTAID010 (Australia) Provide Assic emerg.<br>ID0H_C0VD19 (Australia) Infection Control.<br>ITHHSC/CIP (Australia) Infection Control. | 2<br>2<br>1<br>1<br>1<br>1<br>1      |                         |                               |           |      |
| HDAIDOT (Justrala) Provide Inst aid<br>COVID - 25 (Justrala) COVID-19 Self Dec.<br>HLTAIDOD9 (Australa) COVID-19 Self Dec.<br>HISC (Canada) INSC Dovid-90 Declaration<br>INT/CAOD16 (Australa) Provide Dasic energ.<br>HLTAIDOT0 (Australa) Provide Dasic energ.<br>DOH_COVID19 (Australa) Infection Control.<br>I<br>THHBCCT18 (Australa) Infection Control.  | 2<br>2<br>1<br>1<br>1<br>1<br>1<br>1 |                         |                               |           | uppo |

## For technical support with your MyPass Portal, contact

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

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

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