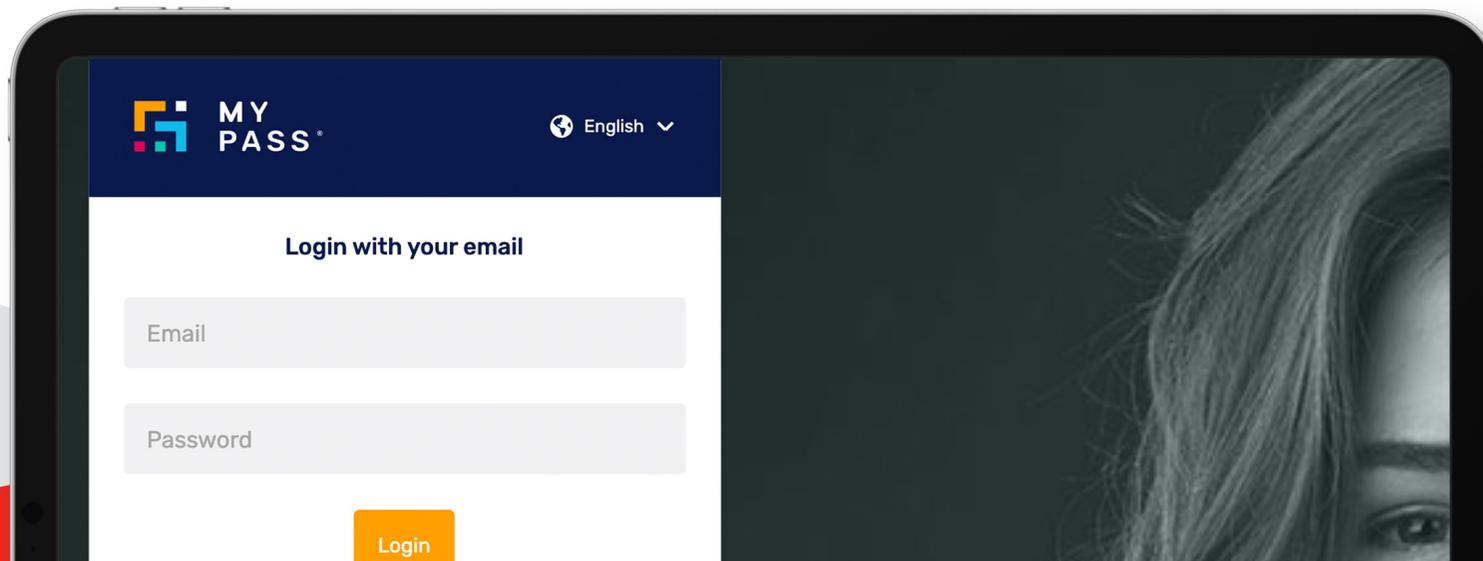




weVolunteer Project

SETTING-UP YOUR ORGANISATION'S MYPASS PORTAL



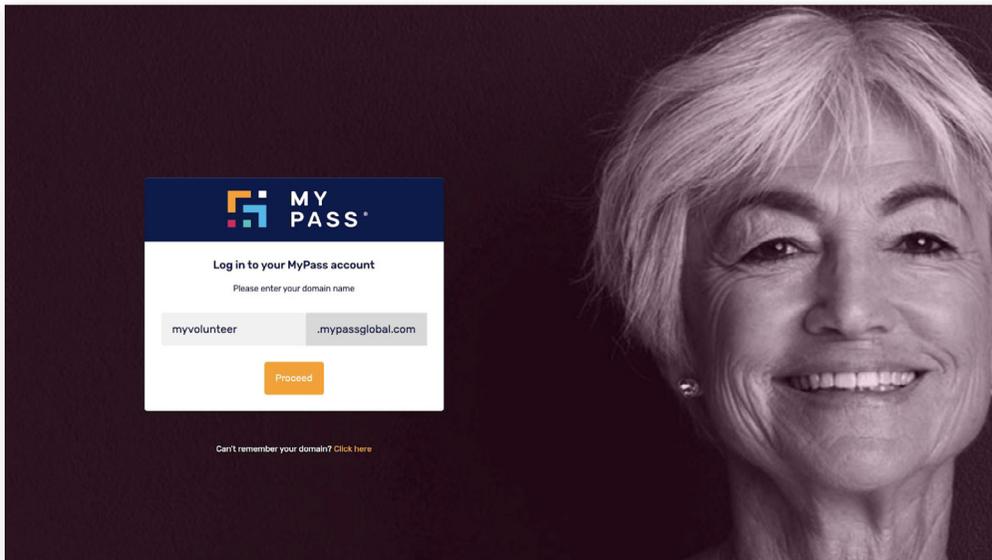
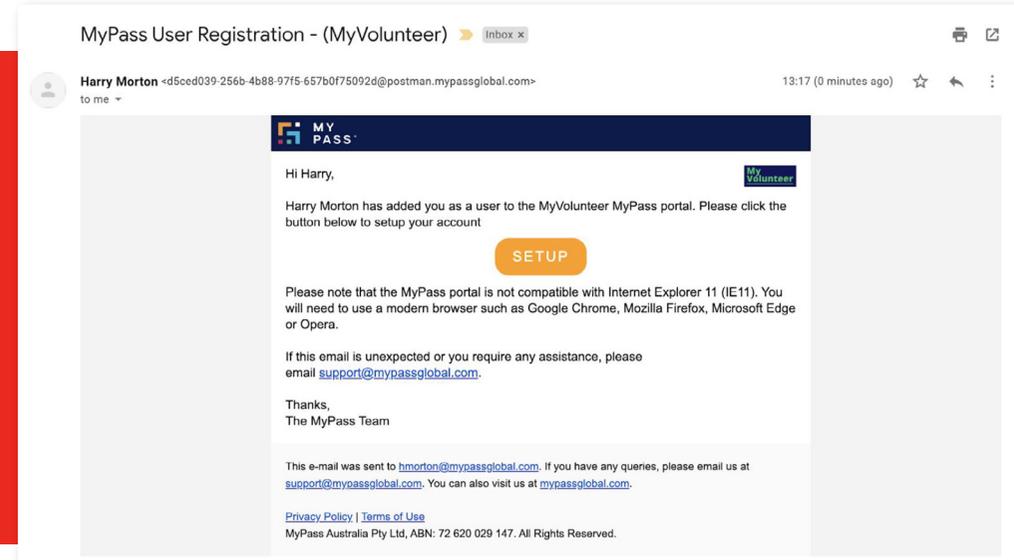
Welcome to weVolunteer. Now that you have registered your interest with us, your organisation's details will be passed on to our technology partner, MyPass.

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

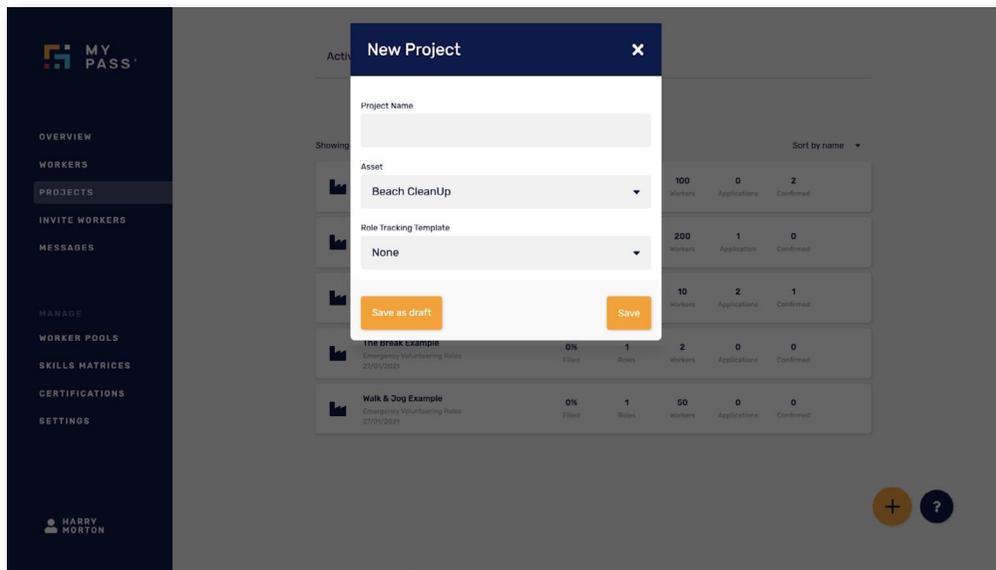
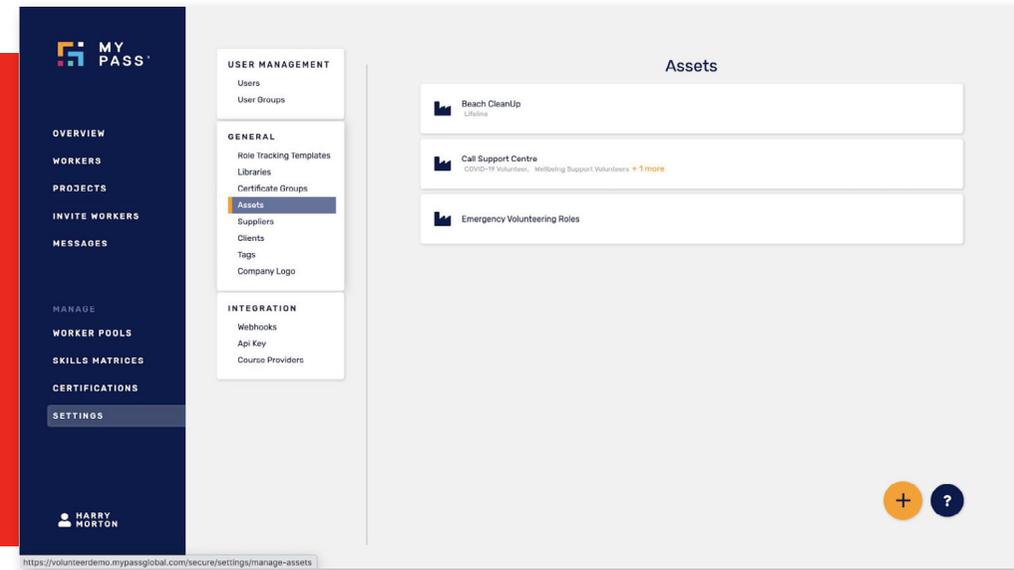
For weVolunteer project support,
contact wevolunteer@volunteeringvictoria.org.au

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*

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



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

Create a Role within the project

Projects /

Emergency Volunteering Roles

0% Filled 0 Invitations 1 Application 0 Offers 0 Confirmations

Roles	Invited	Applied	Shortlisted	Followup	Confirmed
Bushfire Relief Volunteer (200 required) Volunteer Accepting Invitations 11/12/2020	0	1	0	0	0

[Add Project Role](#)
[Add Resource Request](#)
[Sort by start date](#)

HARRY MORTON

Projects / Emergency Volunteering Roles

Project Role

Classification: Volunteer ✓

Role Name: [Empty]

Reference: Not relevant ✓

Description: Not relevant ✓

Start Date: DD/MM/YYYY End Date: DD/MM/YYYY

Quantity: [Empty] Shift: Day Shift / Night Shift

Positions: Add Position ?

Recruitment Compliance

Mentorcy 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 DD / MM / YYYY End Date DD / MM / YYYY

Quantity Shift

Positions

Mandatory
[Add Additional Requirement](#)

MY PASS

Projects /

Emergency Volunteering Roles

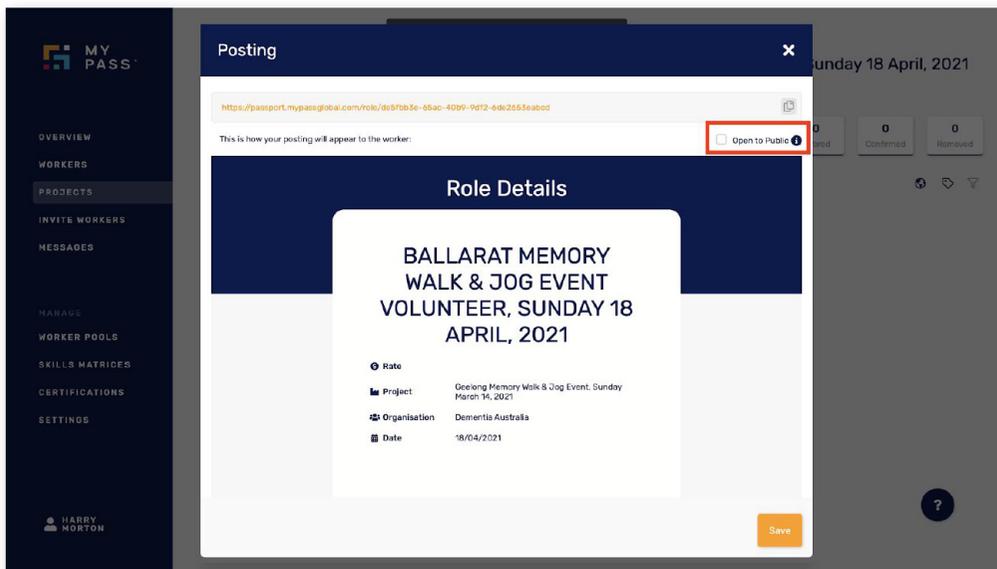
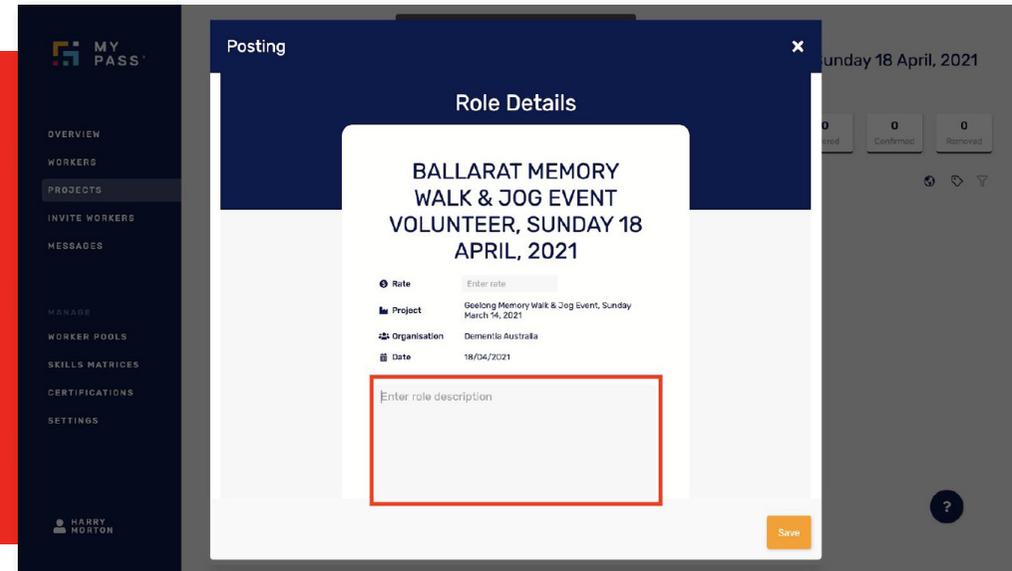
0% Filed 0 Invitations 1 Application 0 Offers 0 Confirmations

Roles	Invited	Applied	Shortlisted	Followup	Offered	Confirmed
Bushfire Relief Volunteer (200 required) Volunteer (Accepting Invitations) 19/10/2020	0	1	0	0	0	0

Manage
Copy Role
Posting
Delete

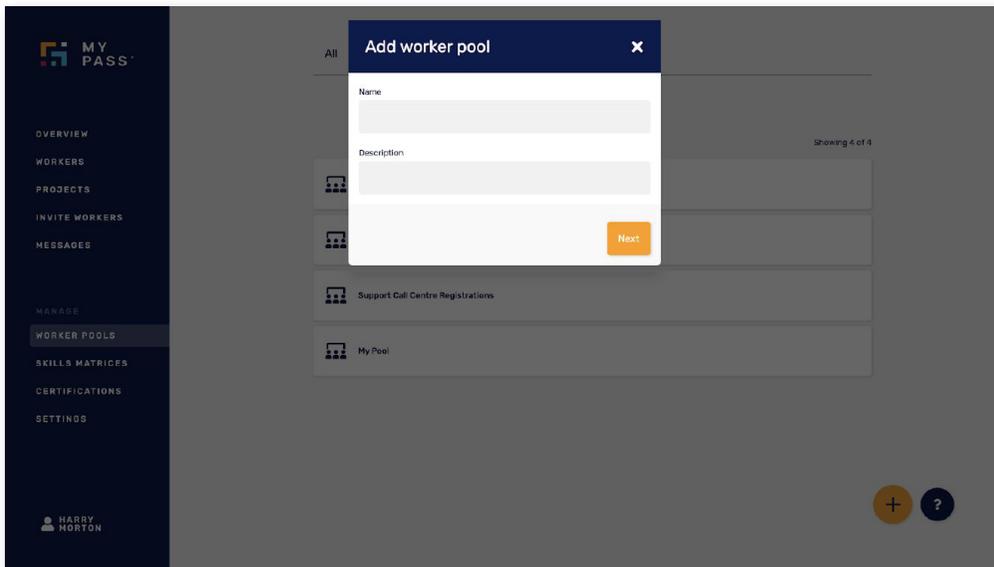
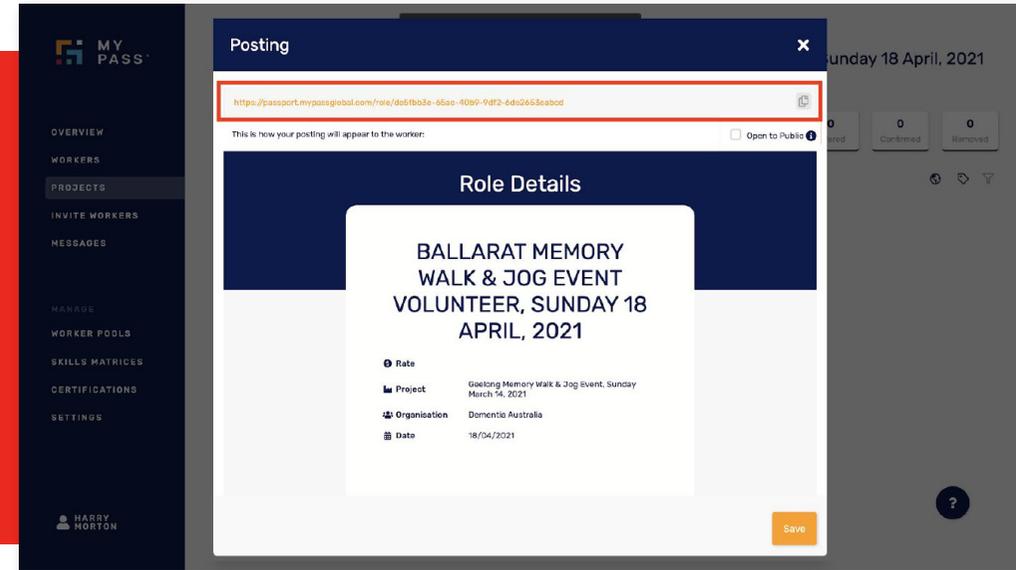
Update the "Posting details"

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



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

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

The screenshot shows the MY PASS portal interface for the 'Bushfire Relief Volunteer' project. The left sidebar contains navigation options: OVERVIEW, WORKERS, PROJECTS (selected), INVITE WORKERS, MESSAGES, MANAGE, WORKER POOLS, SKILLS MATRICES, CERTIFICATIONS, and SETTINGS. The main content area displays the project title and a progress bar with the following counts: Matches (2), Invited (0), Applied (1, highlighted with a red box), Shortlisted (0), Followup (0), Offered (0), Confirmed (0), and Removed (0). Below the progress bar, there is a list of workers, including Craig Magee, with a 'Call Support...' button and a 100% completion indicator.

The screenshot shows the MY PASS portal interface for the 'Learning Mentors' project. The left sidebar contains navigation options: OVERVIEW, WORKERS, PROJECTS (selected), INVITE WORKERS, MESSAGES, MANAGE, WORKER POOLS, SKILLS MATRICES, CERTIFICATIONS, and SETTINGS. The main content area displays the project title and a progress bar with the following counts: Matches (2), Invited (0), Applied (2), Shortlisted (0), Followup (0), Offered (0), Confirmed (0), and Removed (0). Below the progress bar, there is a list of workers, including Craig Magee and Harry Morton, with a 'Call Support...' button and a 100% completion indicator. A dropdown menu is open over the 'More' button, showing options: Add Tag/Notes, Invite all, Shortlist, Followup, Message all, and Assign To Pools.

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

- 5
- » Move applications of interest to “Shortlisted” and continue process
 - » Move successful applications to “Confirmed” once Volunteers are selected
 - » Move unsuccessful applications to “Removed”

Projects / Learning Mentors

Learning Mentors
17/09/2020 -

Roles
View all roles

Learning Mentors (10 required)
Volunteer | Accepting Invitations @ 17/09/2020

Matches: 2, Invited: 0, Applied: 2, Shortlisted: 0, Followup: 0, Offered: 0, Confirmed: 0, Removed: 0

More -

<input type="checkbox"/>		Craig Magee Port Melbourne, Victoria, Australia	Call Support ... View Calendar	100%	<input type="checkbox"/>
<input type="checkbox"/>		Harry Morton Sydney, New South Wales, Australia	Available View Calendar	100%	<input type="checkbox"/>

Shortlist, Followup, Offer, Confirm, Remove

HARRY MORTON

Projects / Learning Mentors

Learning Mentors
17/09/2020 -

Roles
View all roles

Learning Mentors (10 required)
Volunteer | Accepting Invitations @ 17/09/2020

Matches: 2, Invited: 0, Applied: 2, Shortlisted: 0, Followup: 0, Offered: 0, Confirmed: 0, Removed: 0

More -

- Add Tag/Notes
- Invite all
- Shortlist
- Followup
- Message all
- Assign To Pools

<input type="checkbox"/>		Craig Magee Melbourne, Victoria, Australia	Call Support ... View Calendar	100%	<input type="checkbox"/>
<input type="checkbox"/>		Harry Morton Sydney, New South Wales, Australia	Available View Calendar	100%	<input type="checkbox"/>

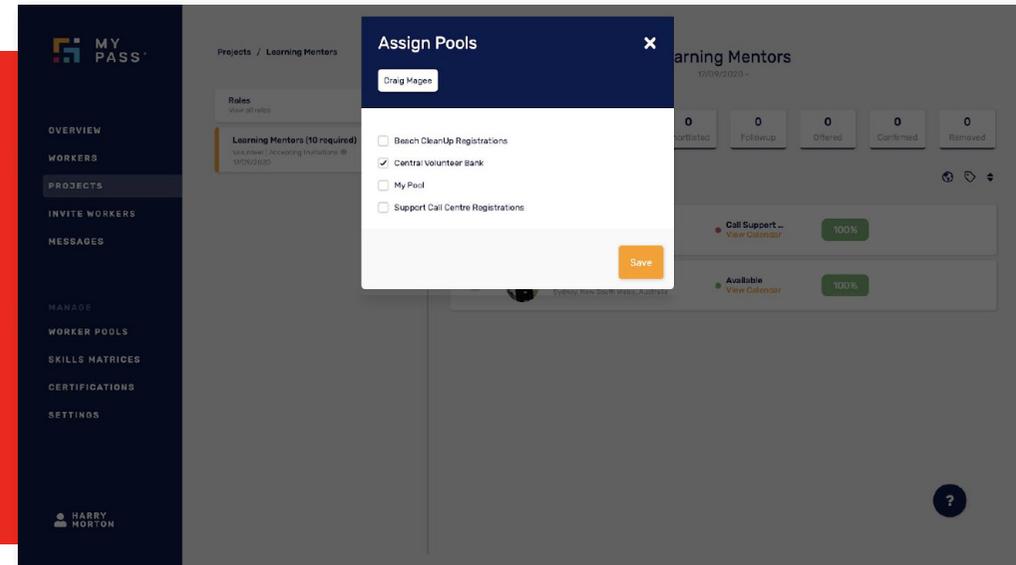
HARRY MORTON

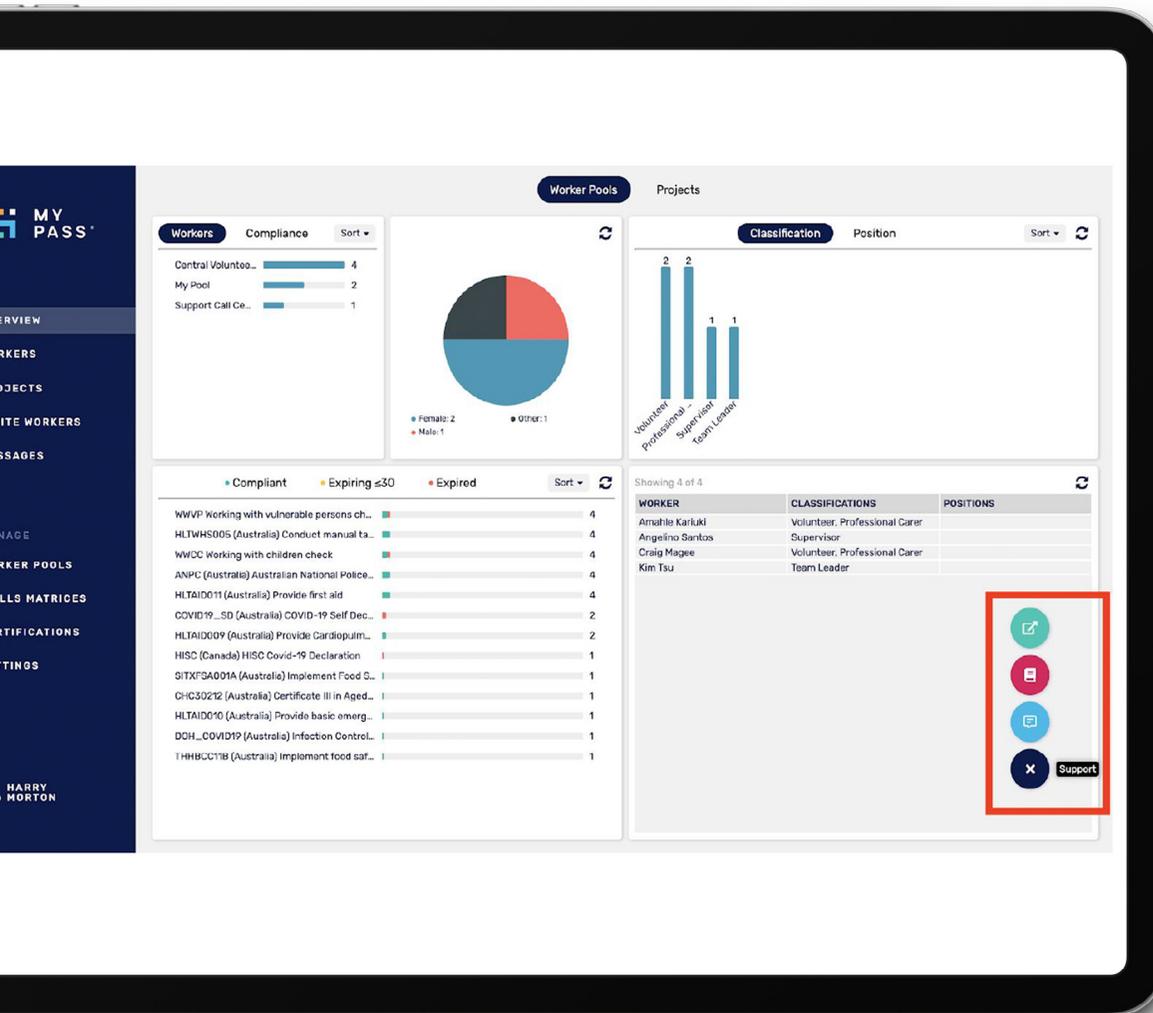
16

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

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

we **VOL
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