

Be Collective How to Guides

Creating an Account & Adding Your Group

Go to <https://uk.becollective.com/register>

Want to make a difference?

Sign up and transform your life.

Region

United Kingdom ▼

First name

Last name

Email address

Password

 Show

Date of birth ⓘ

Day ▼

Month ▼

Year ▼

I would like to receive communications from Be Collective

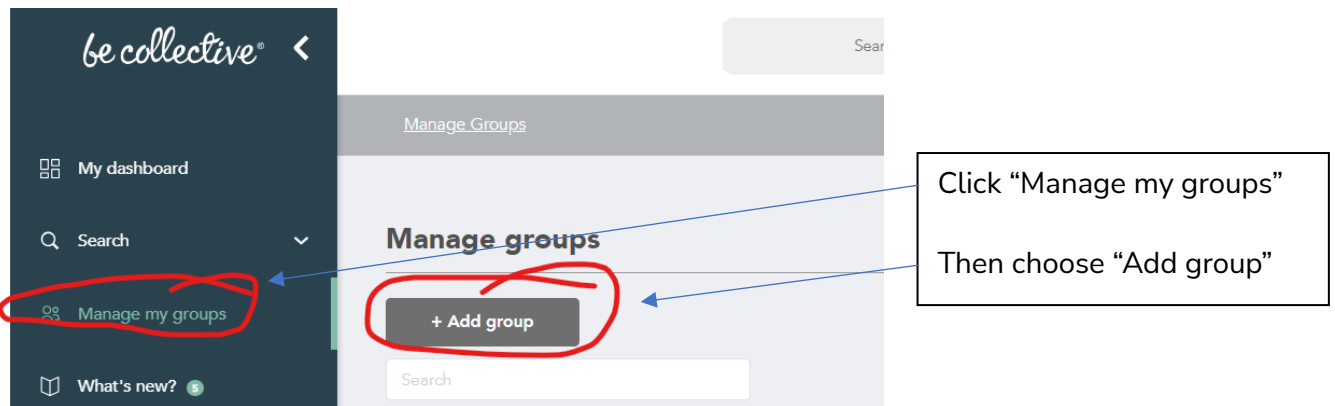
I'm ready to make a difference

Already have an account? Sign in now.

Fill in all your details in each box and click "I'm ready to make a difference"

You will then be sent by email a code to activate your account.

Once you've signed in this will bring you to your personal profile and then you can create your group page.



Now is the time to enter your Scout Group details.

Tell us about your group

Name of group

Group type

- Business
- Charity/Not-for-profit
- Club/Community group
- Education provider
- Government/Public sector
- Volunteer services & centre

Group description

Next

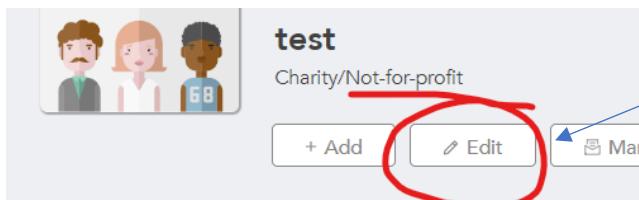
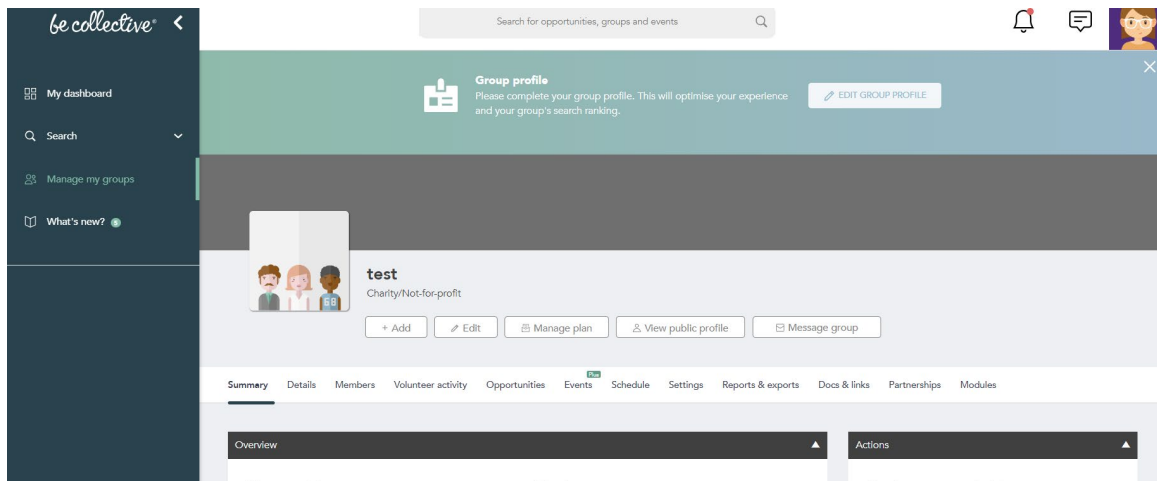
Your Scout Group name, eg. 1st Anywhere Scout Group

Pick Club/Community Group

Scouts NI is a youth movement that caters for young people aged 4 – 25 years. As a youth movement, every young person has the right to join and experience life changing experiences. In 1st Anytown Scout Group we help young people enjoy new adventures; to experience the outdoors; interact with others, gain confidence and have the opportunity to reach their full potential.

Select 'FREE plan'

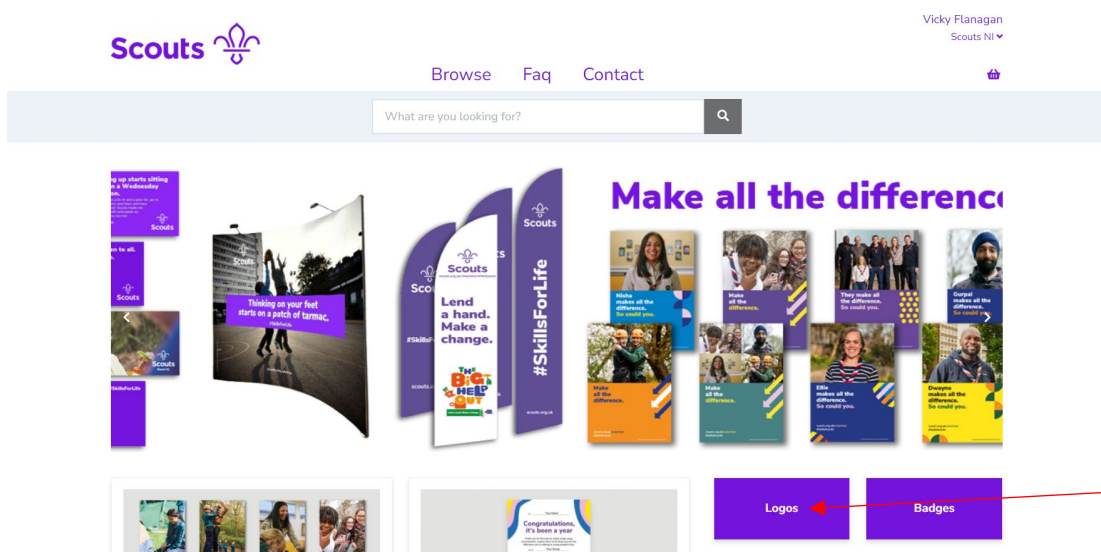
This will bring you to your group page which will look like this...



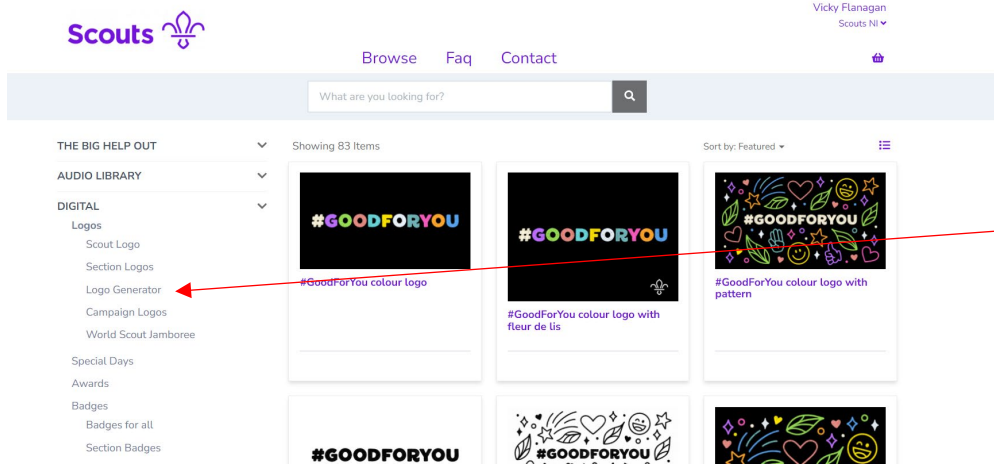
You can add a logo and group header image by clicking 'edit' (recommend you do this for the algorithm on Be Collective)

For personalised Group logos and images please create a profile on Scouts Brand Centre. You can build your own Group logo on logo generator and download lots of Scout branded images!

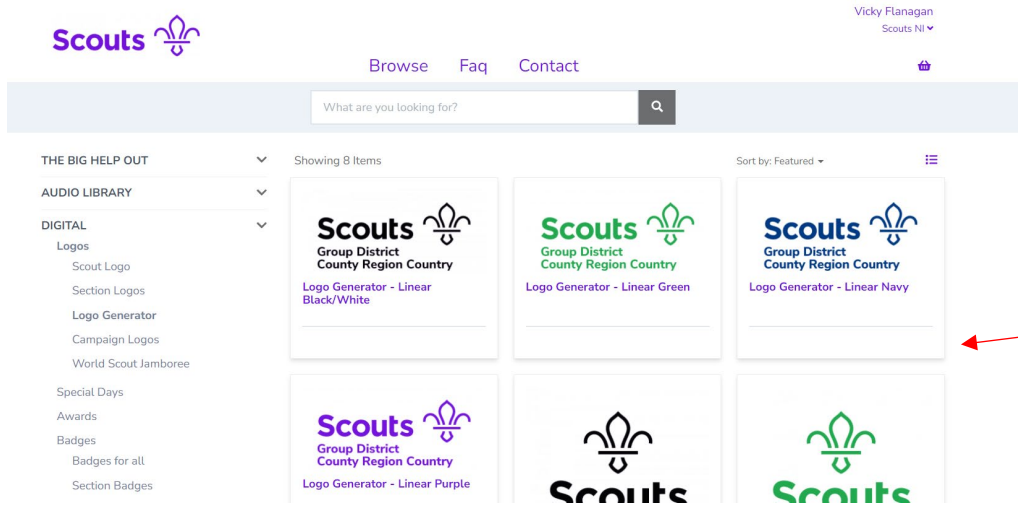
Click here to access Brand Centre.



Click Logos



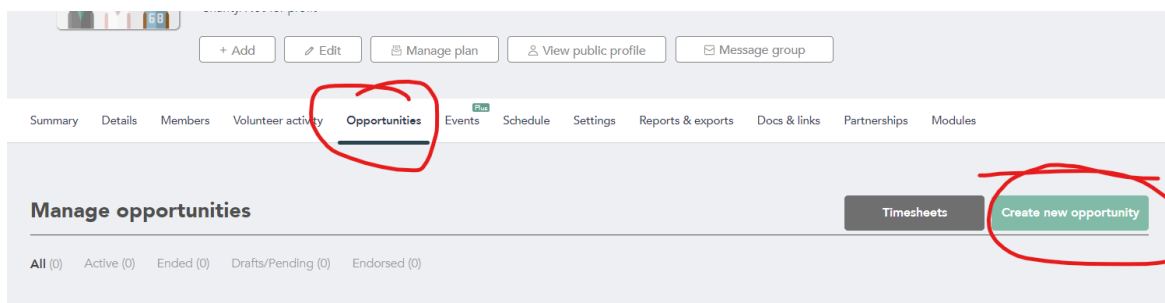
Click Logo Generator



Click on the logo you would like and fill in your details.

Add a new Volunteering Opportunity

Click the Opportunities tab and select 'create new opportunity'



SECTION 1

Title*

Enter title

Overview of the role*

Give your volunteers an overview of what your organisation does, what you're looking for and why. Make your opportunity sound compelling and meaningful. [See examples](#)

List the tasks and responsibilities*

Add a list of tasks that are required for this role. Keep them short and simple. These will also appear in the volunteer's Social Record.

- E.g. Pick up and drop off elderly community members at appointments
-

Example: 1st Anywhere Scouts Cub Leader

Example: Scouts NI is a youth movement that caters for young people aged 4 – 25 years. As a youth movement, every young person has the right to join and experience life changing experiences. In 1st Anytown Scout Group we help young people enjoy new adventures; to experience the outdoors; interact with others, gain confidence and have the opportunity to reach their full potential. We are looking for a volunteer to help the Cub Team deliver an exciting programme To our Cubs (8yrs-10.5yrs) each Tuesday evening from 7-8.30pm.

Examples:

- Deliver games with the young people
- Organise craft for the young people

Fill in your location and the experiences they will gain; team work, fun etc

Location*

Enter Location

Additional location information

Enter additional information

No specific location (ie. virtual)

Experience gained*

Please list the skills your volunteer will learn. These are shown in the volunteer's social CV, which is an important part of building the value of your volunteers.

Select...

No experience gained

Is this opportunity suitable for children under 16?

Yes No

Causes

Select

Opportunity suitable for

Select

Credits ! Pro

Awarding social credits is only available to Be Collective Pro subscribers. Credits can be offered for an opportunity, and put towards rewards offered by your group, such as free driving lessons or a...

0

Preview Delete Save and exit Save and continue

Choose the appropriate options from the drop down boxes.

SECTION 2

Easiest just to select flexible in here and put in the "overview of the role" from earlier when it takes place.

1. Details 2. Schedule 3. Application 4. Brief Plus 5. Share

1 Will there be specific dates and times for this opportunity?
Please select the opportunity type.

Yes

Shifts

e.g. next Monday from 12–3pm or every second Thursday from 8–12pm

No

Flexible

e.g. 3 hours in total or 20 hours a month

2 Please enter more details

Approximately* hour(s)*

Hours yet to be determined OR this is flexible and will be based on the availability of the volunteer

Start date End/complete by date*

Number of positions*

Back Preview Delete Save and exit Save and continue

Choose the appropriate option from the drop down box and add the hours.

SECTION 3

1. Details ✓ 2. Schedule ✓ 3. Application 4. Brief ^{Plus} 5. Share

Application form

Default Form Preview Customise

Automatically approve applications? ^{Plus}

No Yes

When toggled on, anyone applying for this opportunity will be automatically approved. Applicants will be assigned to the shifts or schedule they've applied for.

Use the default form

Application close date

Select date

Choose a closing date

✓ This opportunity is currently accepting applications

If you would like to temporarily stop receiving applications, press pause and this opportunity will no longer be publicly available. You can resume applications at any time.

Pause applications ^{Plus}

Click save & continue

Back Preview Delete Save and exit Save and continue

SECTION 4

Users of the free package can ignore this section – just click 'save and continue'

SECTION 5

1. Details ✓ 2. Schedule ✓ 3. Application ✓ 4. Brief ^{Plus} 5. Share

Can everyone on Be Collective apply for this opportunity?

No Yes

Ensure this is yes

Share with my members

Send this opportunity to your members via email

Share this opportunity

You can ask another organisation to endorse this opportunity.

My partners (0 selected)

All partners

Other groups (1 added)

Enter an organisation name

volunteer now

Ensure you type Volunteer Now into this box

By sharing with Volunteer Now opportunity will also show on our website search facility as well as on Be Collective.

Back

Preview

Delete

Save and exit

Create opportunity

Create opportunity