

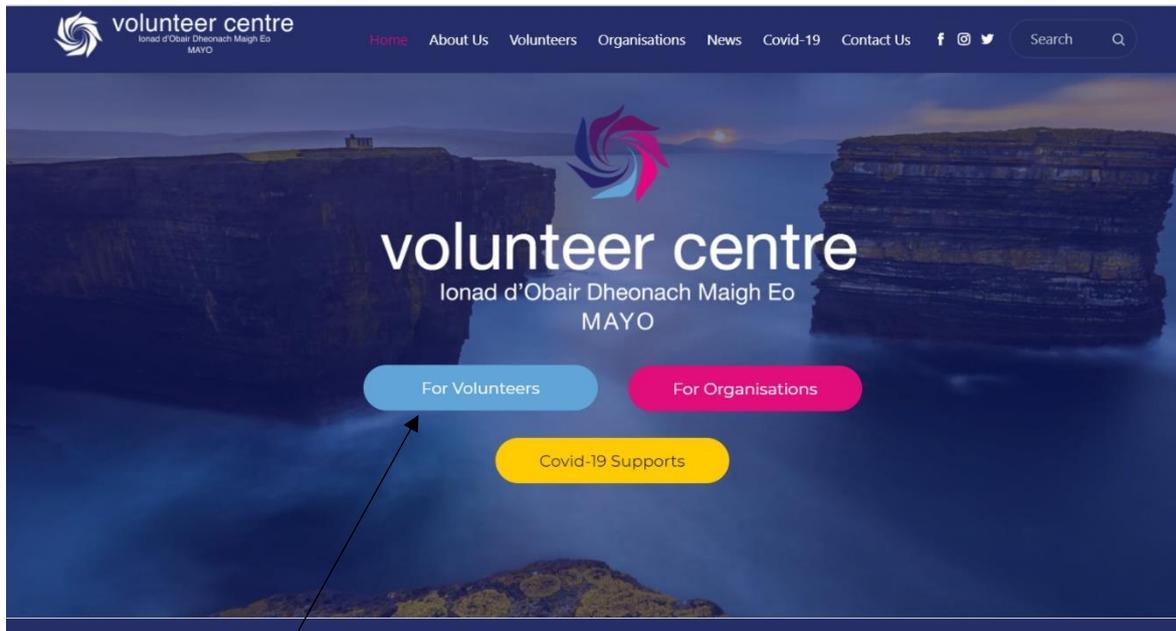


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Guide to Searching For Volunteering Opportunities

This is a short guide to help you search for volunteering opportunities available through Mayo Volunteer Centre.

STEP 1: Visit our website: www.volunteermayo.ie



STEP 2: Click on the **For Volunteer** option.

STEP 3: Click on



STEP 4: Click on **My Profile** to sign in to your profile. It is best to sign in before you start your search.



Home [Start Volunteering](#) Find Volunteers Organisation Search [My Profile](#)

[JOIN US](#)



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STEP 5: Fill in your First Name, Surname and Email Address then click **Submit**.

The screenshot shows a 'Sign In' form with three input fields: 'FIRST NAME', 'LAST NAME', and 'EMAIL'. A pink 'Submit' button is located below the fields. A tooltip above the 'LAST NAME' field says 'Please fill in this field.' The background features a purple overlay with the text 'Sign In' and some faint, illegible text.

STEP 6: You will be emailed a 4 Digit Code. Check your email (check your SPAM folder if it doesn't appear in you Inbox) then input the code. Click **Submit**.

The screenshot shows the 'Sign In' form with a confirmation code field. The text 'Please check your email for your 4-digit confirmation code' is displayed above the '4-DIGIT CODE' input field. A pink 'Submit' button is located to the right of the input field. The background features a purple overlay with the text 'Sign In' and some faint, illegible text.

STEP 7: At the top of the webpage click on **Start Volunteering**.

The screenshot shows the i-VOL website navigation bar and the 'Your Volunteer Profile' page. The navigation bar includes the i-VOL logo (THE NATIONAL VOLUNTEERING DATABASE) and links for Home, Start Volunteering, Find Volunteers, Organisation Search, My Profile, and a JOIN US button. An arrow points from the 'Start Volunteering' link to the 'Your Volunteer Profile' page. The profile page has two main sections: 'My Basic Details' and 'My Saved Opportunities'.



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STEP 8: You are now on the Search Page. You can begin typing your location, as you type options will appear, choose the appropriate location from the list. You can also choose a radius to search. For example, if your location is Castlebar and you choose **Within 10km** it will search for all available volunteering opportunities within 10km of Castlebar. Click on **Submit** to run the search at this stage if you wish.

The screenshot shows the i-VOL search interface. At the top left is the i-VOL logo with the tagline 'THE NATIONAL VOLUNTEERING DATABASE'. The navigation menu includes 'Home', 'Start Volunteering', 'Find Volunteers', 'Organisation Search', and 'My Profile', along with a 'JOIN US' button. The main heading is 'Find a volunteering opportunity near you.' Below this, there is a search bar with the placeholder text 'Enter your Location, Town, or Eircode here' and a 'Submit' button. A 'Hide Options' dropdown menu is open, showing radio button options for search radius: 'Within 1 km', 'Within 5 km', 'Within 10 km', 'Within 20 km', 'Within 50 km', and 'Within 100 km'. Below the search bar, there is a section for 'Advanced Search/Filter >>' with a 'By Day/Time' filter button.

STEP 9: There are also other options available which can be used to narrow down your search if you wish to use the:

- a) You can select the days and times of days that suit you

By Day/Time			
AVAILABILITY	Morning	Afternoon	Evening
MONDAY	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
TUESDAY	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
WEDNESDAY	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
THURSDAY	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
FRIDAY	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
SATURDAY	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
SUNDAY	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
SELECT ALL >>		CLEAR ALL >>	



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b) You can select your preferred **Activities**. The main categories are on the left and the activities within each are displayed on the right. You can choose a maximum of 5 activities.

By Activities

What would you like to do?
(Choose up to 5 activities or leave blank to see all results)

Practical	<input type="radio"/> Animal fostering	<input type="radio"/> Practical/DIY/Farming
Professional	<input type="radio"/> Arts (music/drama/crafts)	<input type="radio"/> Shops/Retail
Promotion and Fundraising	<input type="radio"/> Catering	<input type="radio"/> Short term/seasonal/once off
Supporting Others	<input type="radio"/> Conservation/Gardening	<input type="radio"/> Sports/out door activities/Coaching
	<input type="radio"/> Driving/Accompanying	<input type="radio"/> Team and Corporate Volunteering
	<input type="radio"/> Events and stewarding	

c) You can also choose **By Categories of Role** from list below to further filter your search results. You can choose a maximum of 2.

By Categories of Role

Which of the following do you require?
(Choose up to 2 categories or leave blank to see all results)

 Weekend	 No Garda Vetting	 Events	 Under 18s	 Suitable for Basic English
 Wheelchair Accessible	 From Home	 Quick Start	 Evening	

Once you have chosen all your filters you can click on

Submit



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STEP 10: Your **Search Results** will load. The more filters you have used the narrower the search, for a broader search use less or no filters. Sometimes by not choosing filters you come across roles you may not have thought of exploring. You may have several pages of results.

STEP 11: If you see a volunteering opportunity that interests you click on the View button on the right of the screen. This will bring you into a more detailed description of the opportunity.

Castlebar Community Clean Up Volunteer

CASTLEBAR COMMUNITY CLEAN UP

At a glance

Expiry Date: 10/12/2021

Min Hours: 1 hour weekly

Tasks:

Castlebar Community Clean Up are hoping to recruit volunteers to help them with enhancing and maintaining Castlebar. They meet every Sat at 12 pm for 1 hour. New projects will be taken on each week to help enhance and improve the area. All equipment/tools will be supplied.

Contact

If you have any questions about this role please feel free to get in touch.

Listed by:

- Mayo Volunteer Centre
- Castlebar 0877555899/Ballina 09671444



Activity

Conservation/Gardening

Where

Castlebar, Co.Mayo

What's Required

No previous skills necessary, just an enthusiasm for Castlebar and a desire to help enhance the area. Someone who enjoys working as part of a team would be desirable.



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STEP 12: If you are interested in the role you can click **Register Interest** at the bottom of the page. You also have the option to **Save For Later** or to **Print** out the page.

STEP 13: Click **Accept** on the pop-up screen to register. You will receive an email to tell you that you have registered your interest in the opportunity. Someone from Mayo Volunteer Centre will follow up with you within a day or two. If you don't wish to apply, simply click **Cancel** instead.

Are you sure you want to apply?

Vacancy is based at
Castlebar, Co.Mayo

Min Hours
1 hour weekly

Volunteers can participate on the following days

	Morning	Afternoon	Evening
MONDAY	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
TUESDAY	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
WEDNESDAY	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
THURSDAY	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
FRIDAY	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
SATURDAY	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
SUNDAY	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Accept **Cancel**

STEP 14: If you do choose **Accept** the following message will pop-up, click **OK**

Success!

Thanks for applying for this role

Ok



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You will be returned to the pages about the opportunity, but you'll see that the **Register Interest** button has now changed to **Registered**.



STEP 15: You can use the **Back Button** on your browser to return to the **Search Results Page** and continue browsing the different opportunities and apply for multiple opportunities if you wish.

STEP 16: There are usually 10 opportunities displayed on a page, if there are more than 10 opportunities in your search there will be multiple pages and you can move to the next page by clicking **Next >>** or the page number. This appears at the top and bottom of each search results page. You can also use **<<Prev** to go back to a previous page.



You can also **Sort** your results and can be sorted by 3 options.

