Welcome to the Community First Volunteer Service – our website is www.volunteerfirst.co.uk

1. If you are a new organisation you will need to register on the website before your opportunities can be added. <https://www.volunteerfirst.co.uk/register-organisation/>
2. Once on the website select the "login/Register" button at the top of the screen. Then choose “Register your Organisation” and follow the instructions.

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1. If you have already registered please login as an organisation (not volunteer) You will need your email address and password which you used to register with us.
2. Once you’re registered and logged in you’ll be able to add or edit opportunities and update your organisation profile as you wish.

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1. The opportunities wont be Active until they’ve been approved by the Volunteer Service team. This is done automatically through the website, you don’t need to inform us. Please allow 2 working days for this to show on the website. We’ll set the expiry date for 6 months to a year. If specific dates are required please drop us an email.
2. If you wish any of your opportunities to be made **INACTIVE** please email us with the opportunity title . If you wish the opportunity to be removed/deleted completley please make this clear in your email.
3. The Volunteer Service team look forward to helping you find the volunteers you need. If you need any help or have any questions please email us at info@volunteerfirst.co.uk