

One good deed deserves another

Log your volunteering hours and apply
for awards at vInspired.com



vInspired

Step 1: Signing up

Sign up for a vInspired account at **vinspired.com**
Already got an account? Great login!

Make sure all your profile details are up to date including your email address.

Step 2: Find an opportunity

You can search for an opportunity by

- Searching by location or keyword
- Browsing by category
- Browsing by interest

If you find an opportunity you like but want more information before you apply you can contact the organisation directly in the bottom left corner of the opportunity. Make sure you come back to the website to apply so you can log your hours with that opportunity later on. You can also follow an organisation to keep up to date with any new opportunities they post.

Alternatively you can add your own opportunity. Maybe the organisation you volunteer with isn't on vinspired.com, or, you did some volunteering a while back (you can add previous volunteering from up to 2 years ago.)

To do this, go to the volunteer tab and select 'add volunteering from outside vInspired'. Enter information about the opportunity including someone who can act as a referee.



Step 3: Log your hours

Once you have applied for an opportunity it will appear on your profile. Once the organiser has accepted your application, you can start adding hours.

If you've added your own opportunity you can start adding hours straight away.

Click the + sign in the green box to add hours, notes to describe what you did (so you don't forget) and pictures if you have any. You can log hours as frequently as you like. If you make a mistake select 'hours and evidence' in the green box and you can delete any incorrect entries.

Step 4: Apply for awards

Once you start logging your hours you'll get notifications on your profile when you're eligible for an award. Depending on how many hours you clock up you can get a v10, v30, v50 and v100. You must apply for the awards in order. E.g. if you apply for a v50 first you cannot go back to do the v10 and v30.

Applying for a v10

When you apply for your v10, you will be asked one question about your volunteering activity. That's it! Once you've completed your answer and clicked 'Submit' you'll receive an email confirmation of your award and instructions for downloading it (please note – the v10 comes as a PDF only; a hard copy is not posted to you).

Applying for a v30, v50 and v100

When you apply for your v30, v50 or v100, you will be asked a series of questions about your volunteering activity – specifically about the skills and experience you have gained.

At the top of the application screen you will be asked who you want to validate your application. If you are volunteering with an organisation who gives out awards themselves you will be able to select that organisation and they will give you a certificate. If not, then please select vInspired and you will receive your certificate in the post. Your application should be checked within 10 working days. (Please note – this process will take longer if our team need to contact you for any additional information to support your application, so make sure you provide as much detail including your referee contact when you apply!)

