

**VOLUNTEERING
BAY OF PLENTY**

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Tauranga 3140
Phone: 07 571 3714
admin@volbop.org.nz
www.volbop.org.nz



**VOLUNTEERING
BAY OF PLENTY**

 SIGN UP

 SIGN IN

Find a volunteer role to suit you

We have a large variety of volunteer roles for you !

[SIGN UP](#)

Volunteer Match

Manage Roles – User Guide

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1. My Organization

Can update (except name and primary contact)



VOLUNTEERING BAY OF PLENTY



[Settings](#) [Logoff](#)

Welcome

Organization Readmind

[My Organization](#) [Manage Roles](#)

My Organisation

Contact Information

Name	<input type="text" value="Alliance Francaise de Christchurch Incorporateds"/>
Primary contact	<input type="text" value="Lucile Fontaine-Berger"/>
Position in organization	<input type="text" value="Director"/>
Phone number	<input type="text" value="(222) 222-6666"/>
Cell Phone	<input type="text" value="(111) 111-1111"/>
Free Phone	<input type="text" value="Free phone"/>
Hours available	<input type="text" value="10am-5pm, Monday to Friday"/>
E-mail address	<input type="text" value="money.46USD@gmail.com"/>
Street address	<input type="text" value="913 Colombo Street
Christchurch 8013"/>
Postal address	<input type="text" value="PO Box 650
Christchurch 8140
jk"/>

About the Organization

Mission statement	<input type="text" value="To foster bonds and a better understanding between France and New Zealand by spreading the knowledge of the French language and culture, and promoting linguistic and cultural exchanges."/>
Registered charity number	<input type="text" value="KK48088"/>
Services provided	<input type="text" value="A wide range of cultural and social events with a French influence; French language classes - all ages, all levels; Resource ce"/>
Field of operation	<input type="text" value="Health"/>



VOLUNTEERING BAY OF PLENTY

2. Organization Creates a Role

Welcome
Organization Readmind

My Organization

Manage Roles

Manage Roles

test role

Administration

Craft

Canada

abc

Published

Add New



VOLUNTEERING BAY OF PLENTY

Details ✕

Title

Primary Category Secondary Category

Short Description
125/150 letters

Full Description

Location Organization user responsible

Time Commitment Short term Long term

When needed Evenings Weekday Afternoon Midnight Morning Holidays

Expiry Date

Skills Required

Benefits / Rewards

Travel Reimbursed Criminal Record Check Required

Notes - included in role description

[Edit the role after saving to request publication and to view the status.](#)




VOLUNTEERING BAY OF PLENTY

Welcome

Organization Readmind

 My Organization

 Manage Roles

Manage Roles

 Another one

 Domestic


 Craft

 Turkey

Short Description

Unpublished



 Demonstration Role

 Emergency Service

 Domestic

 Canada

Short Description of role

Published





VOLUNTEERING BAY OF PLENTY

Setup	Published	Volunteers
Title	Demonstration Role	
Primary Category	Emergency Service	Secondary Category: Domestic
Short Description	Short Description of role	
Full Description	Full Description of role	
Location	Canada	Organization user responsible: Lucile Fontaine-Berger
Time Commitment	<input checked="" type="checkbox"/> Short term <input type="checkbox"/> Long term	
When needed	<input type="checkbox"/> Evenings <input checked="" type="checkbox"/> Weekday <input type="checkbox"/> Afternoon <input type="checkbox"/> Midnight <input type="checkbox"/> Morning <input type="checkbox"/> Holidays	
Expiry Date	27-Feb-2016	
Skills Required	Skills Required	
Benefits / Rewards	Benefits / Rewards	
Travel Reimbursed	<input checked="" type="checkbox"/>	Criminal Record Check Required <input checked="" type="checkbox"/>
Notes - included in role description	Notes - included in role description	
Notes - not for publication		Request Publication REQUEST PUBLICATION
Decision	Status	Unpublished

Request Publishing?

Would you like to request that this record be published publicly? An email will be sent to an administrator, who will review the record and either accept or reject it. You will be informed by email in either case.

OK **CANCEL**



VOLUNTEERING BAY OF PLENTY

Automatic email sent



An email with the request has been sent to the admin.

OK

3. Admin Publishes a Role

From no-reply@volunteermatch.org.nz ☆

Reply Forward Archive Junk Delete More ▾

Subject **A new role is ready for review**

10:06 AM

To Kelvin Roberts ☆

A new role, Demonstration Role, has been added by Organization Readmind for Alliance Francaise de Christchurch Incorporateds.

Please log into the system and review the information as it is now. Once you have reviewed the role, flag it as being Accepted as is, Changes made or Please discuss, and click the 'Accepted' button. In each case, you may enter information in the provided comments box to explain your decision. The user who added the role will get an email informing them of the decision.

Volunteering Canterbury
Room 10
Christchurch Community House
Te Whakaruruhau ki Otautahi
301 Tuam Street
Christchurch 8011
Registered Charity no. CC20249



VOLUNTEERING BAY OF PLENTY

Welcome
Administrator

Organisations Roles Users

Filter

Awaiting Publication

Status

Export to SEEK

Expired

SUBMIT

RESET

Manage Roles

A-Z Published - New to Old

Addington Net Inc

[Add New](#)

Test

Administration



Published



Test Role By Jen

Administration

Canada, New York, Britain, Turkey

Published





VOLUNTEERING BAY OF PLENTY

View and edit role / Publish decision

etup Published

Title	Demonstration Role		
Primary Category	Emergency Service	Secondary Category	Domestic
Short Description	Short Description of role		
Full Description	Full Description of role		
Location	Canada	Organization user responsible	Lucile Fontaine-Berger
Time Commitment	<input checked="" type="checkbox"/> Short term <input type="checkbox"/> Long term		
When needed	<input type="checkbox"/> Evenings <input checked="" type="checkbox"/> Weekday <input type="checkbox"/> Afternoon <input type="checkbox"/> Midnight <input type="checkbox"/> Morning <input type="checkbox"/> Holidays		
Expiry Date	27-Feb-2016		
Skills Required	Skills Required		
Benefits / Rewards	Benefits / Rewards		
Travel Reimbursed	<input checked="" type="checkbox"/>	Criminal Record Check Required	<input checked="" type="checkbox"/>
Notes - included in role description	Notes - included in role description		
Notes - not for publication		Request Publication	Publication Requested

Admin Publication actions			
Decision	Select	Action	<input type="button" value="PUBLISH & NOTIFY"/> <input type="button" value="PUBLISH SILENTLY"/>
Reviewer Comments	Reviewer Comment	Status	Unpublished

Admin Publication actions			
Decision	Accepted as is	Action	<input type="button" value="PUBLISH & NOTIFY"/> <input type="button" value="PUBLISH SILENTLY"/>
Reviewer Comments	hij	Status	Unpublished

View published information



VOLUNTEERING BAY OF PLENTY

Setup

Setup **Published**

Title	Demonstration Role	Secondary Category	Domestic
Primary Category	Emergency Service	Organization user responsible	Lucile Fontaine-Berger
Short Description	Short Description of role	When needed	Weekday Holidays
Full Description	Full Description of role	Criminal Record Check Required	✓
Location	Canada		
Time Commitment	Short term		
Expiry Date	February 27th, 2016		
Skills Required	Skills Required		
Benefits / Rewards	Benefits / Rewards		
Travel Reimbursed	✓		
Notes - included in role description	Notes - included in role description		

4. Organization views published role

← Reply → Forward 📁 Archive 🗑️ Junk 🗑️ Delete More ▾

From no-reply@volunteermatch.org.nz ☆

Subject **Your request for update to a role has been published with some minor edits** 3:56 PM

To Kelvin Roberts ☆

Your request to update the role Another one, belonging to Alliance Francaise de Christchurch Incorporateds, has been published with some minor edits. If you wish to change the entry at a later date, you may edit the role and request publication at any time.



VOLUNTEERING BAY OF PLENTY

Welcome

Organization Readmind



My Organization



Manage Roles

Manage Roles

 Another one

 Domestic

 Craft

 Turkey

Short Description

Published





VOLUNTEERING BAY OF PLENTY

Setup



Setup **Published** Volunteers

Position	Another one		
Primary Category	Domestic	Secondary Category	Craft
Short Description	Short Description		
Full Description	Full Description		
Location	Turkey		
Time Commitment	Short term	Times available	Evenings
Expiry Date	February 24th, 2016		
Skills Required	Skills Required		
Benefits / Rewards	Benefits / Rewards		
Travel Reimbursed	✓	Criminal Record Check Required	
Notes	Notes - included in role description		

About the organization

Name	Alliance Francaise de Christchurch Incorporateds	
Mission statement	To foster bonds and a better understanding between France and New Zealand by spreading the knowledge of the French language and culture, and promoting linguistic and cultural exchanges.	
Registered charity number	KK48088	
Services provided	A wide range of cultural and social events with a French influence; French language classes - all ages, all levels; Resource centre with books, CDs, DVDs.	
Field of operation	Health	
Website	http://www.af-christchurch.co.nz/	Facebook page
Twitter Page		

[GENERATE PRINT VIEW](#)