

## How to view and share your organisation's live opportunities

This guide explains how to:

- **View** your current opportunities on the NHS Volunteering service.
- **Share** your current opportunities on the NHS Volunteering service.

Add your current opportunities link to documents, emails or webpages to share them with others.

Sign in to the [NHS Volunteering service](#) to follow the instructions in this guide.

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## View your organisation's opportunities

To view your organisation's current opportunities, complete the following steps:

1. Select the '[View your organisation's opportunities \(opens in a new tab\)](#)' link.

**NHS** Volunteering Log out

**New service** Give your feedback to help us improve this service. [Take our survey \(opens in a new tab\)](#).

### NHS Volunteering Your Dashboard

With your dashboard you can:

- create new volunteer listings
- save draft listings to come back to later
- review applications for each of your opportunities
- edit certain details of your listing such as the closing date or application limit
- reuse a listing
- view your listings
- close live listings

**Your organisation is NHS Volunteering - Training and Support**

[View your organisation's details](#)

**1** [View your organisation's opportunities \(opens in a new tab\)](#)

[Advertise an opportunity](#)

#### Your listings

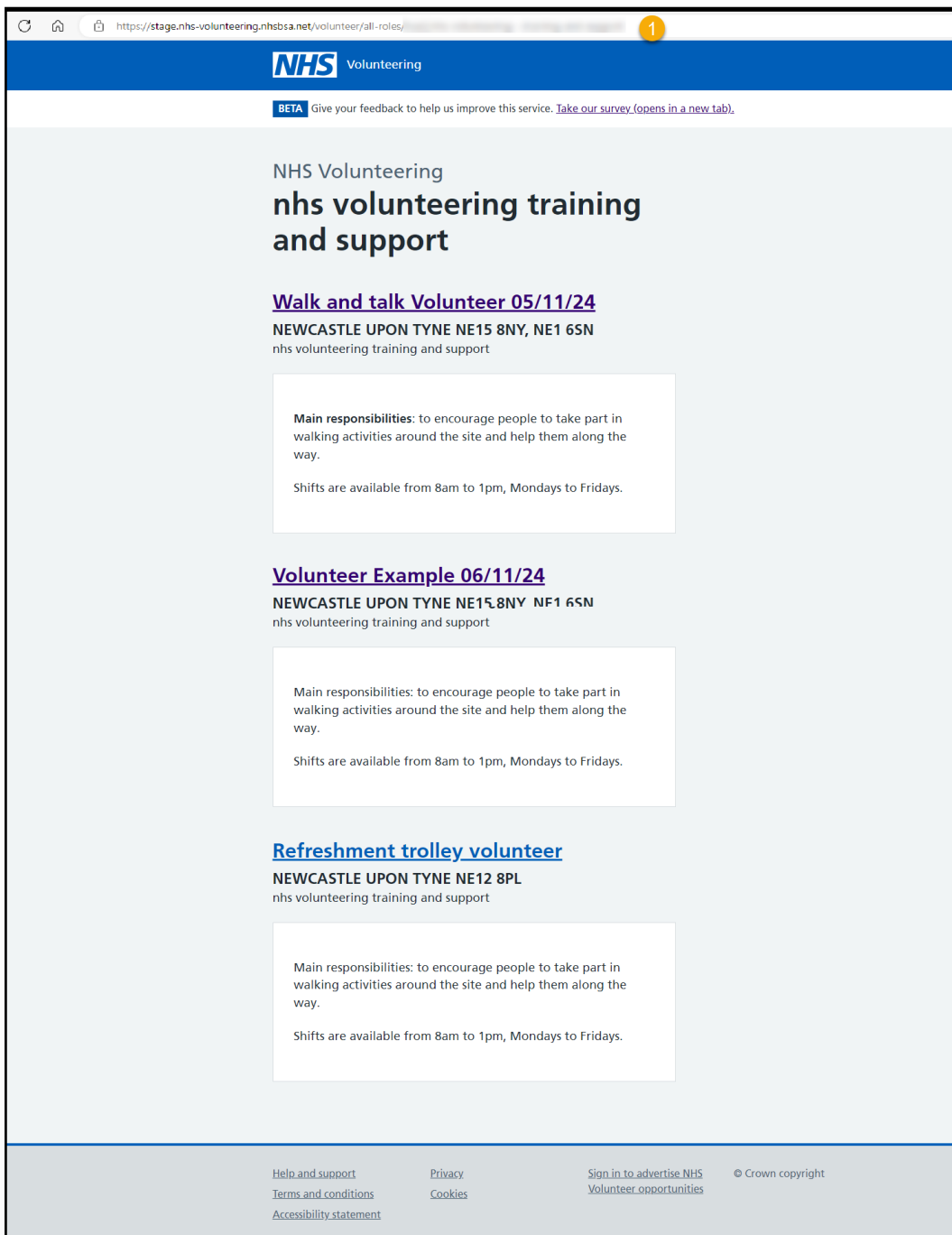
Title	Date created	Closing date	Applications received	Status
<a href="#">Walk and talk Volunteer</a> VZBSA2-935-VFC	18 November 2024	31 December 2024	None	<a href="#">Published</a>
<a href="#">Volunteer Example 06/11/24</a> VZBSA2-7XB-FWM	06 November 2024	Not provided	None	<a href="#">Published</a>
<a href="#">Refreshment trolley volunteer</a> VZBSA2-P6G-P2N	24 October 2024	Not provided	2	<a href="#">Published</a>

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[Accessibility statement](#)

## Highlight the URL from the address bar of the web page

To highlight the URL from the address bar, complete the following steps:

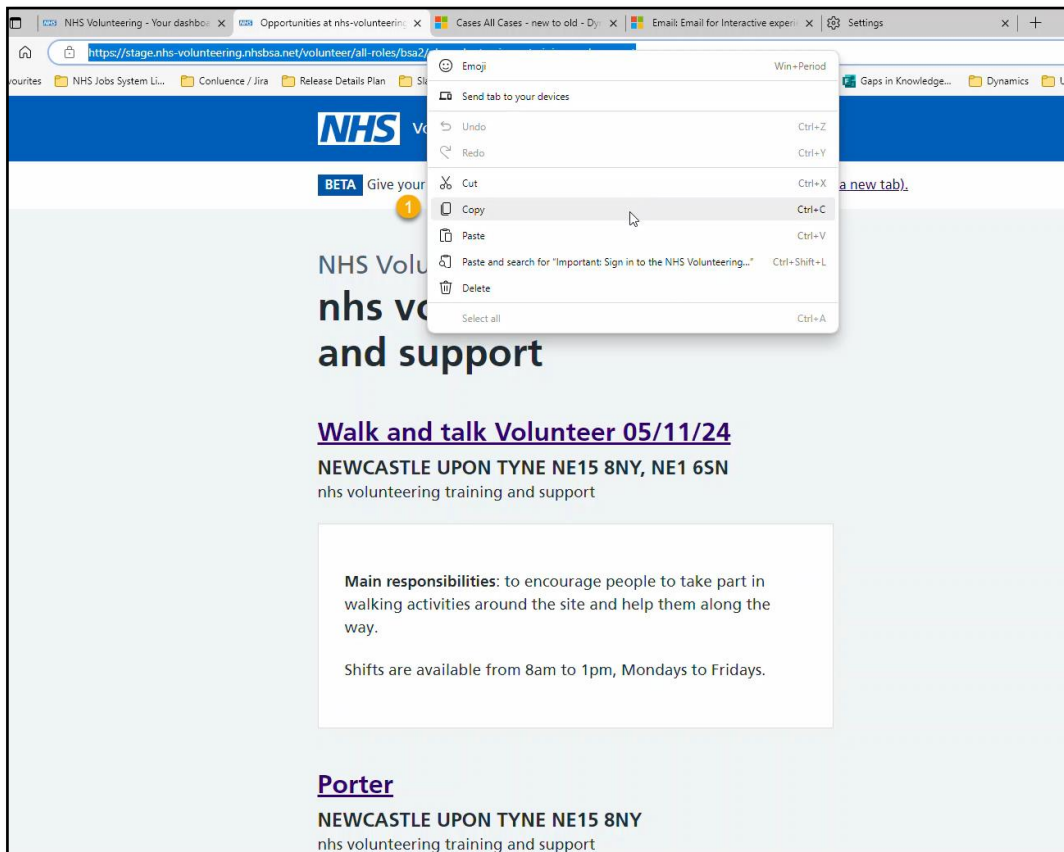
1. Go to the address bar and '[right click](#)' using the right button on your mouse.  
Or
1. Press the [Ctrl + L keys or F6](#) on your keyboard.



## Copy the URL from the address bar of the web page

To copy the highlighted URL:

1. Select '[Copy](#)' from the drop-down menu.
- Or
1. Press the [Ctrl + C keys](#) on your keyboard.



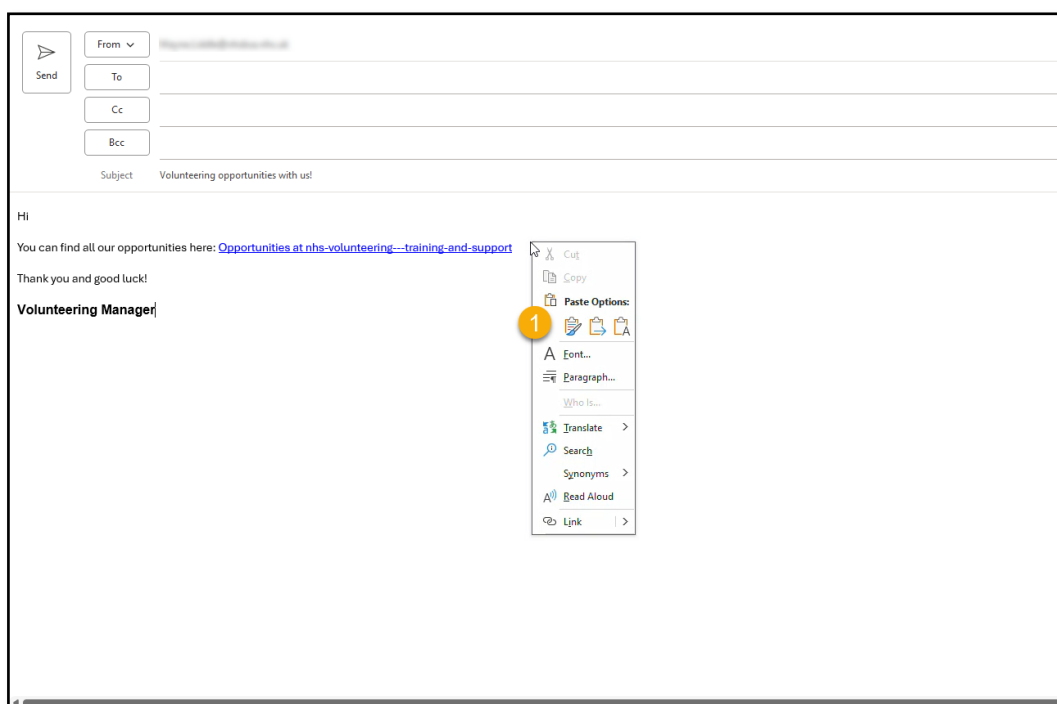
## Paste the URL from the address bar of the web page

**Important:** Add the URL to documents, emails or webpages to share your current opportunities.

This example shows the URL being added to an email.

To paste the highlighted URL:

1. Select the 'paste' icon from the drop-down menu.  
Or
2. Press the Ctrl + V keys on your keyboard.



**Tip:** The URL will always show your current opportunities. You do not need to update it when you add or close opportunities.

You've viewed and shared your current opportunities and reached the end of this user guide.