

## How to search for a listing

This guide explains how to search for a listing that you have created using in the NHS Volunteering service.

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

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## Search for a listing

**Important:** You must be signed into your NHS Volunteering account and on the 'Your Dashboard' page.

To search for a listing, complete the following step:

1. Select the 'Published' tab to view your currently live listings.
2. Select the 'Closed' tab to view your closed listings.
3. Select the 'Draft' tab to view your draft listings.
4. Select the 'Next' link to view more listings.
5. Select the [Search for a listing](#) button to search for a specific listing.

**NHS** Volunteering Log out

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

## Your dashboard

You can use your dashboard to create, edit and reuse listings. You can also review your applications.

Your organisation is NHS Volunteering - Training and Support

[View your organisation's details](#)

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

[Create new listing](#)

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### Your listings

Published (28) **2** Closed (9) **3** Draft (1)

**1** Published

Title	Date created	Closing date	Applications received
<a href="#">Walk and talk volunteer</a> VZBSA2-DBV-B3T	06 May 2025	01 December 2025	None
<a href="#">Telephone Befriender</a> VZBSA2-HR8-R2B	06 May 2025	Not provided	None
<a href="#">Area Example</a> VZBSA2-7Y4-6X8	25 March 2025	Not provided	None
<a href="#">Walk and talk Volunteer 24/03/25</a> VZBSA2-BXY-YNF	24 March 2025	01 December 2025	1
<a href="#">Walk and talk Volunteer</a> VZBSA2-DGD-987	18 March 2025	01 December 2025	1

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## Search using a title or reference number

To search for your listing using a title or reference number, complete the following steps:

1. Enter the title of your listing in the **Search by listing title** text box.  
Or
2. Enter the reference number in the **Search by listing reference number** text box.  
For example, VZPMC-TT6-NW7
3. Select the [Search](#) button.

NHS Volunteering [Log out](#)

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

[Go back](#)

### Search for a listing

Search by listing title

1

Search by listing reference number  
For example, VZPMC-TT6-NW7

2

You can only search by either listing title or listing reference number.

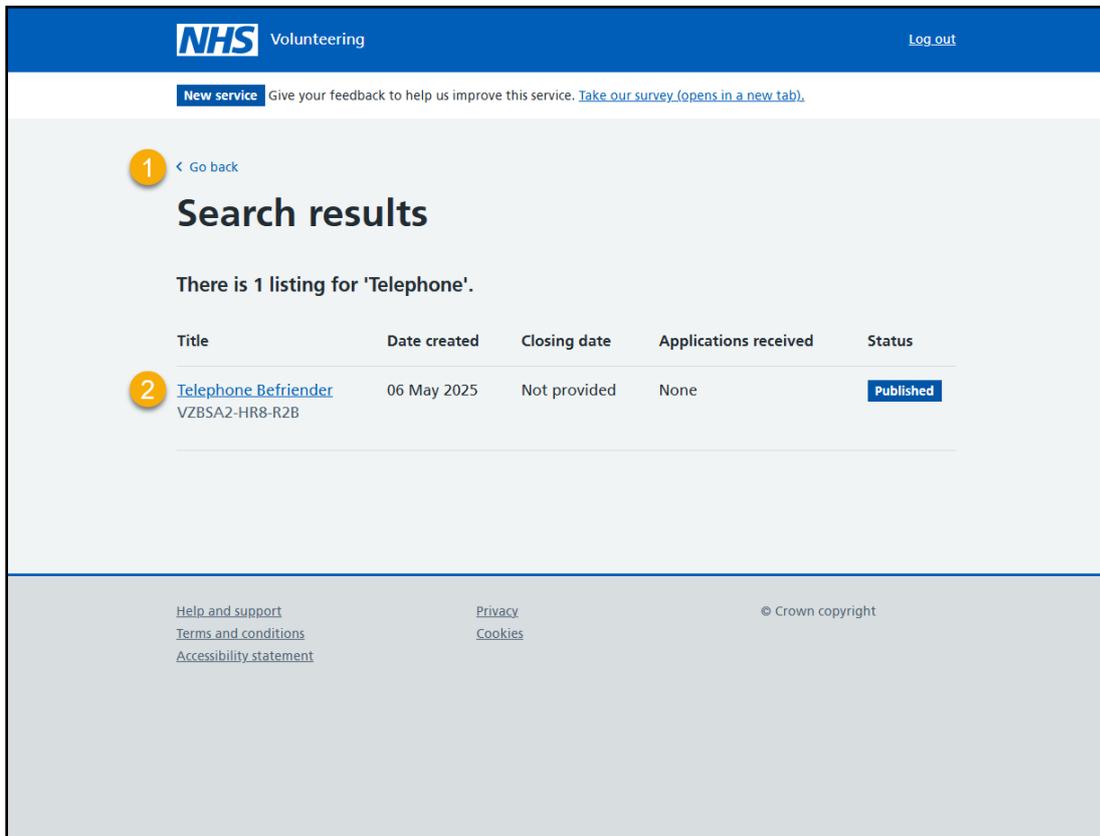
3

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[Accessibility statement](#)

## Search results

To view the details of the listing you have searched for, complete the following steps:

1. Select the ['Go back'](#) link to search again (optional).
2. Select the ['Opportunity title'](#) link to view the details of the listing.



The screenshot displays the NHS Volunteering search results page. At the top, there is a blue header with the NHS logo and 'Volunteering' text, and a 'Log out' link. Below the header, a 'New service' banner encourages feedback. The main content area features a 'Go back' link (marked with a '1' in a yellow circle) and the heading 'Search results'. Below this, it states 'There is 1 listing for 'Telephone''. A table lists the search results with columns for Title, Date created, Closing date, Applications received, and Status. The first result is 'Telephone Befriender' (VZBSA2-HR8-R2B), created on 06 May 2025, with no closing date and no applications received. The status is 'Published', indicated by a blue badge (marked with a '2' in a yellow circle). The footer contains links for 'Help and support', 'Terms and conditions', and 'Accessibility statement', along with 'Privacy' and 'Cookies' links, and a copyright notice.

Title	Date created	Closing date	Applications received	Status
<a href="#">Telephone Befriender</a> VZBSA2-HR8-R2B	06 May 2025	Not provided	None	<b>Published</b>

**Tip:** You can see the date created, closing date and status of any listing returned in your search results.

You've reached the end of this user guide.

[Return to the start of guide.](#)