NHS
Volunteering

How to add and manage users for your account.

This guide explains how to add and manage users for your NHS volunteering service account.

Sign in to the NHS Volunteering service to access your account and follow the instructions in this guide.

There are two types of users you can create:

- Superusers can manage listings and add and manage other team members.
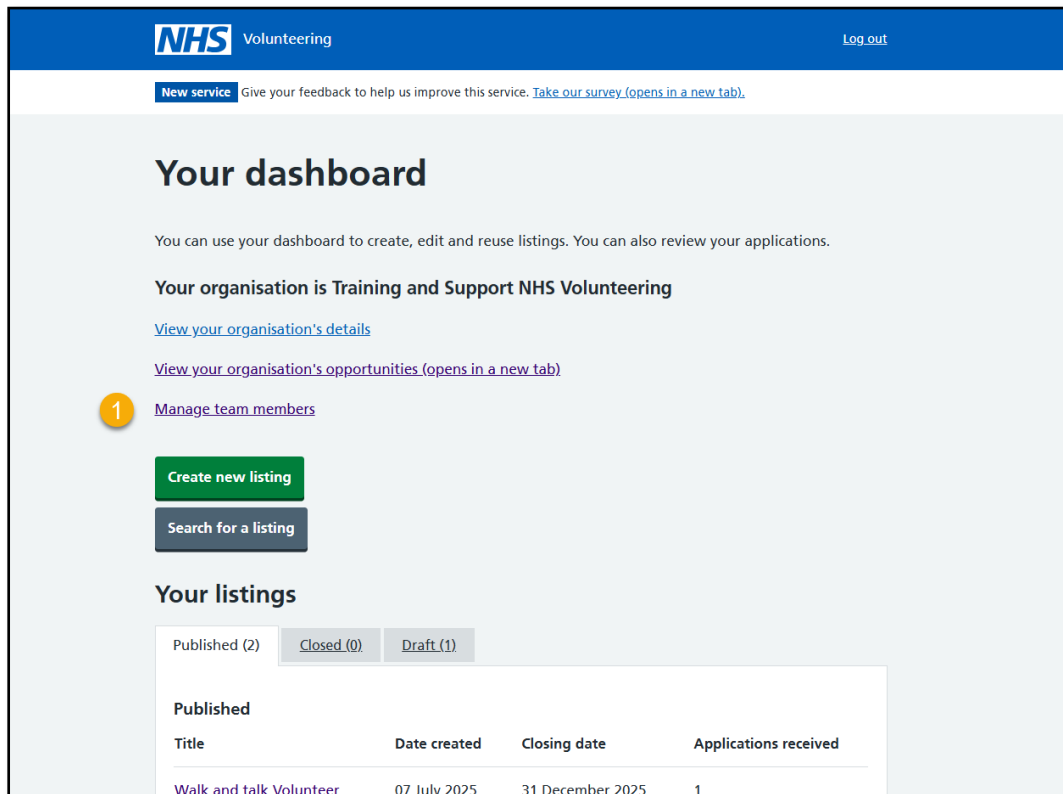- Recruiters can only manage listings.

You can have up to 5 superusers.

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Start managing team members.

Important: You should be signed into your NHS Volunteering account and currently on 'Your Dashboard'.

To start adding or managing users, complete the following step:

1. Select the 'Manage team members' link of from the 'Your Dashboard' page.

Manage team members.

To manage your team members, complete the following steps:

1. Select the 'Go back to dashboard' link to return to the dashboard.
2. Select the 'Add new team member' button to add a team member.
3. Select the 'View profile' link to view and edit the details of an existing profile.

Name	Email address	Role	Actions
Wayne Liddle (You)		Superuser	View profile

Manage team members

Add team members and assign them different levels of access in the service.

Add new team member

Help and support
Terms and conditions
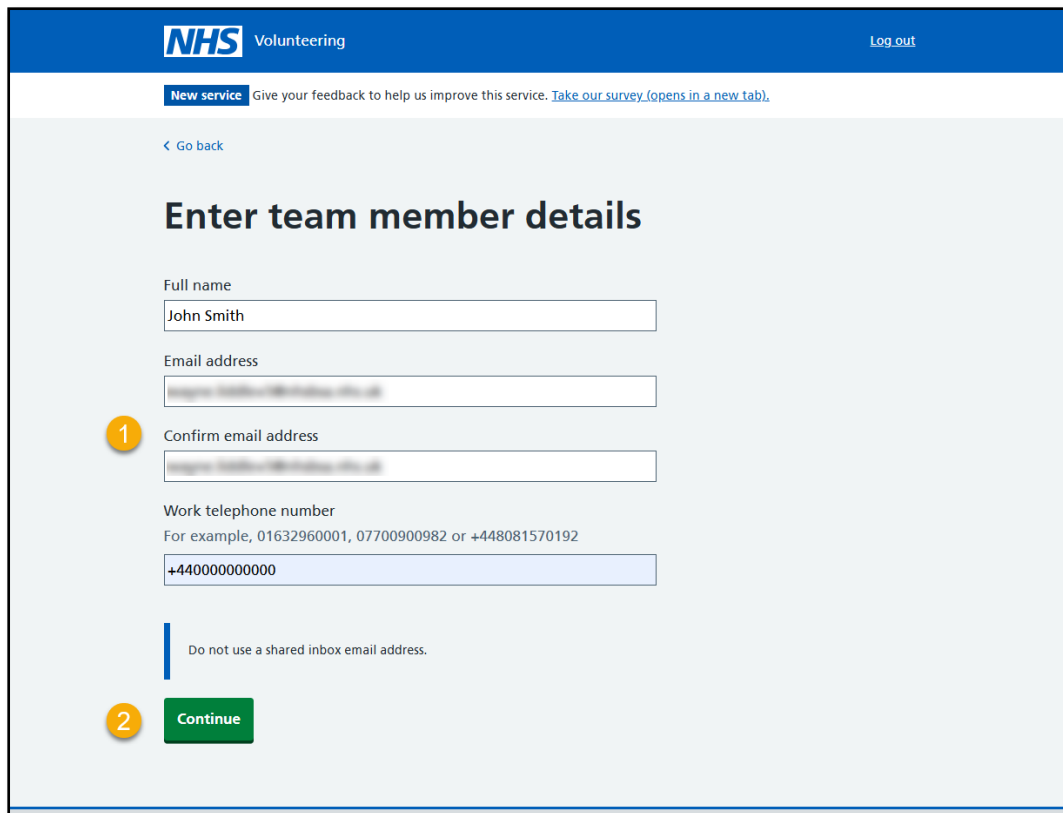Accessibility statement

Privacy
Cookies

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Enter team member details.

To edit the closing date on a published listing, complete the following steps:

1. Enter the new date details in the following text boxes:
   - 'Full name'.
   - 'Email address'.
   - 'Confirm email address'.
   - 'Work telephone number'.
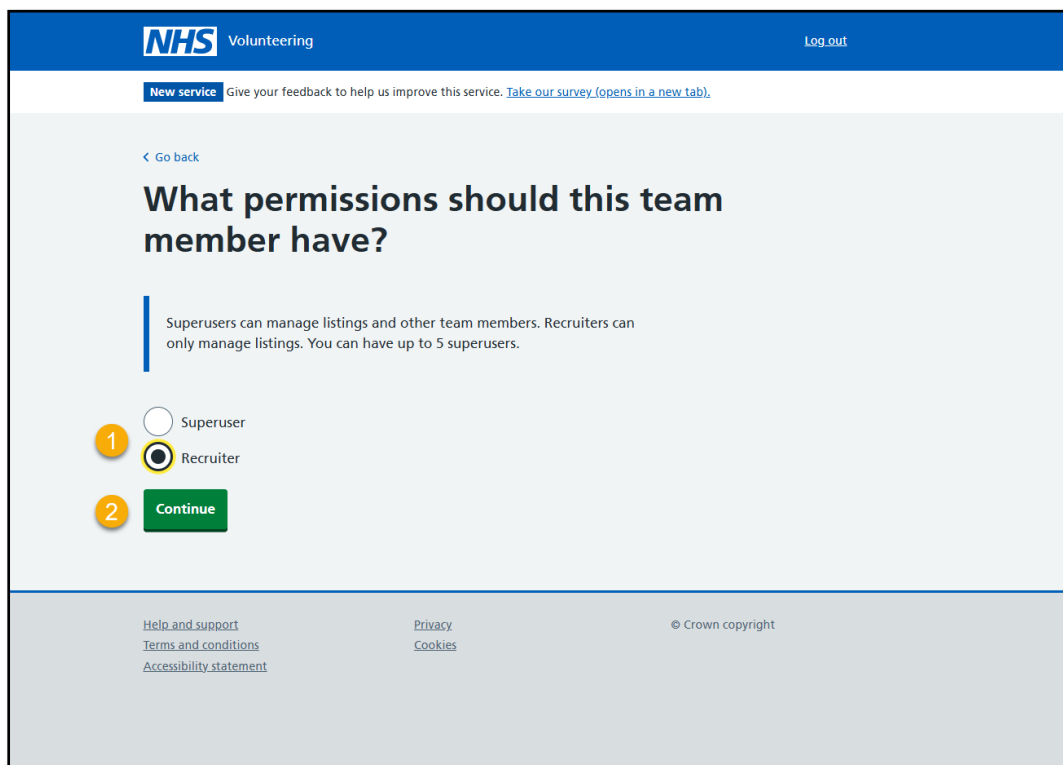2. Select the 'Continue' button.

Tip: Do not use a shared inbox email address.

Select the permissions for the new team member.

To select the permissions for the new team member, complete the following steps:

1. Select 'Super user'
   Or
   Select 'Recruiter'.
2. Select the 'Continue' button.

Tip: There are two types of users you can create:

- Superusers can manage listings **and** other team members.
- Recruiters can only manage listings.

You can have up to 5 superusers.

Check your answers.

To check your answers, complete the following steps:

1. Select the relevant 'Change' link to change any details before submitting. (Optional)
2. Select the 'Submit' button to add the new user to your account

New team member added

Important: A message at the top of the screen will confirm that the team member has been added.

You can now complete the following steps:

1. Select the 'Go back to dashboard' link to return to the dashboard.
2. Select the 'Add new team member' button to add a team member.
3. Select the 'View profile' link to view and edit the details of an existing profile.

Return to start of this user guide.

View and manage the details of an existing team member.

Important: You cannot change the email address of an existing team member. If a team member has a new email address, a superuser will need to create a new account for them.

To use the View application page, complete the following steps:

1. Select the 'Go back' link to return to the manage team members page.
2. Select the relevant 'Change' link to update the details.
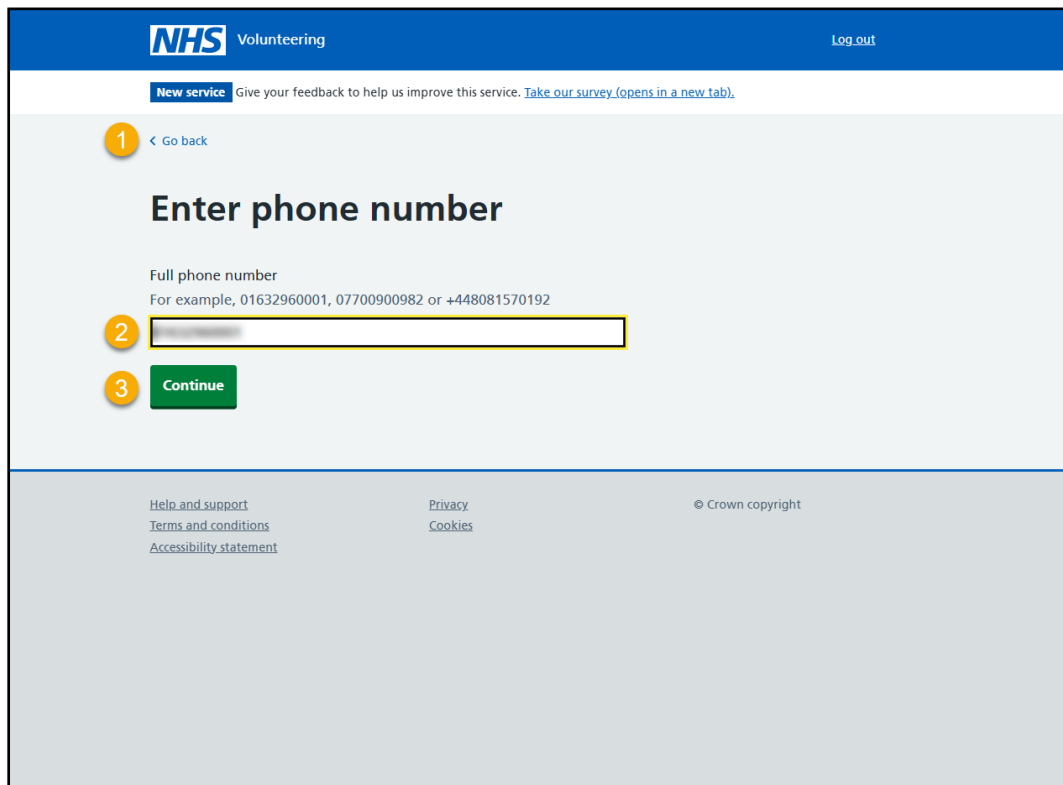
Enter new details.

Important: This example shows the phone number being updated.

To update the details, complete the following steps:

1. Select the 'Go back' link to return to the View profile page. (Optional)
2. Enter the updated information.
3. Select the 'Continue' button.

Check your answers before submitting.

Important: This example shows the phone number being updated.

To check your answers before submitting, complete the following steps:

1. Select the 'Change' link to update the details before submitting. (Optional)
2. Select the 'Submit' button to submit the change.

Tip: The details will be updated, and you will return to the Manage team members page.