

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.

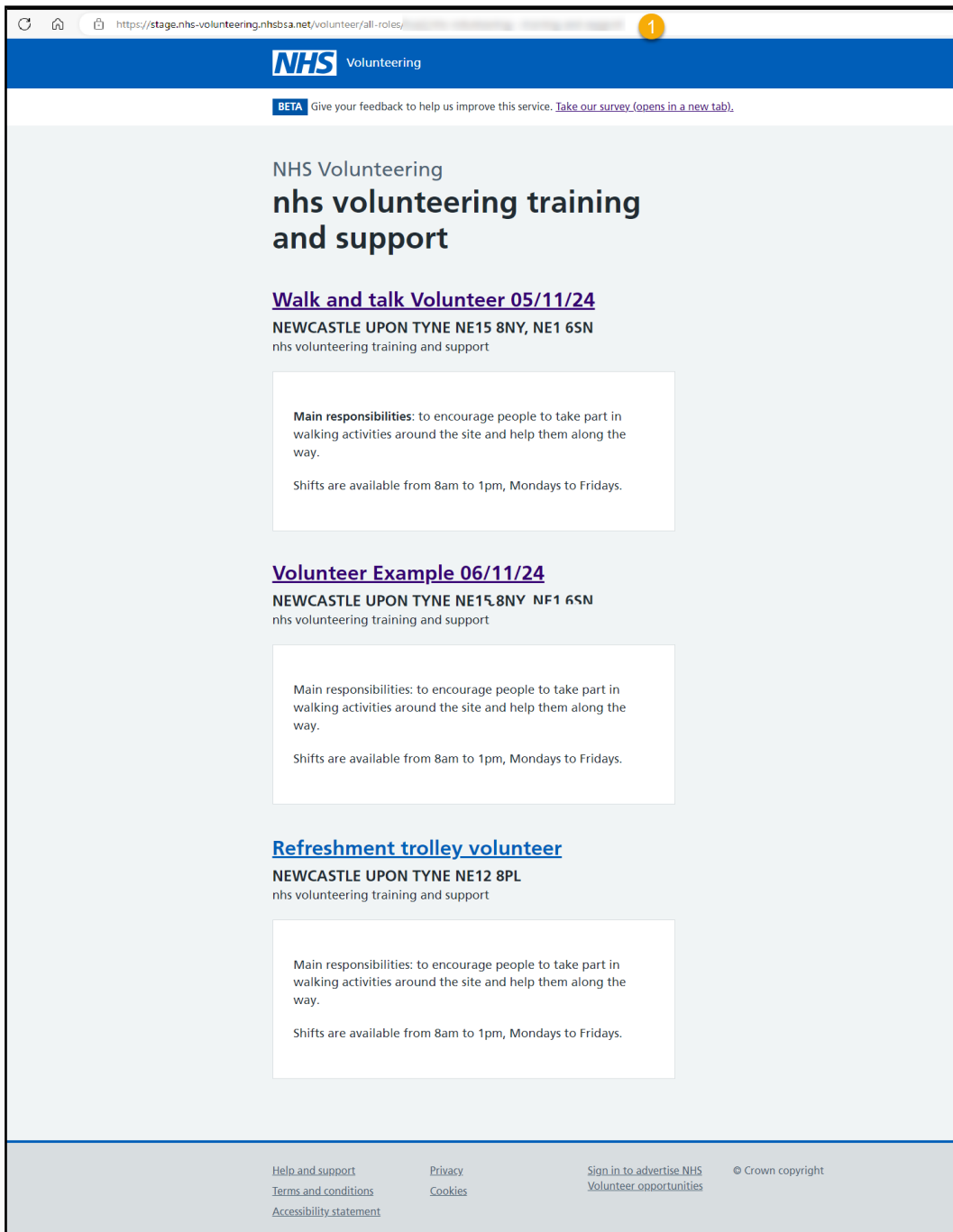
The screenshot shows the NHS Volunteering dashboard. At the top, there is a blue header with the NHS logo and 'Volunteering' text. Below the header, there is a 'New service' banner with a feedback link. The main content area is titled 'Your dashboard' and includes instructions on how to use the dashboard. A section titled 'Your organisation is NHS Volunteering - test account' contains several links: 'View your organisation's details', 'View your organisation's opportunities (opens in a new tab)', and 'Manage team members'. Below these links are two buttons: 'Create new listing' and 'Search for a listing'. The 'Your listings' section is visible, with tabs for 'Published (137)', 'Closed (101)', and 'Draft (152)'. A table of published listings is shown below, with columns for Title, Date created, Closing date, and Applications received. Two listings are visible: 'opportunity VZBSA-9CM-Y8J' and 'Oxford opportunity VZBSA-4N6-CWN'. The footer contains links for 'Help and support', 'Privacy', 'Terms and conditions', 'Cookies', and 'Accessibility statement', along with a copyright notice.

Title	Date created	Closing date	Applications received
opportunity VZBSA-9CM-Y8J	25 November 2025	15 January 2026	None
Oxford opportunity VZBSA-4N6-CWN	25 November 2025	15 July 2026	None

Highlight the URL from the address bar of the web page

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

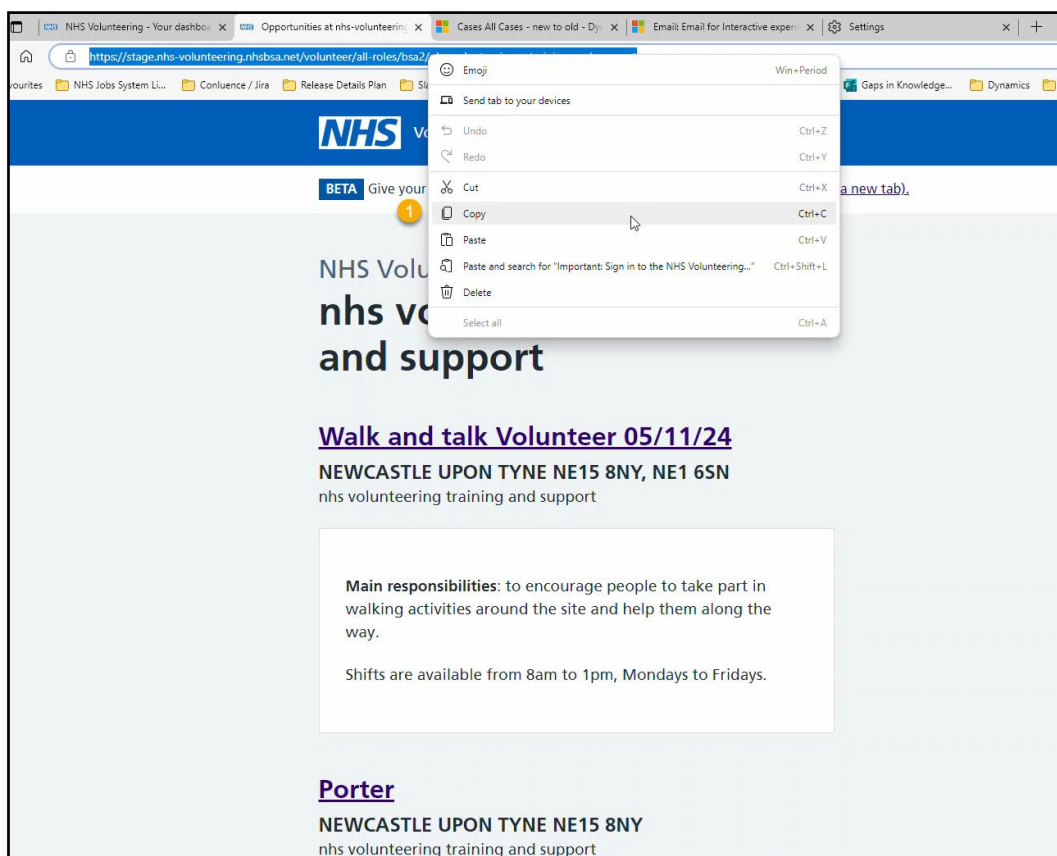
1. Go to the address bar and '[right click](#)' using the right button on your mouse.
Or
1. Press the [Ctrl + L keys or F6](#) on your keyboard.



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.



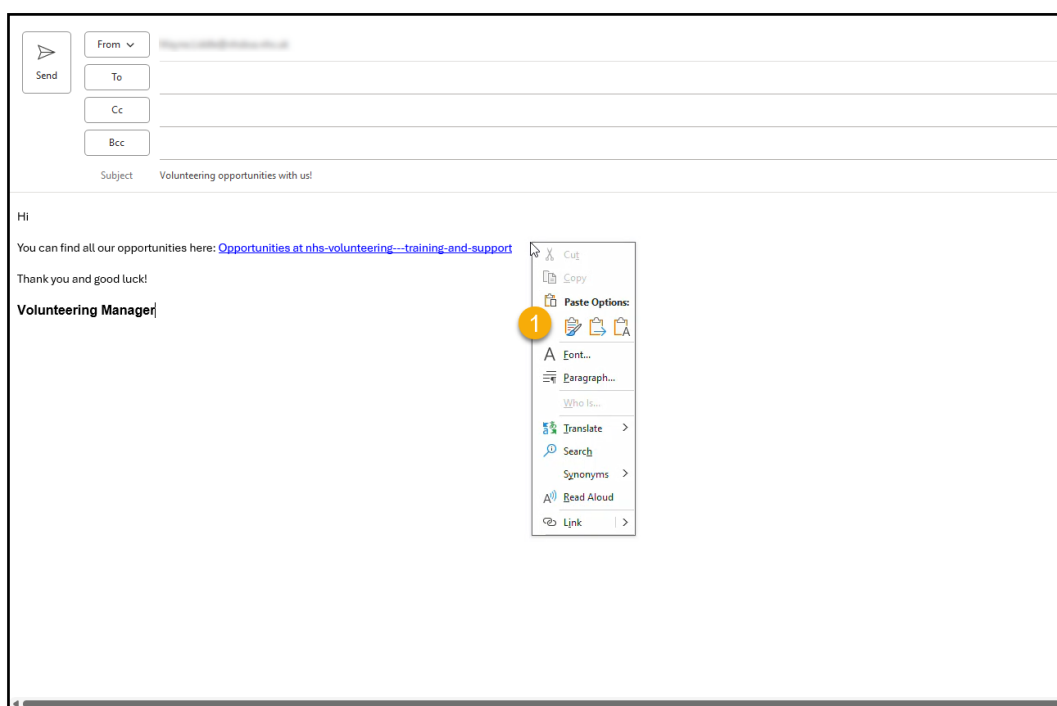
Paste the URL from the address bar of the web page

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

This example shows the URL being added to an email.

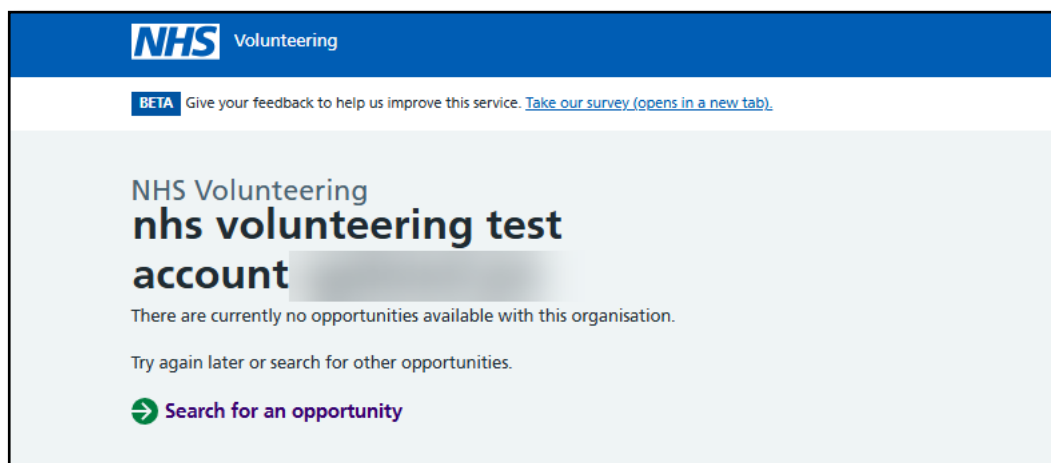
To paste the highlighted URL:

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. A message will explain there are currently no opportunities if you don't have any live. You do not need to update it when you add or close opportunities.

If you have no live opportunities, the following screen will be shown:



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