

## 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.

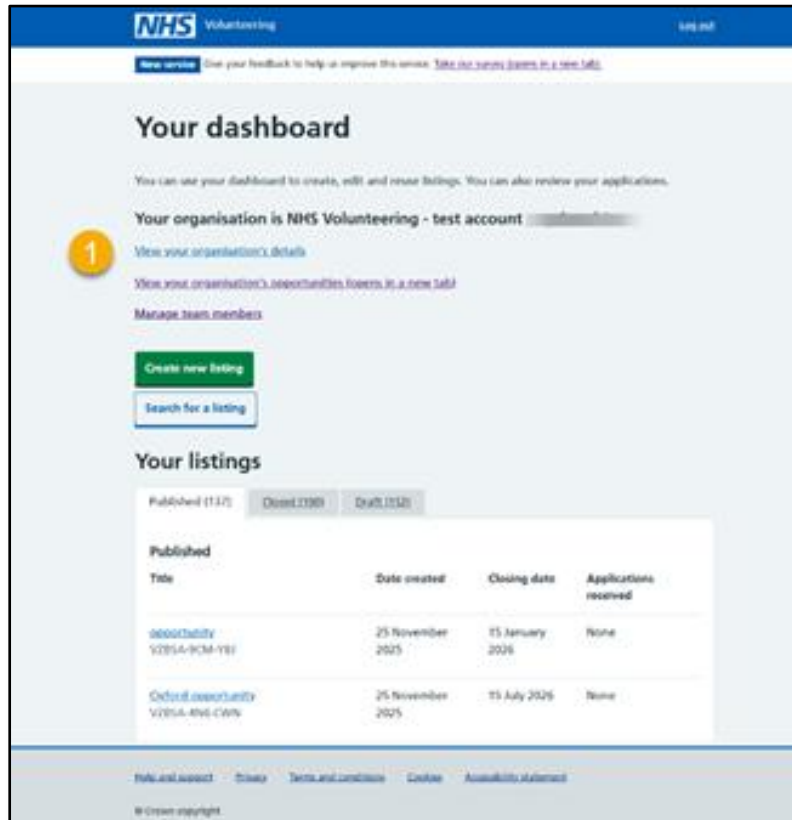
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## View your organisation's opportunities

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

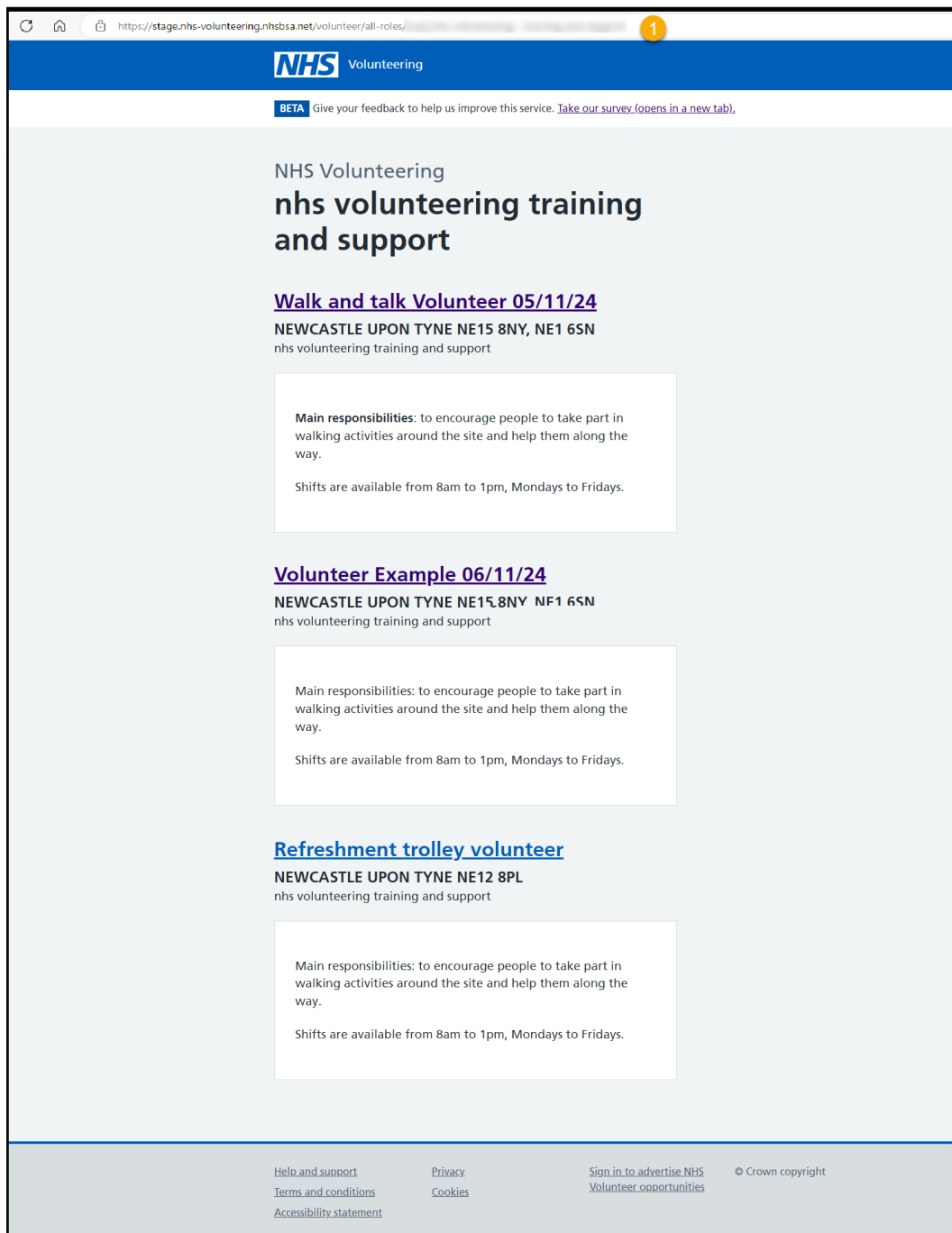
1. Select the '[View your organisation's opportunities \(opens in a new tab\)](#)' link.



## 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, depending on your system.



The screenshot shows a web browser window with the URL <https://stage.nhs-volunteering.nhsbsa.net/volunteer/all-roles/> in the address bar. The page header features the NHS logo and the text 'Volunteering'. Below the header, there is a 'BETA' notice: 'Give your feedback to help us improve this service. [Take our survey \(opens in a new tab\)](#).' The main content area is titled 'NHS Volunteering' and 'nhs volunteering training and support'. It lists three volunteer opportunities, each with a title, location, and a box containing 'Main responsibilities' and 'Shifts' information.

**Walk and talk Volunteer 05/11/24**  
NEWCASTLE UPON TYNE NE15 8NY, NE1 6SN  
nhs volunteering training and support

**Main responsibilities:** to encourage people to take part in walking activities around the site and help them along the way.

Shifts are available from 8am to 1pm, Mondays to Fridays.

**Volunteer Example 06/11/24**  
NEWCASTLE UPON TYNE NE15 8NY, NE1 6SN  
nhs volunteering training and support

**Main responsibilities:** to encourage people to take part in walking activities around the site and help them along the way.

Shifts are available from 8am to 1pm, Mondays to Fridays.

**Refreshment trolley volunteer**  
NEWCASTLE UPON TYNE NE12 8PL  
nhs volunteering training and support

**Main responsibilities:** to encourage people to take part in walking activities around the site and help them along the way.

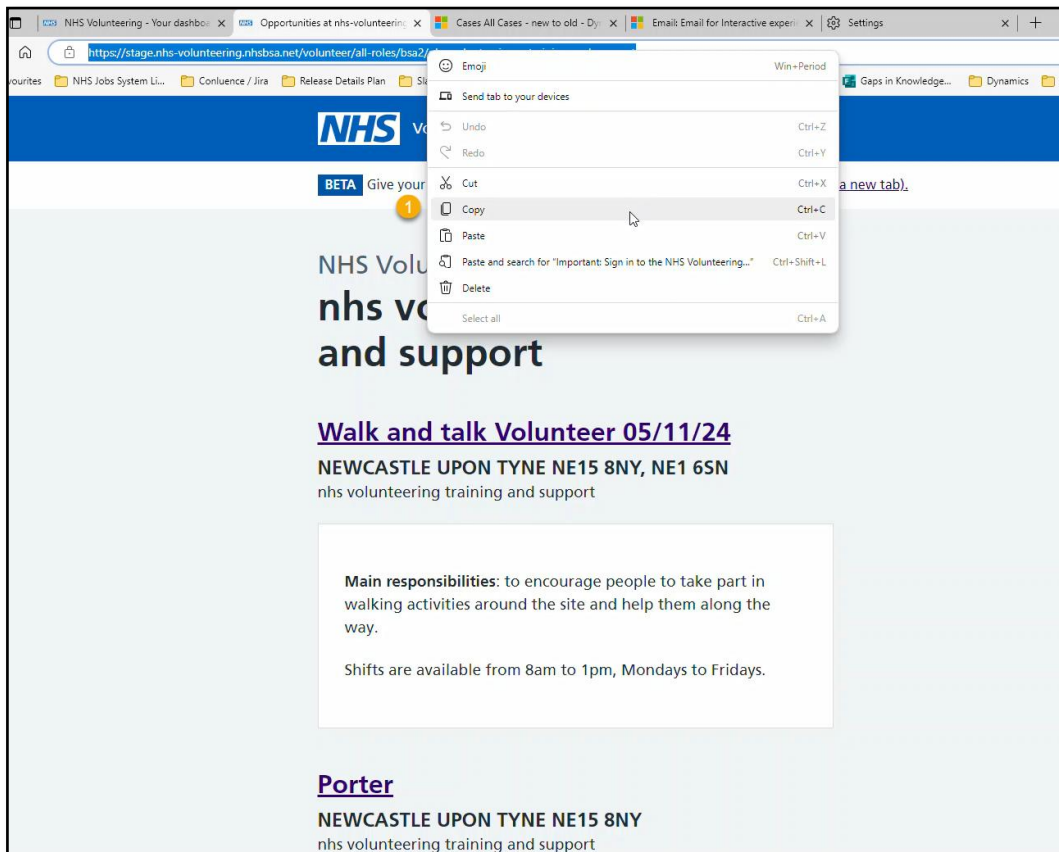
Shifts are available from 8am to 1pm, Mondays to Fridays.

At the bottom of the page, there are links for 'Help and support', 'Terms and conditions', 'Accessibility statement', 'Privacy', 'Cookies', 'Sign in to advertise NHS Volunteer opportunities', and '© Crown copyright'.

## 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.



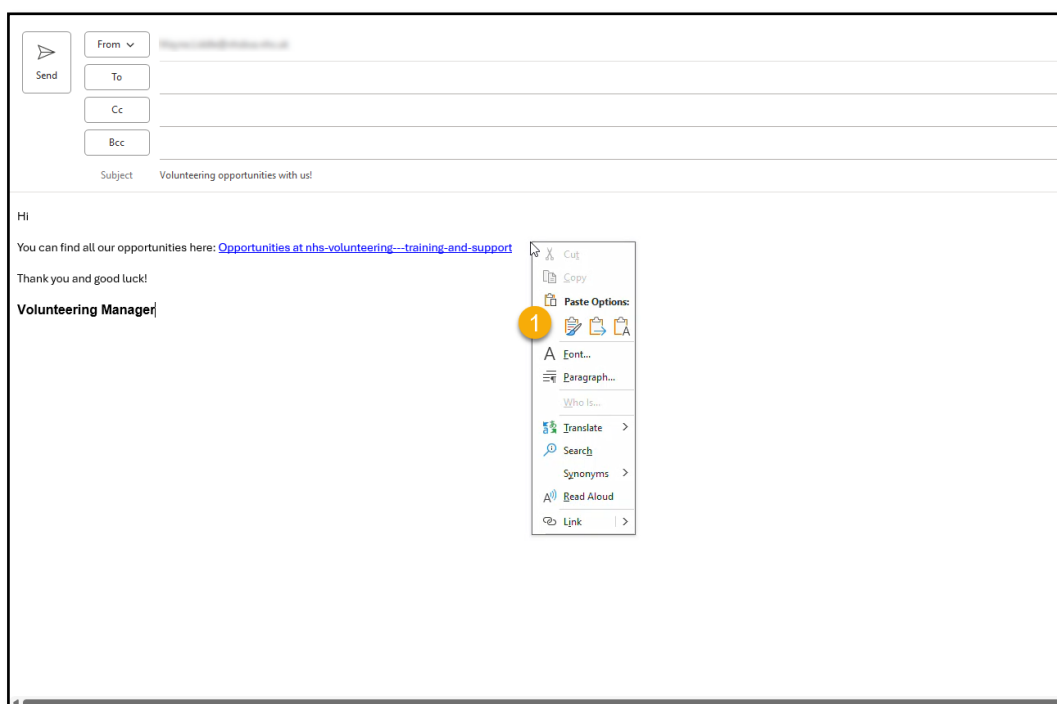
## Paste the URL from the address bar of the web page

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

This example shows the URL being added to an email.

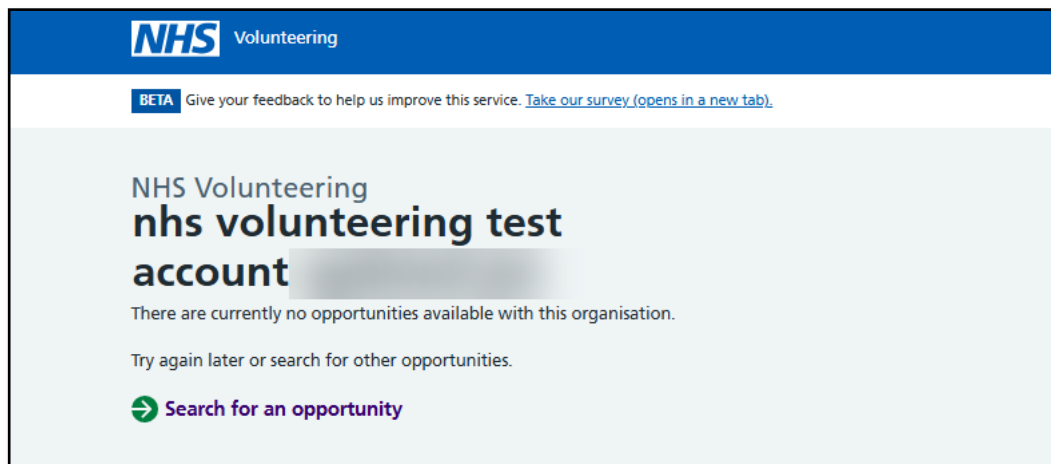
To paste the highlighted URL:

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.