



Bristol Parks Volunteer Database – “How To”

Step 1 – Creating a username (email address) and password

Head to <http://btrr.im/hkgin> and fill in the application form.

As an individual (who may be part of a group or not). **Recommended**

- Make sure you use the contact details you wish us to use when contacting you about volunteering
- **Tip:** Use your email address as your username
- If you are part of a group, include the name of the group in your application form.
- We will then confirm our end that your profile is part of, or a representative of the group and enable the group hours recording function.
- Hours recorded by your group will be pulled together by the system, so you will still be able to keep a record of the hours put in by everyone involved in your group.

Alternative: Signing up with a Group Profile:

- If you'd rather sign up with one group profile, rather than having your own details on record, you can do this by inputting your group name in place of the first and last name fields.

E.g. First Name: Friends of

Last Name: Greville Smyth Park

- The advantage of this is that you can share the account with other lead members of your group and keep all your hours in one account.
- The disadvantage is that you can't record your own training or any personal qualifications.

We'd recommend signing up as an individual if you are one of the H&S trained members of your group. You can then have your training on record and still record the hours of anyone who comes along to your volunteer sessions as an informal or one off volunteer (e.g. those who wouldn't want to lead a session or access other training opportunities offered to Bristol Parks Volunteers).

Step 2 - Finding your local park(s)

Once you've completed the application form, head to <https://app.betterimpact.com/Login> and log in using the details you input in the application form.

MyVolunteerPage.com Login


Login		Privacy Policy	
Username	<input type="text" value="ella.hogg@bristol.gov.uk"/>	™	Usernames are not case sensitive.
Password	<input type="password" value="....."/>	™	Passwords are case sensitive.
Forgot your username or password?		<input type="button" value="Login"/>	

Information contained here is only visible to you and the specific organisation(s) with which you are associated. It will neither be disclosed to any other party nor used for any other purpose. [Click here to view the complete MyVolunteerPage.com privacy policy.](#)

Once logged into the homepage, hover over the **“Opportunities”** tab along the row of titles at the top of the screen.

It will give you the option to click on either **“Opportunity Calendar”** or **“Opportunity List”**. We are mainly using **“Opportunity List”** for now, as it allows activities to be recorded at any time.

The screenshot shows the Bristol City Council logo on the left and a banner image of green leaves and orange flowers. Below the banner is a navigation menu with tabs: HOME, OPPORTUNITIES (selected), SCHEDULE, HOURS, REPORTS, CONTACT, and MY PROFILE. Under the OPPORTUNITIES tab, there are sub-links for Opportunity Calendar and Opportunity List. To the right of the sub-links are links for ? Help, Switch to Administrator View, and Log Out. Below the navigation is a user profile section for Ella Hogg, showing a profile picture, a 'Welcome' message, and a table of volunteer hours.

Welcome		VOLUNTEER HOURS		
 Ella Hogg Edit		This Week	This Year	Lifetime
		0	38	38

Once you’ve clicked on Opportunity List, you should be presented with a screen listing all the parks where we have Friends or other Volunteer Groups in the city, under the following category:

Supporting Parks Activities (this is where you’ll find your park)

Scroll through the parks listed under Supporting Parks Activities and find your local park, or any others you would like to volunteer at.

Select them and click **“sign up”**.

They will now appear in your list of activities to record hours against.

Step 3 – Personalising your profile

When you’re logged in, click on the edit button underneath your name (see below)



- HOME
- OPPORTUNITIES
- SCHEDULE
- HOURS
- REPORTS
- CONTACT
- MY PROFILE

Home

? Help Switch to Administrator View Log Out



Welcome
Ella Hogg

[edit](#)

VOLUNTEER HOURS

This Week

0

This Year

38

Lifetime

38

Bristol Parks

News

Welcome to your volunteer database. Here you can log your hours, download documents and soon, access online training.

At present, all group volunteering remains postponed due to Covid-19, but we support and thank everyone who continues to use their time outdoors to carry out maintenance or activities that support

Get Social

Share this [f](#) [t](#) [+](#)

Tweets by @bristolparks

From here you can amend any of your personal contact information, preference and add a profile picture.

My Profile - Contact Information

Contact Information

Save

NAME FIELDS

Username ™ 🔒

Salutation

Legal First Name

First Name ™

Middle Name

Last Name ™

Suffix

ADDRESS

? Help Switch to Administrator View Log Out



Remove Photo

Update Photo

ELLA HOGG

41 Sea Mills Lane
Sea Mills
Bristol BS9 1DP
United Kingdom

Privacy Settings

Privacy Settings for the Schedule

- I want other volunteers to be able to see my name in the list of scheduled volunteers.
- I want my last name included.
- I want my photo included.

Save

You can also sign up to receive volunteer emails on this page. We'd really recommend you do this in order to be kept up to date with new training opportunities and parks information. We will keep these emails minimal and functional, relating to the Parks volunteer programme in Bristol.

Tip: The [Bristol Parks Forum mailing list](#) is also worth signing up to if you haven't done so already. More general Parks related news can be found here, alongside any bulletins from across the Parks Service and other organisations.

Step 4: Recording hours (unscheduled activities)

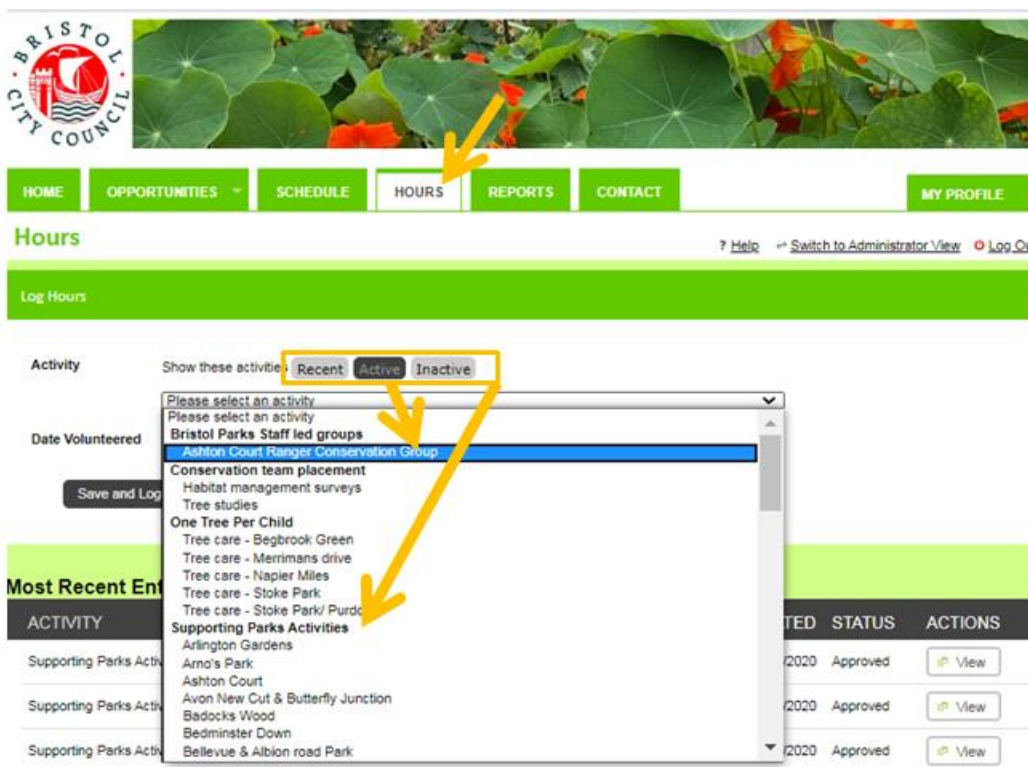
If you have already completed activities which you wish to record, you can backdate hours as far as you like. Activities cannot be recorded in advance, but you can sign up as above so that they are easy to find when you come record hours.

You can record hours as an individual or as the leader of a group, by filling in the feedback questions to keep a record of how many volunteers you worked with.

If you want to sign up as a group in advance, there is an option to put the number of the group in in advance, when you "sign up".

There is a short video here to show you through these steps. A few of the bits highlighted here aren't relevant to getting started, but it should help with finding things:

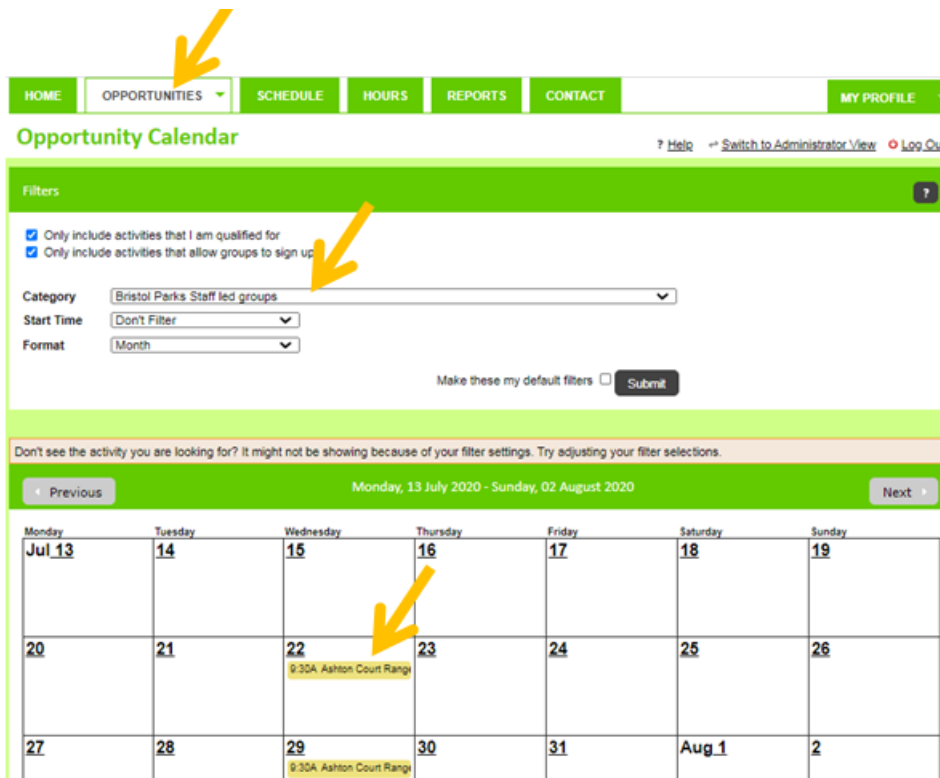
<https://www.betterimpact.tv/VI-demo-uk/volunteer-portal/>



Using the Opportunity Calendar (scheduled activities):

As we begin to plan in more regular sessions, there will be more sessions within the Opportunity Calendar section. At the moment these are limited due to the continued more flexible means of volunteering across the city, in order to avoid busy park times and keep every safe.

If you or your group wish to sign up to any of the "scheduled" activities, head to:



At the moment there isn't a way for me to enable groups to add activities to the calendar directly, but the recording hours function mentioned above should work best for you in the meantime. The calendar should be helpful for you to see the BCC led opportunities as they emerge, and in the longer term, I'll get this changed so that groups can access the activity creation function.

I'm working with the system developers to find the best way of moving this forward.

Other areas - Online Training

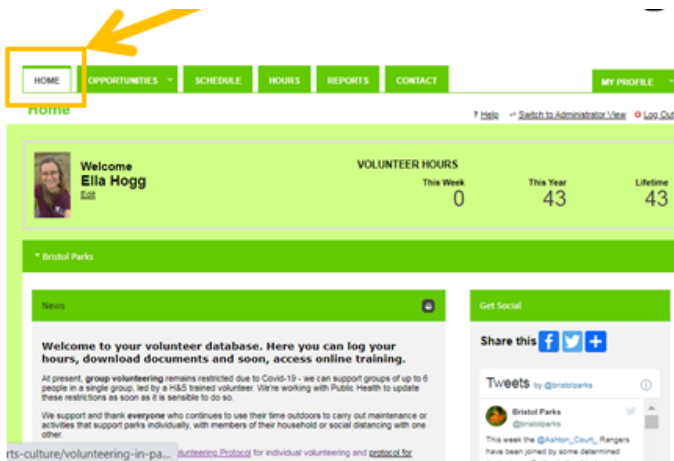
We will be developing online training specific to Parks Volunteers. There is already a suite of online training which you can access directly via the Database.

These courses have been provided by the BCC Communities Teams and may add value to you group and give you confidence to build partnerships in your community to being in new volunteers.

To complete the courses, follow the link directly from the "Home" page as below (scroll down to find the course details).

Moving forward, we hope to provide the following online:

- H&S and tools talk demo videos
- H&S refresher courses
- Site Survey and Risk Assessment video demos



Scroll down for:

1. Health and Safety
2. Data Protection
3. Information Security
4. Safeguarding & Child Protection
5. Equality, Inclusion and Diversity
6. Promoting Positive Mental Health
7. Befriending

We'll be adding more to this "How To" as we all get more familiar with the Database.

Please don't hesitate to get in touch if you have any queries, difficulties or recommendations in the meantime.

Ella

Ella.hogg@bristol.gov.uk

Volunteer Coordinator Bristol Parks