## Step-by-step guide to starting group social activities and meetings

Step 1	Step 2	Step 3	Step 4
Complete the relevant guidance form or risk assessment for your event	Upload completed risk management form to the Portal and update the service entry. [As Coordinating Team meetings aren't added to the Portal, please just email the Guidance document to the Volunteer Support Team instead.]	Email the Volunteer Support Team, to confirm risk management form has been uploaded [For Coordinating Team meetings, just email the Volunteer Support Team with the Guidance document attached instead.]	Receive confirmation email from the Volunteer Support Team
Click here for the risk management documents Click here for a list of Frequently Asked Questions Click here for a video on guidance form completion Click here for a video on risk assessment completion	Link to Portal Click here for a video on uploading forms to the Portal If you're unable to upload forms click here to contact the Volunteer Support Team	Click here to email the Volunteer Support Team volunteersupport@ mssociety.org.uk or call 0300 500 8084 #3)	You can start the activity or meeting