



## Assemble glossary of terms

We've created this glossary to support your understanding of some of the language you may come across on Assemble or when we talk about it.

Assemble term	What this means
<b>Volunteer management system (VMS)</b>	Assemble is the name of our volunteer management system
<b>Volunteer Manager / Manager</b>	Manager for group volunteers = Group Coordinator Manager for non-group volunteers = Staff member for that team e.g. Helpline Manager
<b>User Details</b>	Volunteer record
<b>Team</b>	Assemble refers to a volunteer group as a 'Team'
<b>Opportunities</b>	Volunteer roles to recruit for
<b>Document Hub</b>	Information and resources library (replacing the Volunteer Website) to support your volunteering at the MS Society
<b>Activities</b>	A feature in Assemble where you can record your own volunteering activity
<b>Activities - Add Group Service</b>	Where group volunteers can add and update local group services and events, plus associated documents
<b>Group Service Assemble user</b>	An Assemble account you can use to add and update services and events on behalf of your local group
	A feature where you can create your own tasks, or be assigned tasks by

Assemble term	What this means
<b>Tasks</b>	volunteer managers and other MS Society staff
<b>Touchpoints</b>	For recording key volunteer and team (local group) interactions if you're a Group Coordinator