

## Volunteer System and Process Guide

You may have access to several systems to complete tasks and processes as part of your volunteering. This guide highlights which systems you need to access to complete these tasks (once you have access to Assemble).

<b>Task/process</b>	<b>Old system</b>	<b>New system</b>	<b>Link to system</b>	<b>Volunteer roles with access</b>
Accessing contact (formerly member) details	Portal	SharePoint	Please contact the Volunteer Support Team for a link to your group's SharePoint folder	Group Coordinator Admin Volunteer Comms Volunteer
Uploading new volunteer roles for recruitment	Reach	Assemble	<a href="https://mssociety.goassemble.com/auth/login">https://mssociety.goassemble.com/auth/login</a>	Group Coordinator
Uploading/editing new services, including SLAs, HSV and VERA documents	Portal	Assemble	<a href="https://mssociety.goassemble.com/auth/login">https://mssociety.goassemble.com/auth/login</a>	Group Coordinator, Admin Volunteer Comms Volunteer Activity Organiser Health and Safety Volunteer
Finding information, news and resources	Volunteer Website	Assemble	<a href="https://mssociety.goassemble.com/auth/login">https://mssociety.goassemble.com/auth/login</a>	All active volunteers
Accessing volunteer contact details	Portal	Assemble	<a href="https://mssociety.goassemble.com/auth/login">https://mssociety.goassemble.com/auth/login</a>	Group Coordinator
Group accounting	Online accounting	Unchanged	<a href="https://branchaccount.mssociety.org.uk/OpenPages/Login.aspx">https://branchaccount.mssociety.org.uk/OpenPages/Login.aspx</a>	Finance Volunteer Coordinating Team members (view only)



Completing assigned training	TalentLMS	Unchanged	<a href="https://mssociety.talentlms.com/">https://mssociety.talentlms.com/</a>	All volunteers required to complete must-do training
Sending emails whilst representing the MS Society	Microsoft Office 365	Unchanged	<a href="https://outlook.office365.com/mail/">https://outlook.office365.com/mail/</a>	Volunteers with an MS Society email address
Groups ordering resources and merchandise	Online shop	Unchanged	<a href="https://onlineshop.mssociety.org.uk/">https://onlineshop.mssociety.org.uk/</a>	One account per group, with access for Coordinating Team
Getting branded materials designed for local groups	MS Society Designs	Unchanged	<a href="https://volunteers.mssociety.org.uk/web-to-print">https://volunteers.mssociety.org.uk/web-to-print</a>	Any local group volunteer
Independent fundraising for your group	Enthuse	Unchanged	<a href="https://enthuse.com/">https://enthuse.com/</a>	Unchanged
Contactless fundraising	Give a little	Unchanged	<a href="https://givealittle.co/">https://givealittle.co/</a>	Unchanged