

# Member area

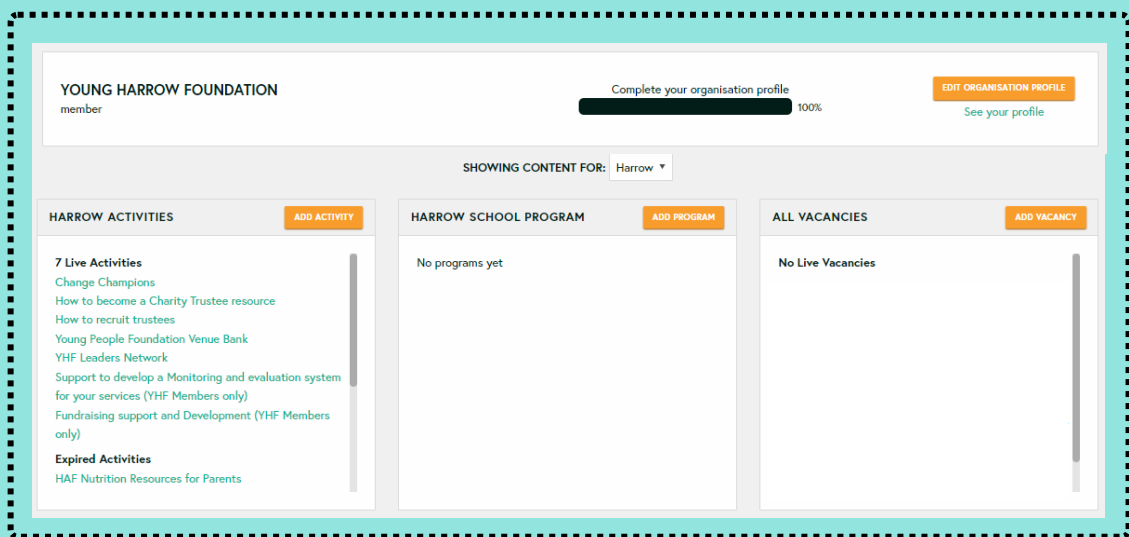
Learn what you can manage in the member area.

## 1

## WHAT'S IN THE MEMBER AREA?

There are several functionalities that you can use:

- **Organisation details** (logo, contact details, social media, address, etc.)
- **Activities and school offers** (type of activity, participants, price, description, when and where, etc.)
- **Vacancies** (job type, salary, description, deadline, etc.)



TOP TIPS



To achieve 100% in your organisation profile, you don't need to complete everything in the profile but add some information in all of the separate sections: **organisation details, description, media, address and social media.**

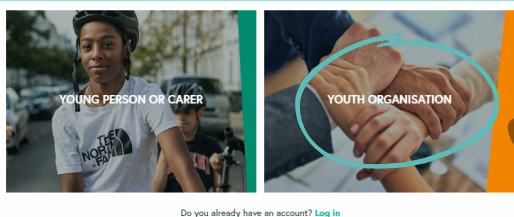
Complete your organisation profile

100%

## 2

## HOW DO I SIGN UP?

In the navigation menu click on the icon to display the option to **Sign up** or the option to **Log in** if you already have an account.



DONATE



Become a Member

Website Sign Up

Login

LOG IN

Email

Password

LOGIN

[Forgot your password?](#)

Don't have an account yet? [Sign up now](#)

TOP TIPS



If you are a member/assoc. member of more than one YPF you will have the opportunity to see your content for each website on your main dashboard.

SHOWING CONTENT FOR: Harrow

# Member area

Learn how to edit your member area.

1

## EDIT ORGANISATION PROFILE

There are five sections:

- Organisation details
- Description
- Media
- Address
- Social media



TOP TIPS



There is a section to select your **support needs** and **style of service**.

Support Needs

Education, Careers & Training ✕ Support for Parents/Carers ✕

Style of Service

Community & Social Action ✕

### Support needs

- Domestic violence
- Education, Careers & Training
- Emotional Support
- Food poverty
- Health & Wellbeing
- Housing
- LGBTQ+
- Mental Health
- Online Safety
- Refugee / Asylum Seeker / Migrant
- Self harm
- SEND/Neurodiverse
- Sexual Health
- Substance & Alcohol Abuse
- Support for Parents/Carers
- Young Carer
- Youth Justice & Legal Advice

### Style of service

- 1:1 Mentoring
- Advice Services
- Art or Creative Activities
- Awards or Qualifications
- Community & Social Action
- Counselling
- Cultural Activities
- Educational Support
- Holiday Activities & Food Programme (HAF)
- Holiday Activities and Opportunities
- Legal Advice & Guidance
- Sport or Physical Activities
- Uniformed Group Activity (e.g. Scouts, Brownies)
- Youth Club

2

## ACTIVITIES VS SCHOOL OFFERS

There are only a few differences between the form you complete to submit an activity and the form you use for a school offer. **The differences are:**

### School offer

### Activities

School offer	Age	Activities
School year from: Reception		Child age from: 0
School year to: Sixth Form/College		Child age to: 25
WHEN Available from* dd/mm/yyyy	When	WHEN Frequency On Specific Dates , daily, weekly, monthly Start Date dd/mm/yyyy
Available to* dd/mm/yyyy		Start hh:mm End Date dd/mm/yyyy
The venue should be the school. Add the information about it in the description box.	Where	WHERE Venue Name Address*
Young People Parents Teaching Staff	Participants	Young People Parents Charities

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## 3

### ADD VACANCIES

When adding the information make sure you select the correct **job type** and **salary rate**.

The image shows two dropdown menus. The first is labeled 'Job Type' and has a list of options: Full Time, Apprenticeship, Contract, Full Time (highlighted in blue), Part Time, and Volunteer Opportunity. The second is labeled 'Per' and has a list of options: Year, Hour, Day (highlighted in blue), and Year.

The Job Styles will help when refining the results

The image shows a grid of 'Job Styles' filter buttons. The buttons are arranged in three rows and several columns. The first row includes: FUNDRAISING, TRUSTEE, YOUTH WORK, MANAGEMENT, MARKETING / COMMUNICATIONS, PROJECT MANAGEMENT, FINANCE, and C. The second row includes: APPRENTICESHIP, TEACHER, INTERNSHIP, WORK EXPERIENCE, KICKSTART (16-25 YEAR OLD OPPORTUNITIES), ADVICE, and SESSIONAL. The third row includes: OFFICE SUPPORT, OPERATIONS, EVENTS, CHIEF EXECUTIVE, TRUSTEE, and VOLUNTEER.

The image shows a 'REFINE THE RESULTS' panel with three search filters: 'Search Phrase' (with a search icon), 'Employment Type' (set to 'Any'), and 'Job Style' (set to 'Any'). An arrow points from the 'Job Styles' grid to this panel.

## 4

### DUPLICATE PROJECTS/ACTIVITIES

When you are a member/assoc. member of more than one YPF you have the ability to duplicate your projects/activities from one to another.

The image shows a dropdown menu labeled 'SHOWING CONTENT FOR:' with 'Harrow' selected. An arrow points to the dropdown arrow.

- Select a project/activity that is already been published in one of the profiles.
- At the bottom of the page select the arrow next to the Save button and click Duplicate.
- Select the YPF where you want to copy the current project/activity and click confirm.

The image shows two parts of the duplicate project process. On the left, a 'Duplicate' button is highlighted in a tooltip above a 'SAVE' button. On the right, a 'Create a duplicate on another site' dialog box is shown with a dropdown menu for 'Please choose a target site you want to copy current activity to:' set to 'Trust' and 'CONFIRM' and 'CANCEL' buttons.