



Partnership Volunteer Booking System (PVBS) Guidance

To gain access to PVBS, please complete the [Registration Form](#). If you have any problems with registering please contact us at PTCorpVol@princes-trust.org.uk.

We recommend that you do not use web browser Internet Explorer (IE) with PVBS as a lot of the functionality of PVBS is lost when using IE.

PVBS Registration Form

Please complete the relevant fields. Any mandatory fields will be marked with a *.

➤ Organisation

To find your organisation, start typing the name of the organisation you work for. This field contains a lookup feature which will not begin until you have typed 3 or more characters. Once you have typed 3 or more characters, potential Organisations will be suggested for you to choose from.

Only our Corporate partners are included on the list of organisations. If you cannot find your organisation, please contact us at PTCorpVol@princes-trust.org.uk.

➤ Address

This can be either your work or home address.

➤ Region and Sub-Region

This will set the default location for when you log into the system. You will still be able to search and book onto opportunities in other areas.

*Once you have completed your Registration, you will receive two emails instructing you on how to log into the system. One of these emails is a **Reset password** email. Please note the reset link will expire after **72hrs** so needs to be accessed and updated within this time frame.*

Log In page

Prince's Trust | START SOMETHING

Email

Password

Login

If you ever forget your password to PVBS, then simply click on the **Can't log in?** link and you will be able to reset your password.

[Can't log in?](#)



PVBS

➤ **My Opportunities**

Once you have logged into the system, you will be directed to your **My Opportunities** page. This is the home page of the system and from here, you will be able to search for volunteering opportunities. When you have booked onto an Opportunity, this is where you will find the details of your booking(s).



MY OPPORTUNITIES

Looks like you don't have any opportunities yet. Go to Find More Opportunities to find an opportunity for you!

Find more opportunities >

➤ **Searching for an Opportunity**

You can search by clicking on the links **Find more opportunities** or **Find an Opportunity** at the top of the page. These will take you to the **Find an Opportunity** page.

Your search will always default to the Region and Sub-Region you entered when completing your registration. You can however search for opportunities in any region across the UK by simply clicking on the drop-down arrows and selecting a different region from the list. **The search also defaults to today's date and will search by that date only and will only show opportunities for that specific day and not any future opportunities. To widen your search, change to search by week or month instead.**



Region Sub-region

Start Date

How would you like to view your search results?

Search >



If none of the Opportunities that are displayed in the results are of interest to you, you can click on **Earlier** or **Later opportunities** to find more. You can also return to your original search by clicking on the drop-down arrow next to **by week** in the search bar.

Prince's Trust VOLUNTEER My opportunities Find an opportunity

Region London Sub-region London South & Central Start Date 29/03/2021 Show results by week

We found 2 results for 29/03/2021

Earlier opportunities

Money Management

Virtual session
30/03/2021 10 am

CV Skills

Virtual session
01/04/2021 11am

Later opportunities

Please note that **virtual sessions** will be displayed in all searches, regardless of region. This is because we are happy for volunteers to deliver from anywhere in the UK. If you only want to volunteer in a particular location, you can click into the opportunity to find out where the young people are from. Alternatively, you can email your local Employee Engagement Executive and ask them to notify when an opportunity is available in your preferred location. If you don't know who your Executive is, please email the Team at PTCorpVol@princes-trust.org.uk.

➤ **Booking onto an Opportunity**

To book onto an opportunity, you can click into the relevant result to have a look at the details of the session - this will include information on:

- Timings
- Location/ Virtual digital platform
- Where the young people are from
- What programme the opportunity is for
- Number of volunteers required
- Session overview
- Session resources
- Contact email for the Prince's Trust Executive managing the opportunity.

If you are happy to go ahead and book, then simply click **Book a place** at the bottom of the page. A message will pop up confirming that your place is booked.



You will **not** receive an automatic email confirming your booking, but if you visit the **My opportunities** page you will be able to view all the opportunities that you have booked onto.

MY OPPORTUNITIES

We're looking forward to seeing you at the opportunities below. Open an opportunity for details or to cancel, or go to Find More Opportunities.

CV Skills

Virtual session
16/02/2021 12am

Once booked onto an opportunity, the Employee Engagement Executive responsible for that session will be in touch in due course, via email, with further information and an invite to join a briefing call.

➤ **Cancelling your place on an opportunity**

If, unfortunately, you need to cancel your place on an opportunity, you should visit the **My Opportunities** page and open the relevant opportunity. Click on the link '**Cancel your place**' at the bottom of the page. You will then need to click on the link '**Confirm place cancellation**'. A message will pop up to inform you that your place has been cancelled.



volunteers to take the lead and facilitate the workshop, using the resources provided. You will need to assign some time to prepare for your session, with the other volunteers, who you will be introduced to during the briefing call.

If you want to discuss this opportunity further please email Nadine.Keenan@princes-trust.org.uk.

Documents

[Tips for working with Young People Virtually.pdf \(153kB\)](#)

[CV Skills Session Plan.pdf \(195kB\)](#)

Can't make it anymore? [Cancel your place](#)

An email will automatically be sent to the relevant Employee Engagement Executive informing them of your cancellation. You will **not** receive an email confirming your cancellation, but if you visit the **My Opportunities** page your booking will no longer be displayed.



➤ **PVBS drop down Menu**



Search our FAQs

Become a supporter

My account

Logout

➤ **Search our FAQs**

In this section of the system, you can find out about volunteering with us as well information about The Trust and our programmes. You can type in a question/ keywords into the search bar or you can search by session type.

When you click into any of the questions, you are able to feed back to us whether the answer was helpful or not. If you state **No**, you will be able to provide specific feedback. We will then review any feedback and will make any necessary changes to our answers.

Please note that as this is a new system, we are currently building the content in this section, more detail will be added over the coming weeks.

➤ **Become a supporter**

This link will take you to the **Support our work** page on our website and will provide further information on other ways you may wish to support us including fundraising or making a donation.

➤ **My account**

Here you can update your account details including your name, job title, contact number, demographic details and your contact preferences.

If you wish to update your Organisation, Email, Address, or Region then please email us at PTCorpVol@princes-trust.org.uk.

➤ **Log out**

You can log out of the system here and you will be returned to the PVBS log in page.