



## Quick guide to the new "Volunteering Database"

### Welcome to the "Volunteering Opportunities Database" in the European Youth Portal

The new Volunteering Database has been designed to help organisations\* take control of their public presence on the European Youth Portal, and to advertise for young volunteers for their European Voluntary Service (EVS) projects.

It builds on the existing database of EVS accredited organisations and adds a range of new features for EVS organisations and young people who are looking for volunteering opportunities.

This leaflet gives basic information about the main features of the new system. For full details, download the **User Guide**: [http://europa.eu/youth/vod\\_support](http://europa.eu/youth/vod_support)

### Features of the new Volunteering Database (VoD)

1

#### Add and update public email address

- EVS organisations accredited under Erasmus+ are added to the VoD with no contact email address visible to the public.
- Organisations can add and update their contact email address via the VoD – this ensures that the details are always up-to-date

*To get started, simply log in to the VoD using an ECAS account associated with an EVS organisation and click on the "Edit Organisation" button.*

2

#### Remove contact information from public view

- Organisations often receive a lot of EVS-related enquiries by email and telephone, even if they have no EVS projects available.
- Through the VoD, EVS organisations can help reduce the number of enquiries by hiding their email address, telephone number and postal address from public view.

*Log in to the VOD using an associated ECAS account and click on "Edit Organisation".*

3

#### Advertise for volunteers for EVS projects

- Many thousands of young people are interested in becoming EVS volunteers. EVS organisations can help them fulfil their dreams, and help themselves find the right mix of volunteers, by advertising their projects in the VoD.
- The flexible and easy to use VoD system allows organisations to create mini-advertisements which include the following:
  - Information about the project plus the other information that is important to potential volunteers
  - The start and end dates of the opportunity
  - The closing date for applications,
  - A specific email address, contact name and telephone number for applicants
  - The country(s) that volunteers will be recruited from
  - Links to the EVS partner-organisations involved in the project.\*\*

*To start adding projects to the VoD, log in and click on the "Add Opportunity" button.*

\* The features outlined are only available to organisations accredited for EVS under the Erasmus+ programme.

\*\* Organisations accredited under both the Erasmus+ and the Youth in Action programmes may be [linked](#) to projects within the VoD.