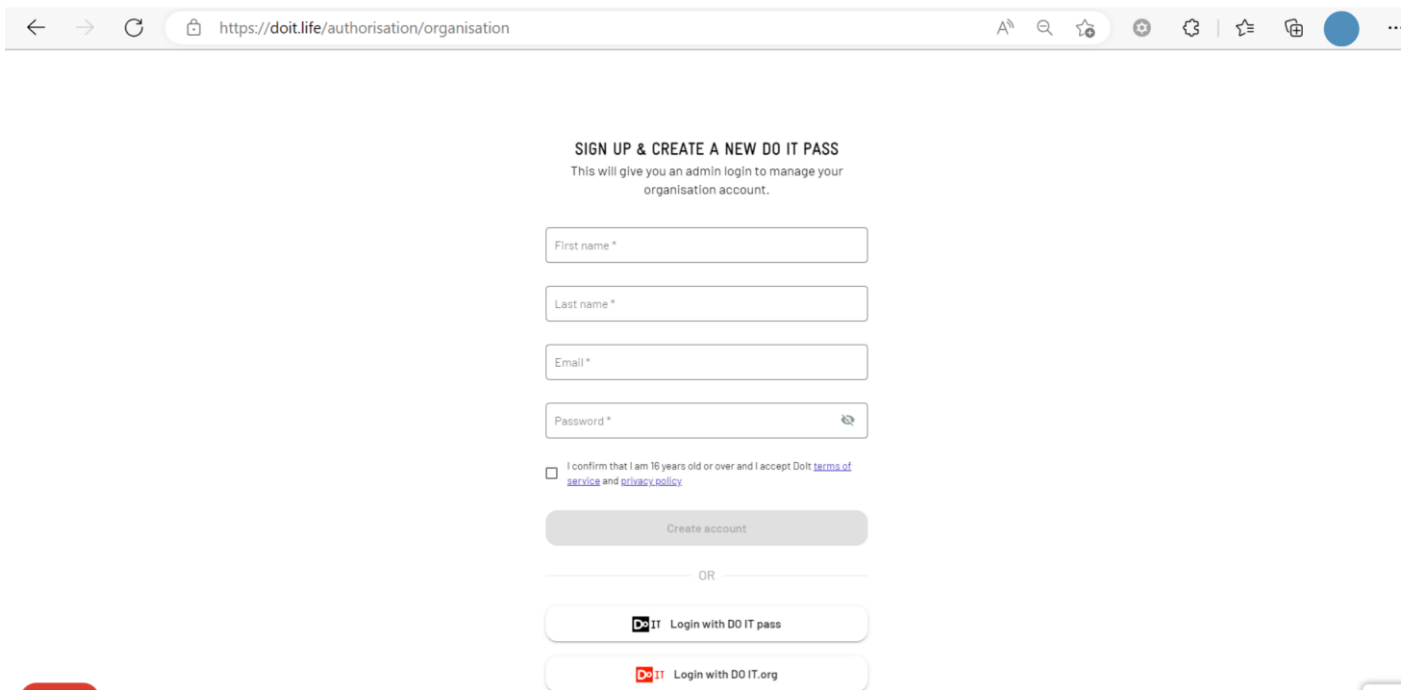


**Do IT is the only network with
a wellbeing focus to reach
people both locally and
nationwide.**



1. Go to: <https://doit.life/for-orgs> and click 'Join the network' on the drop-down tab.



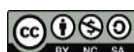
2. Sign up with your name, email, and a password to **create a new Do-it pass, which will provide your organisation with an admin login to manage your organisation account.** Keep your login details secure.

South West Museum Development
Bristol Museum & Art Gallery
Queens Road, Bristol BS8 1RL

0117 922 4653

www.southwestmuseums.org.uk

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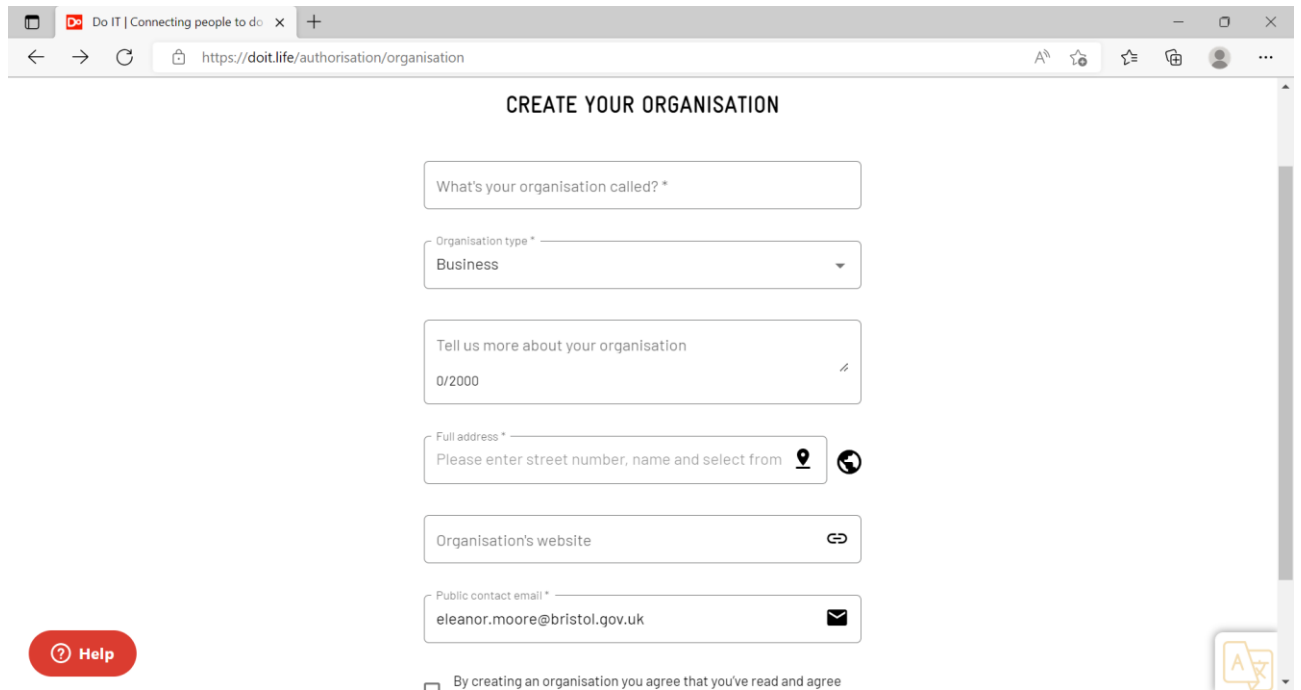


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Resource: Posting museum volunteering opportunities on Do IT

- The next time you login to [Do IT | Connecting people to do good things](https://doit.life), you will be asked to create an **organisation profile**; the email address you gave when you signed up will be linked to the organisation profile. Make sure that another member of your team has not already created a profile.

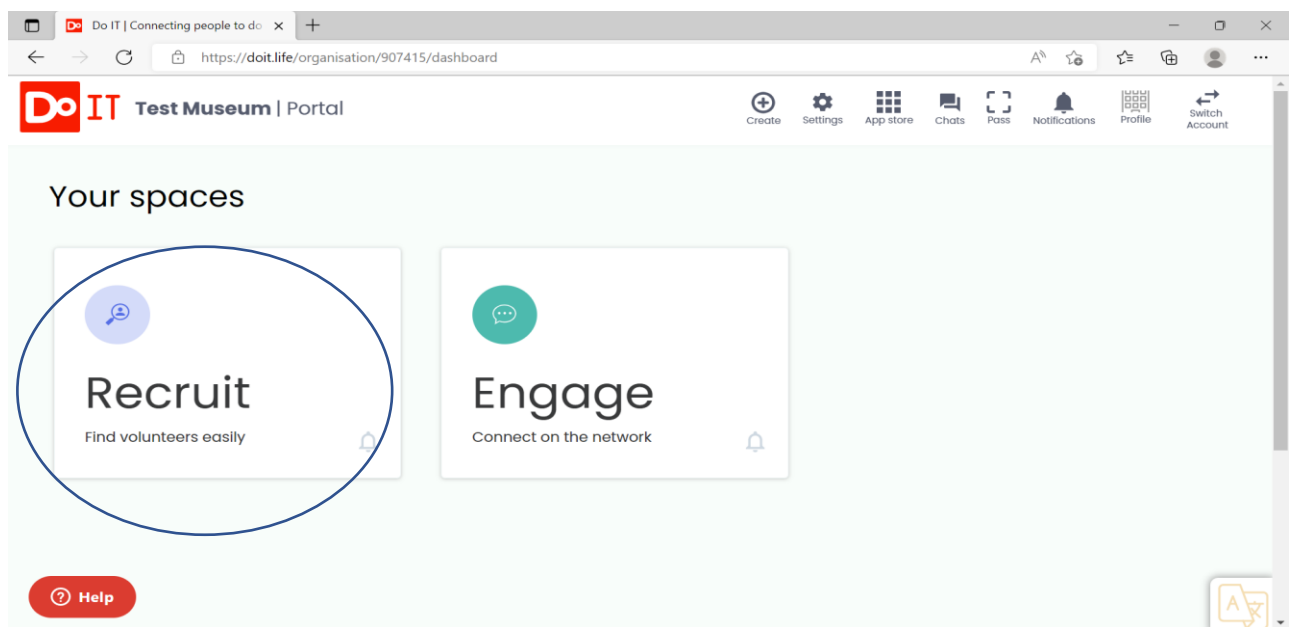


The screenshot shows a web browser window with the URL <https://doit.life/authorisation/organisation>. The page title is "CREATE YOUR ORGANISATION". The form contains the following fields:

- Text input: "What's your organisation called? *"
- Dropdown menu: "Organisation type *" with "Business" selected.
- Text area: "Tell us more about your organisation" with a character count "0/2000".
- Text input: "Full address *" with a placeholder "Please enter street number, name and select from" and location icons.
- Text input: "Organisation's website" with a link icon.
- Text input: "Public contact email *" with the value "eleanor.moore@bristol.gov.uk" and an email icon.

A red "Help" button is located on the left. At the bottom, there is a checkbox and text: "By creating an organisation you agree that you've read and agree".

- The next time you login, you will see this screen. Click on the left-hand tile, **Recruit**.



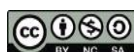
(NB the Engage tile leads to other features including posting events and activities to encourage more interaction with your organisation.)

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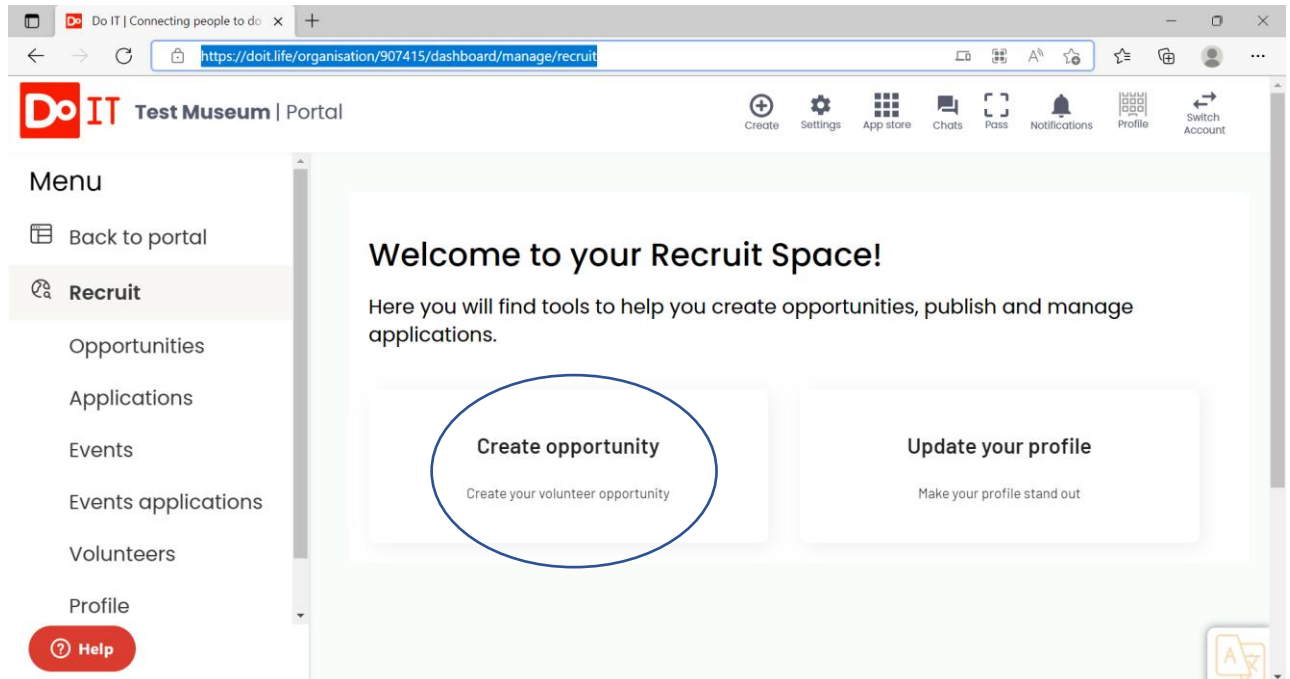


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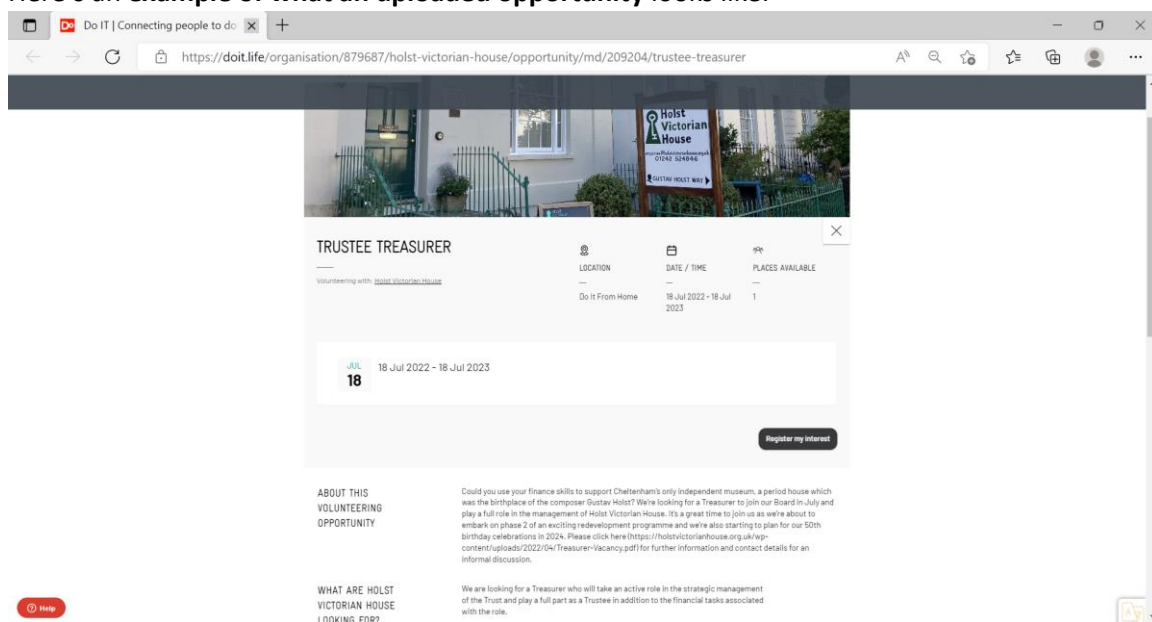
Resource: Posting museum volunteering opportunities on Do IT

5. You will then find yourself at the page where you can start to enter volunteer opportunities you wish to recruit for. It looks like this:



6. You will be asked to **agree to Do It's terms and conditions**, which include agreeing to create opportunities responsibly, to carry out risk assessments and make necessary checks. Once you've done this, you will be sent back to stages 4 and 5; click on the same options again and **you should arrive at the page where you can enter all the details of your opportunity**. You will be given the chance to **upload an image**, choose a **duration for your opportunity** and **create a customized response email** for applicants. You will be able to **preview** your opportunity before publishing it live online.

7. Here's an **example of what an uploaded opportunity looks like**:

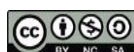


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