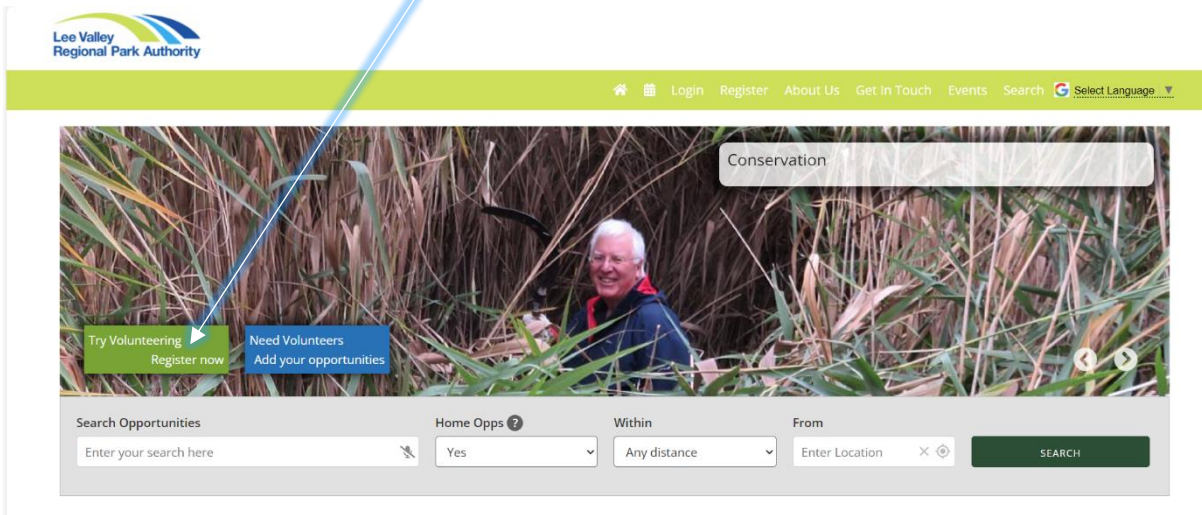


## Registering as a volunteer

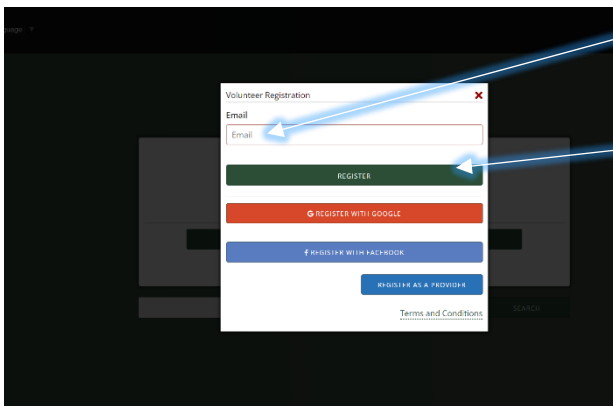
Our database is web based and you can access it via a simple URL from your device (PC, smartphone or tablet) using this link <http://volunteer.visitleevalley.org.uk/>

**If you do not have an email address, please contact the Volunteers team and we can help you to register using another method.**

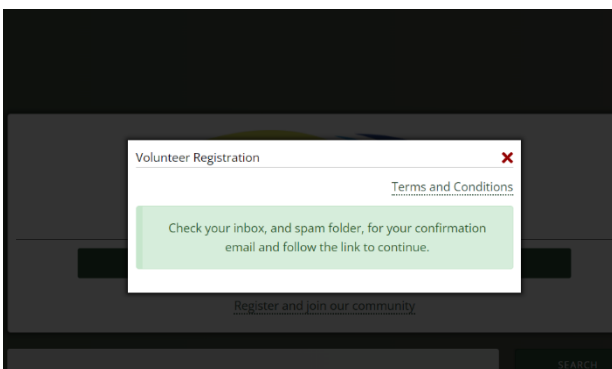
To register as a volunteer click **Try Volunteering** in the green box on the left-hand side at the bottom.



This will take you to the Volunteer Registration page:

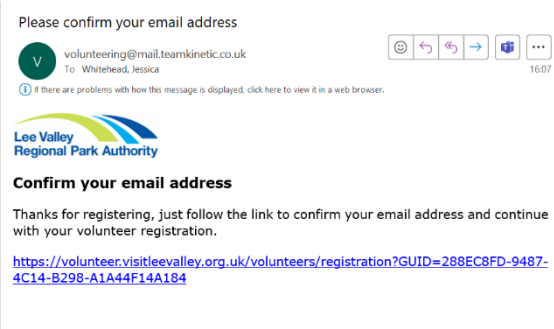


Click inside the box that says email, enter your email address and then click the green **REGISTER** box.



A message will appear asking you to check your email inbox for a confirmation email containing a link. This link will allow you to access the registration form.

This is an example of what the email should look like:



Click on the link in this email to be taken to the registration page.

Please note: all boxes on the registration page outlined in red are mandatory - so you must fill them out.

**Date of birth** – this is to verify that you are over 16. If you are under 16 you will be asked at a later stage in the registration for a parent or guardian to confirm your account.

**Disability, medical conditions, illness or allergies** – if you select yes from the drop down another box will open below to allow you to add any notes about any issues you are comfortable sharing with us.

**Click NEXT** when you have completed this page.

Please enter your postcode in the box and then click **SEARCH**. This will then provide you with a list of addresses to choose from. If your address is not listed, you will be given the option to enter your address manually. **Click NEXT** when you have completed this

page.

We need to get your consent to use your data to enable your volunteering, and that you agree to our terms and conditions

References (please provide the names and email addresses of two people who you are not related to and have known you for at least 2 years who will be able to provide you with a reference)

Please type details into this box if you would like to tell us about your current or past occupation

Are you filling this form out on behalf of the volunteer?

Please Select

If Yes, what is your relationship to the volunteer?

Please select your first choice of volunteering role. For more information please visit <https://www.visitleevalley.org.uk/volunteers/>

Activity Instructor - Lee Valley White Water Centre

Please select any other roles you are interested in from the list below:

- Activity Instructor - Lee Valley White Water Centre
- Assistant - Learning & Engagement
- Assistant - Rye House Gatehouse

Please detail any other volunteering you may be interested in:

Please list any experience or qualifications you have relevant to the roles you are interested in

Interested in free parking? - As a volunteer you will be entitled to free parking in Lee Valley Regional Park Authority car parks as thanks for your work and efforts. However, it does depend on us having your correct vehicle registration details for us to pass on to the car parking companies. You must remember to notify us by phone or email as soon as you change vehicle or this may result in a parking fine notice.

Please Select

Vehicle Registration 1:

Vehicle Registration 2:

I consent to my personal data being stored on a secure database for volunteering purposes and to being contacted by e-mail, post or telephone in connection with volunteering for Lee Valley Regional Park Authority. (Our weekly emails contain a summary of new opportunities.)

Please Select

I consent to photo or video images of myself whilst volunteering to be used by Lee Valley Regional Park Authority for the purposes of volunteer marketing including, but not restricted to, leaflets, reports, website, social media and email newsletters.

Please Select

Opt into receiving weekly Volunteer Opportunity emails

Please select

You must check this box to agree to our terms and conditions

I consent to my relevant personal data being shared with providers of opportunities I join, apply, or are placed on

REGISTER

### What data is shared ?

When you join, apply or are placed on an opportunity the provider and administrator of that opportunity requires access to some of your data in order to run the opportunity successfully.

- Your name and address
- Your contact number
- Your age
- Any special requirements you have
- Your gender
- Your uploaded documents and qualifications
- Relevant registration information

This site uses cookies in order to provide the best user experience possible. Please take a look at our [cookie and privacy policy](#) which will open in a new window. By registering you are accepting our use of cookies on this site.

We are fully committed to the inclusion of volunteers from all sectors of society and do not discriminate on the grounds of age, gender, language, sexual orientation, race, religion, belief or disability.

If you are filling out a form on behalf of a volunteer choose yes from the drop down and please enter your relationship in the box below e.g. support worker / parent / friend.

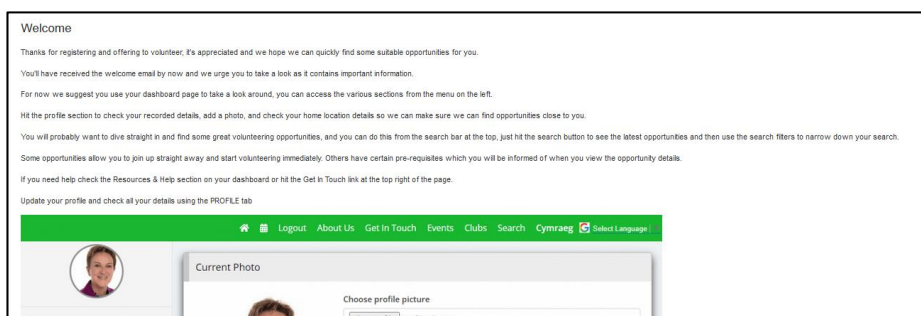
Please make sure you choose a volunteer role from the list. You can view more information about some of our roles on our website: [visitleevalley.org.uk/volunteering-opportunities](https://www.visitleevalley.org.uk/volunteering-opportunities).

You will also need to make sure you have ticked these two boxes to agree to our terms and conditions.

Once you have entered all your information you can click on the green REGISTER button in the bottom right-hand corner to confirm your registration.

If you have accidentally left a section of the form incomplete you will not be able to progress to the next step. Please double check the form and then try again.

Once your registration has been successful you will then be taken to straight to your personal profile / dashboard with a welcome page that will look like this:



If you have any problems with any of these steps please contact the Volunteers team for help via [volunteers@leevalleypark.org.uk](mailto:volunteers@leevalleypark.org.uk) or [03000 030 612](tel:03000030612).

## Next Steps

- The Volunteers team will receive a notification to say that you have registered on the database and will apply for your references. If you are unable to supply references, please get in touch and we may be able to invite you for an informal interview instead.
- Once the Volunteers team have successfully received your references, they will clear your account on the database, and you will an email with further instructions on how to get started. You will be able to book on to some of our opportunities straight away but some may need you to be invited to an informal interview first. This interview may take place over the phone, video call or in person.
- After your interview we will either contact you to arrange for you to have an induction at your preferred Lee Valley Regional Park site or we may write to you to offer you alternative roles if we don't think the role you applied for is a good match for you. There are different types of induction needed for different roles and this will be explained to you during or after your interview. For certain roles we may also need to undertake a DBS check (we will also contact you separately about this).
- Once you have attended your induction you can arrange you start date with your volunteer supervisor.

If you need any help signing up to any of our opportunities, have any problems or questions please contact the Volunteers team at:

[volunteers@leevalleypark.org.uk](mailto:volunteers@leevalleypark.org.uk) or [03000 030 612](tel:03000030612)