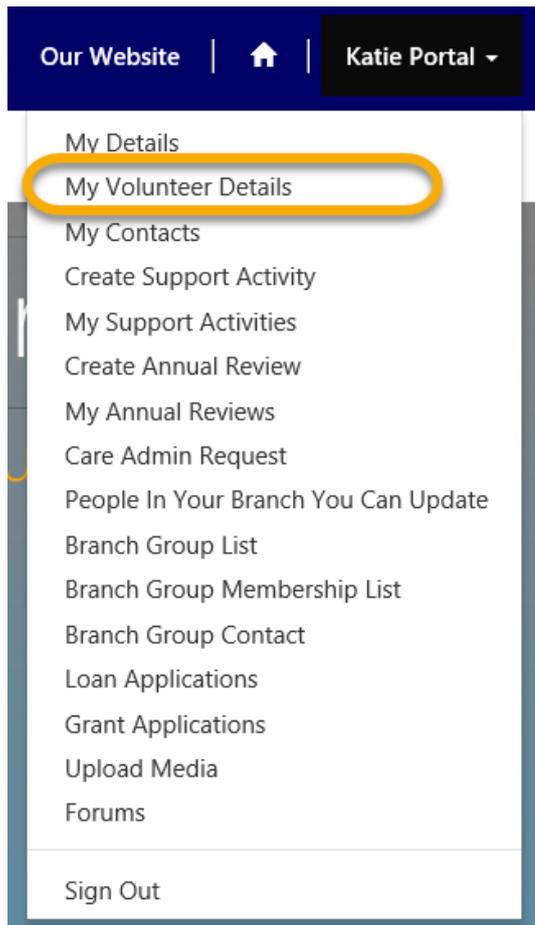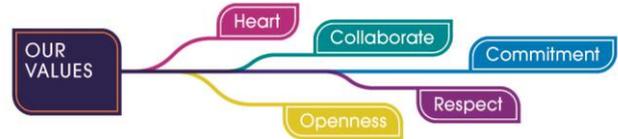**My Volunteer Details**

My Volunteer Details is an area on the Volunteer Portal where volunteers can view and keep track of their details as a volunteer. To access this area, use the drop-down menu in the top right-hand corner (indicated with your name and a small drop-down arrow) and select My Volunteer Details from the list

Doing so will open another page, where you will find a view of your role

View your volunteering details below.

If any of the above information is incorrect, please email volunteering@mndassociation.org or call us on 0345 604 4150.

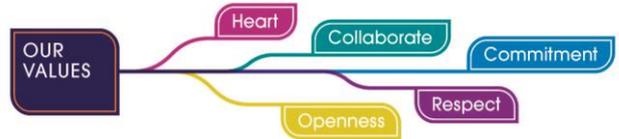| Name ↑	ID (Supporter)	AV Registration Status	MNDA Point of Contact	Created On	DBS Status	DBS Renewal Date	
Katie Portal	000463	Approved	Katie Lees	09/04/2018 8:41 AM	Received	01/01/2019	▾

Included in this information, is MNDA Point of contact (the Area Service Co-ordinator or ASC) and DBS Status (where applicable). To view further information, click the drop-down arrow on the right-hand side and click View Details

You will now have access to three different menus; Volunteer Role, Emergency Contact Details, and Volunteer Skills

Volunteer Role	Emergency Contact Details	Volunteer Skills

Volunteer role is the area where information regarding the history of your role can be found. If the Volunteer has numerous roles, they will all show here. The type of role would be indicated under Volunteering Role, with start and end dates shown here too

Name	Volunteer Details	Volunteering Role ↑	On behalf of	Role Start Date	Role End Date	Status Reason

The next option in this page is emergency contact details. To move from one option to another, click the next button

Here you have the option to add or update emergency contact details, helping to ensure the Association has correct and up to date records

The last option in this menu is Volunteer Skills. Here, you can add details of any skills you may have which could potentially be beneficial in your role. For example, if an AV is particularly good at Administration, this could be added as a Skill.
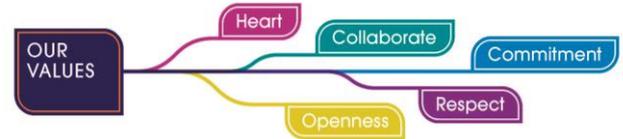
To add details of a new Skill, click Add New on the right-hand side

Add New

☑ Create   ✕

Skills / Experience *

[🔍]

Skills / Experience Level *

[🔍]

Further Information

[   ]

Submit

Then use the spyglass to choose from the list of skills and choose the relevant skill level. There is also a free text box to add further information. For example, if a Volunteer has added Foreign Languages as a skill, they may want to add a note in the further information field to say that the Foreign Language they speak is Spanish

Adding entries here helps to build a portfolio of your skills or experience, which is useful when there is a requirement for people who possess a certain knowledge or skill

The save the changes made on the form, click submit at the bottom of the page