

Signing up and getting started with Assemble, a guide for Cycling UK Volunteers



Introduction

Welcome to Assemble, Cycling UK's volunteer platform. Here you'll find everything you need to keep up to date and make the most of volunteering with Cycling UK. We've put together this brief guide to help you get started with the system. In this guide we'll cover the following:

- Logging in for the first time and getting started
- How to make changes to your personal profile
- Training for Volunteers
- The Volunteer News section
- My Team – How to view and edit your group's registered volunteers
- Document Hub

First off, a little bit about why we use this system. As the national cycling charity, we have hundreds of groups that are a part of, or affiliate to, Cycling UK. These groups are made up of thousands of volunteers and put on activities and events every day of the week. With so much going on, it can be hard to keep things organised and keep track of who's doing what.

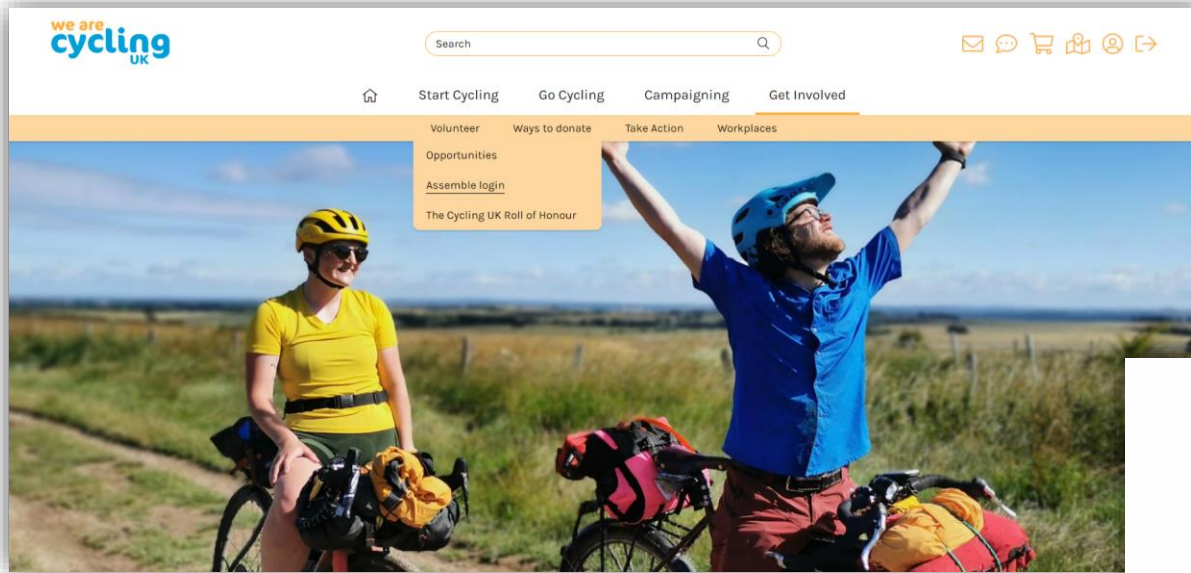
Assemble allows groups to manage their volunteers themselves and helps to make sure our records are up to date and correct.

Assemble also brings all of our documents, resources, guidance and news together in one place, making it your one-stop shop for Cycling UK Volunteers.



Logging in and getting started

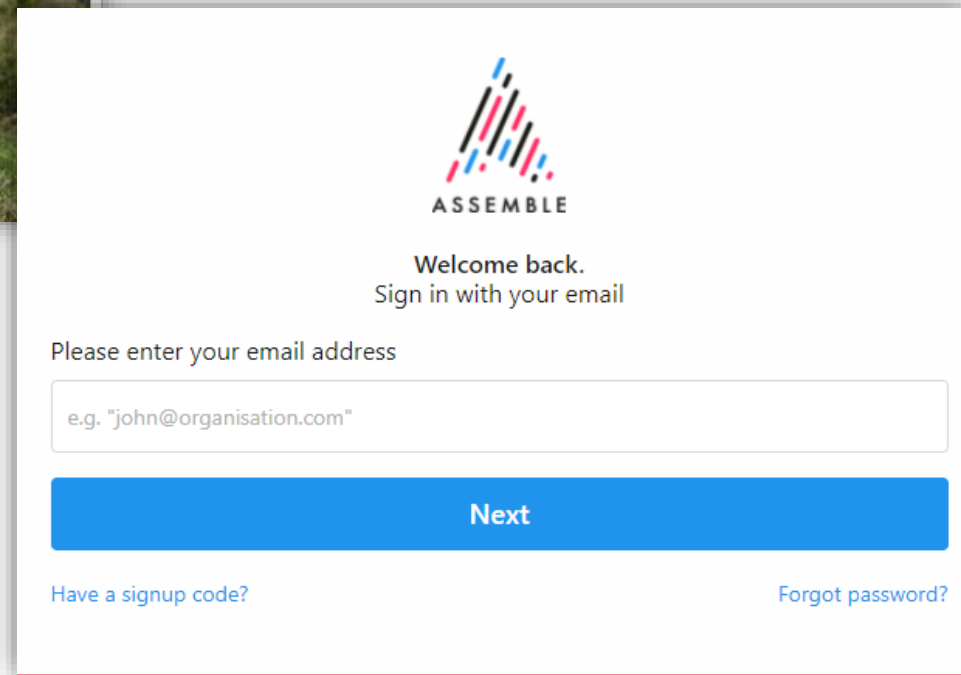
You can log into Assemble at anytime from the Cycling UK website. Simply hover over 'Get Involved', select 'Volunteer' and click the Assemble login in button



If you've never logged into Assemble before you'll need to request a new password. To do this, click the 'Forgot password?' option. After you enter your email address on the next screen you'll be sent an email to create a new password.

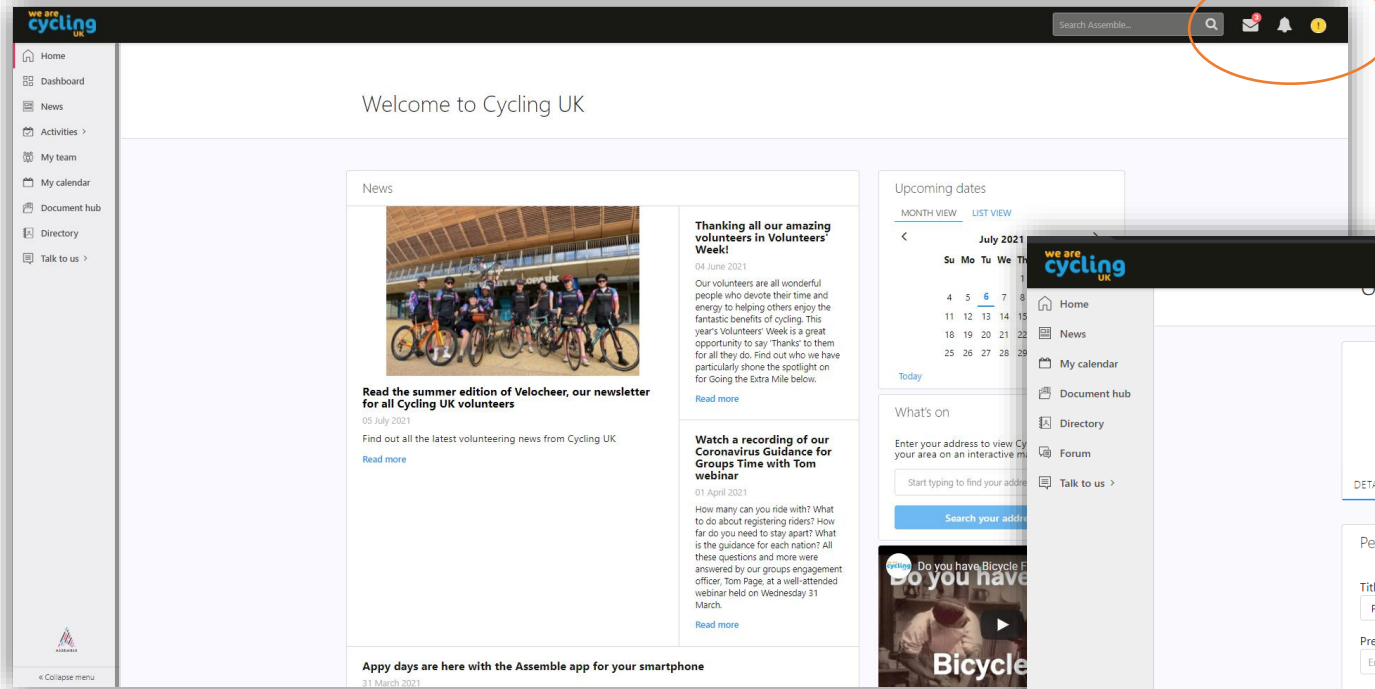
Your Assemble account isn't linked to your account on the Cycling UK website, so if you have an account on our website, you will still need to set a new password for Assemble.

Assuming you use a strong password, we recommend using the same password for Assemble that you use for your account on the Cycling UK website. This is because the similar URLs of our website and Assemble can confuse the remember password features on your browser.



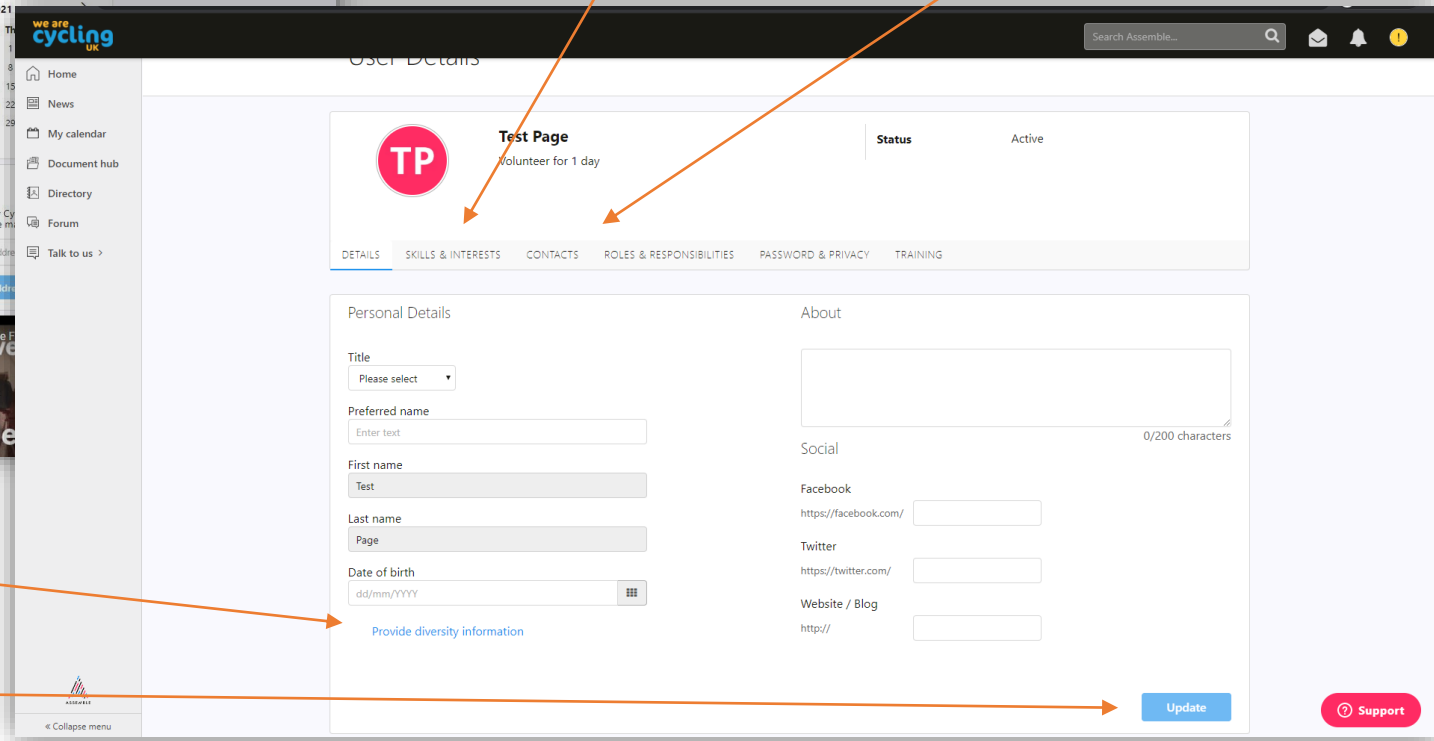
Logging in and getting started

Once you've logged in, you'll be brought to Assemble's home screen. The first order of business is to make sure your personal details and settings are correct in your profile. To access your User Profile, click your initials in the top right-hand corner and click 'View profile details'.



These tabs allow you to view and make changes to your personal details, skills & interests and other preferences.

You can update your contact information, as well as opt out of the Directory in the contacts tab.



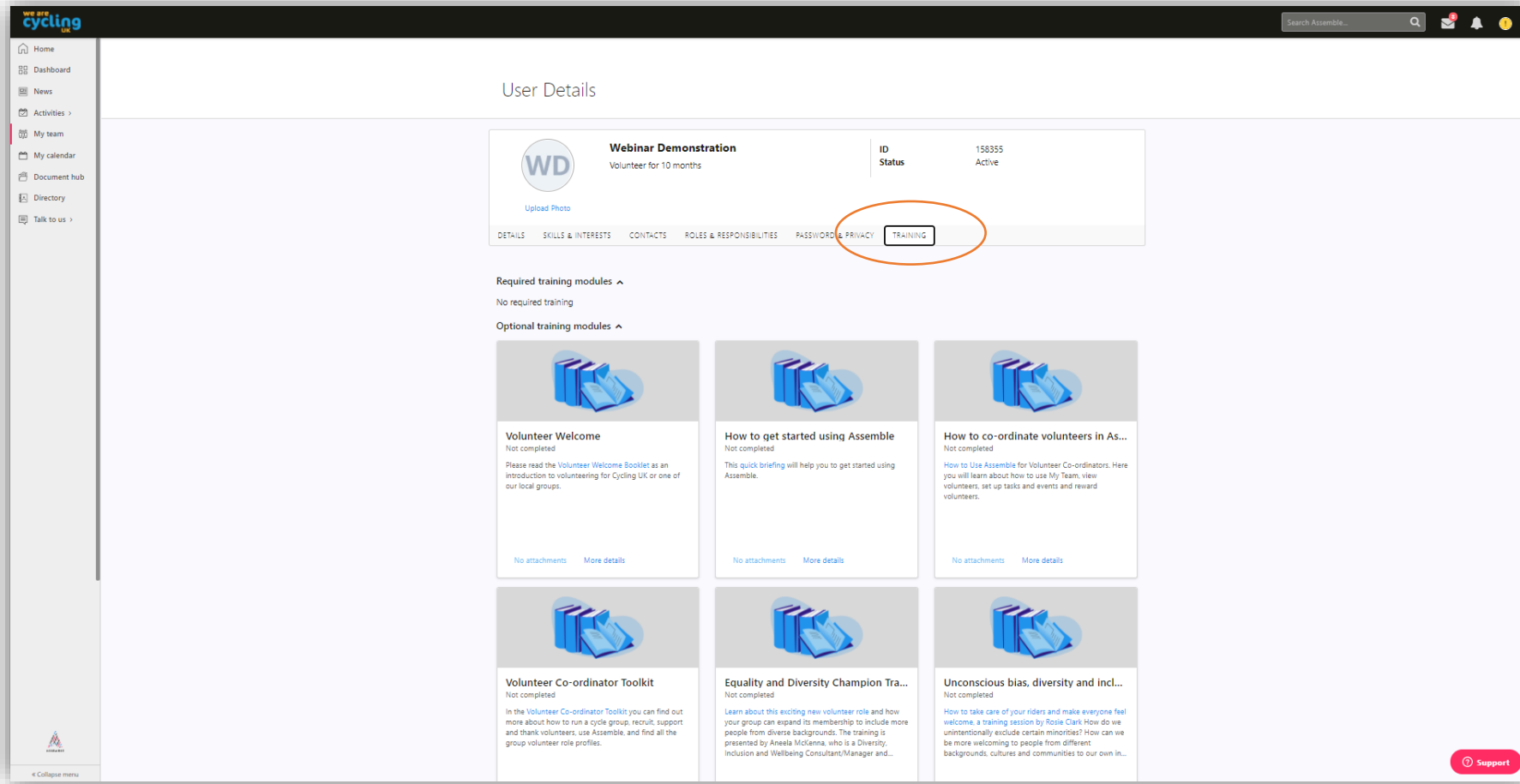
You have the option to provide us with your diversity information, this is entirely optional but helps us ensure we have volunteering opportunities to suit everyone and our network represents a true cross-section of society. This is anonymised and is not linked to you or your account.

Don't forget to click 'Update' after making any changes to your details!

Training for volunteers

We have a wide range of different training you can undertake as part of your volunteer role.

You can browse the modules available to you in the Training tab, found in your User Profile. Training is normally optional for most roles but is a great way to improve your skills and learn more.



Volunteer News

You can find all the latest news and information from the Cycling UK Volunteer Team in the News section on the left-hand menu. In the 'My News' section you'll see stories selected for you based on the interests you selected in your User Profile.



A screenshot of the Cycling UK website's News section. The top navigation bar is dark with the 'we are cycling UK' logo on the left, a search bar for 'Assemble...', and notification icons for mail, a bell, and a warning sign. A left-hand sidebar menu contains icons for Home, Dashboard, News (circled in red), Activities, My team, My calendar, Document hub, Directory, and Talk to us. The main content area is titled 'News' and has a search bar for 'all news'. Below this are two tabs: 'ALL NEWS' (selected) and 'MY NEWS'. The first article is titled 'Read the summer edition of Velocheer, our newsletter for all Cycling UK volunteers' with a date of 05 July 2021 and a sub-headline 'Find out all the latest volunteering news from Cycling UK'. It features a photo of a cycling team. The second article is 'Thanking all our amazing volunteers in Volunteers' Week!' dated 04 June 2021, with a sub-headline 'A time to say thank you' and a description of the event. The third article is 'Watch a recording of our Coronavirus Guidance for Groups Time with Tom webinar' dated 01 April 2021, with a sub-headline 'How many can you ride with?'. The fourth article is 'Time with Tom - Cycling UK's Webinars for Groups and Volunteers' dated 31 March 2021, with a sub-headline 'Time with Tom is Cycling UK's bi-weekly webinar'. A red 'Support' button is in the bottom right corner.

My Team

Assemble allows you to view and make changes to the details of volunteers registered to your group. This self-service style makes it much easier to keep records up to date. Only certain individuals, such as the group's Secretary, have the relevant permissions to see this page and make changes .



<input type="checkbox"/>	NAME	ROLE	START DATE
<input type="checkbox"/>	LE	Secretary of a Member Group, Network Member +2 more	27 February 2020
<input type="checkbox"/>	JG	Secretary of a Member Group, Volunteer Contact (CCC) +4 more	20 November 2019
<input type="checkbox"/>	KH	Secretary of a Member Group, Network Member +1 more	17 December 2019
<input type="checkbox"/>	LH	Secretary of a Member Group, Network Member +2 more	27 February 2020
<input type="checkbox"/>	HB	Secretary of a Member Group, Network Member +1 more	17 December 2019
<input type="checkbox"/>	TS	Secretary of a Member Group, Network Member +2 more	27 February 2020

It may be useful to filter the results using the drop-down menu on the right-hand side, filtering by Team (group) and role. Don't forget to hit Apply to see the results.

You can click the name of anyone on the list to see more details, as well as make changes to their details or remove them as a volunteer. This will take you to their User Profile, it will look similar to your own, with fewer options.

User Details

ADD RECOGNITION ADD ACTIVITY

JB Joe Bloggs
Volunteer for 7 months

ID: 182185
Status: Active

Upload Photo Send Message Add to favourites

DETAILS SKILLS & INTERESTS CONTACTS ROLES & RESPONSIBILITIES ACTIVITIES MORE

Support

My Team – How to add a role to an existing volunteer



From a volunteer's User Profile you can view, add and remove their associated roles. You can find a summary of their current roles under the 'Roles and Responsibilities' tab.

User Details

ADD RECOGNITION ADD ACTIVITY

Joe Bloggs
Volunteer for 7 months

ID: 182185
Status: Active

Upload Photo Send Message Add favourites

DETAILS SKILLS & INTERESTS CONTACT **ROLES & RESPONSIBILITIES** ACTIVITIES MORE

Roles

TITLE	MANAGER	TEAM	START DATE	END DATE	
Ride Leader	Webinar Demonstration	Time with Tom Fan Club	23 November 2020	31 July 2021	Review
Volunteer Covid Officer	Webinar Demonstration	Time with Tom Fan Club	31 March 2021	31 July 2021	Review

[Add role](#)

Applications

OPPORTUNITY	STATUS
Joe Bloggs has no applications	

Vetting

TYPE	STATUS	EXPIRY
Joe Bloggs has no vetting		

You can easily add a new role to the individuals profile using the 'Add role' button. You'll only have to select what role you'd like to add and which group this role belongs to

Add role

Select role profile
Start typing to find role profiles...

Role known as
Optionally enter a custom title for this role

Select team*
TIME WITH TOM FAN CLUB

Manager*
Webinar Demonstration [Change manager](#)

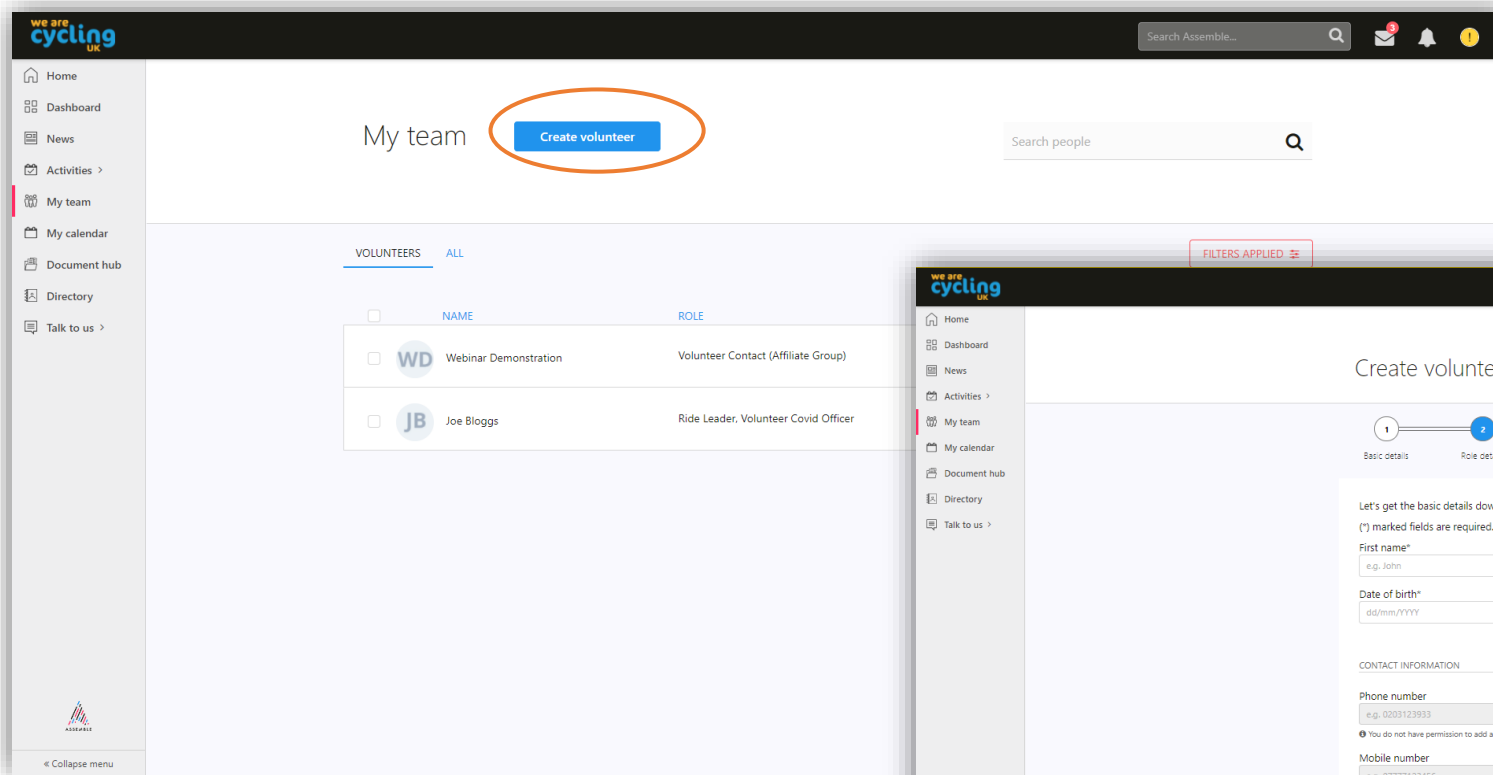
Start date*
dd/mm/YYYY

Make this role primary

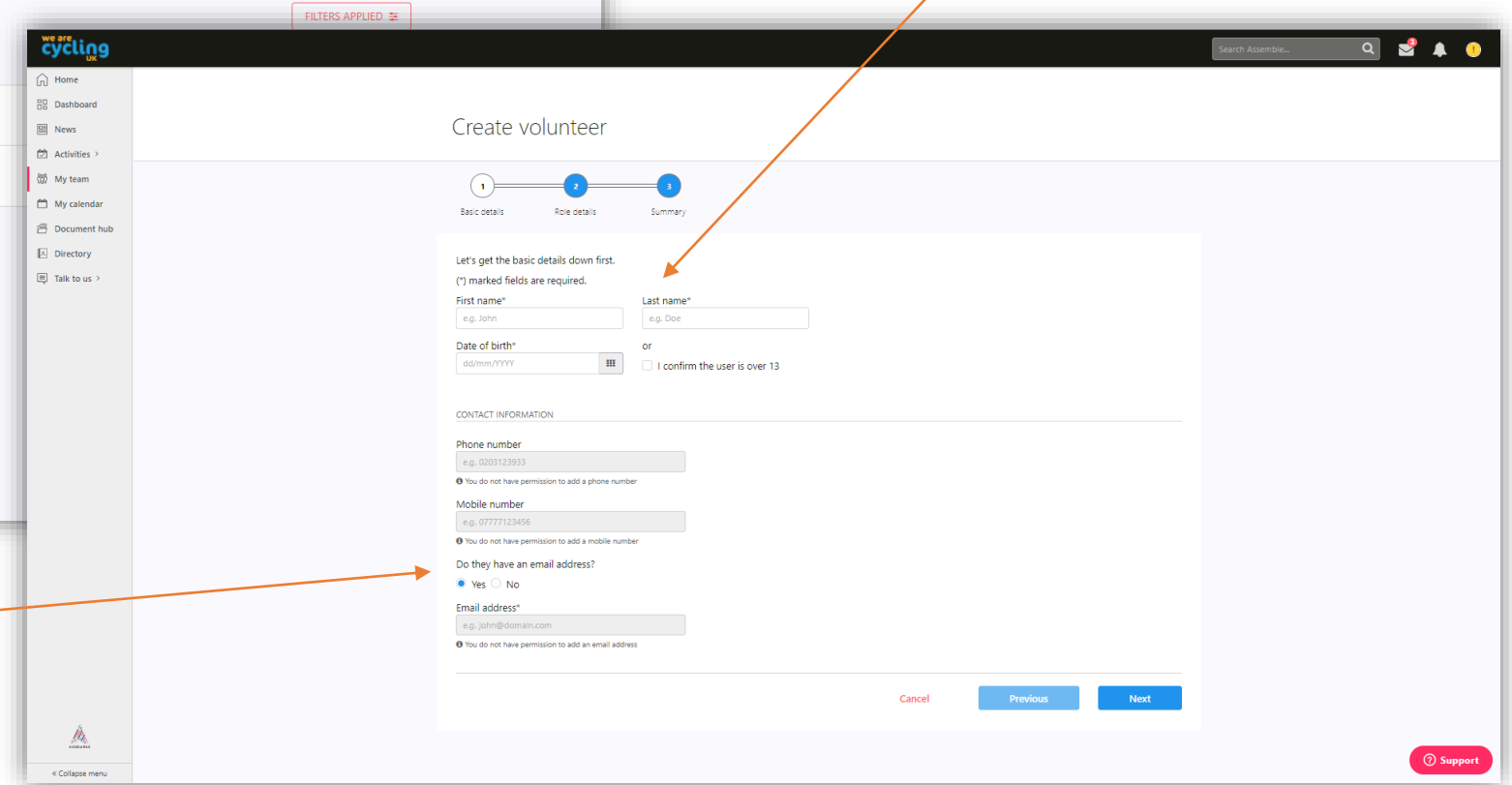
[Cancel](#) [Add role](#)

My Team – How to add a new volunteer

You can register a volunteer for your group in a few simple steps. First, visit the My Team page and click 'Create volunteer'.



Enter the volunteer's first and last names, as well as confirm they are over 13 years old.

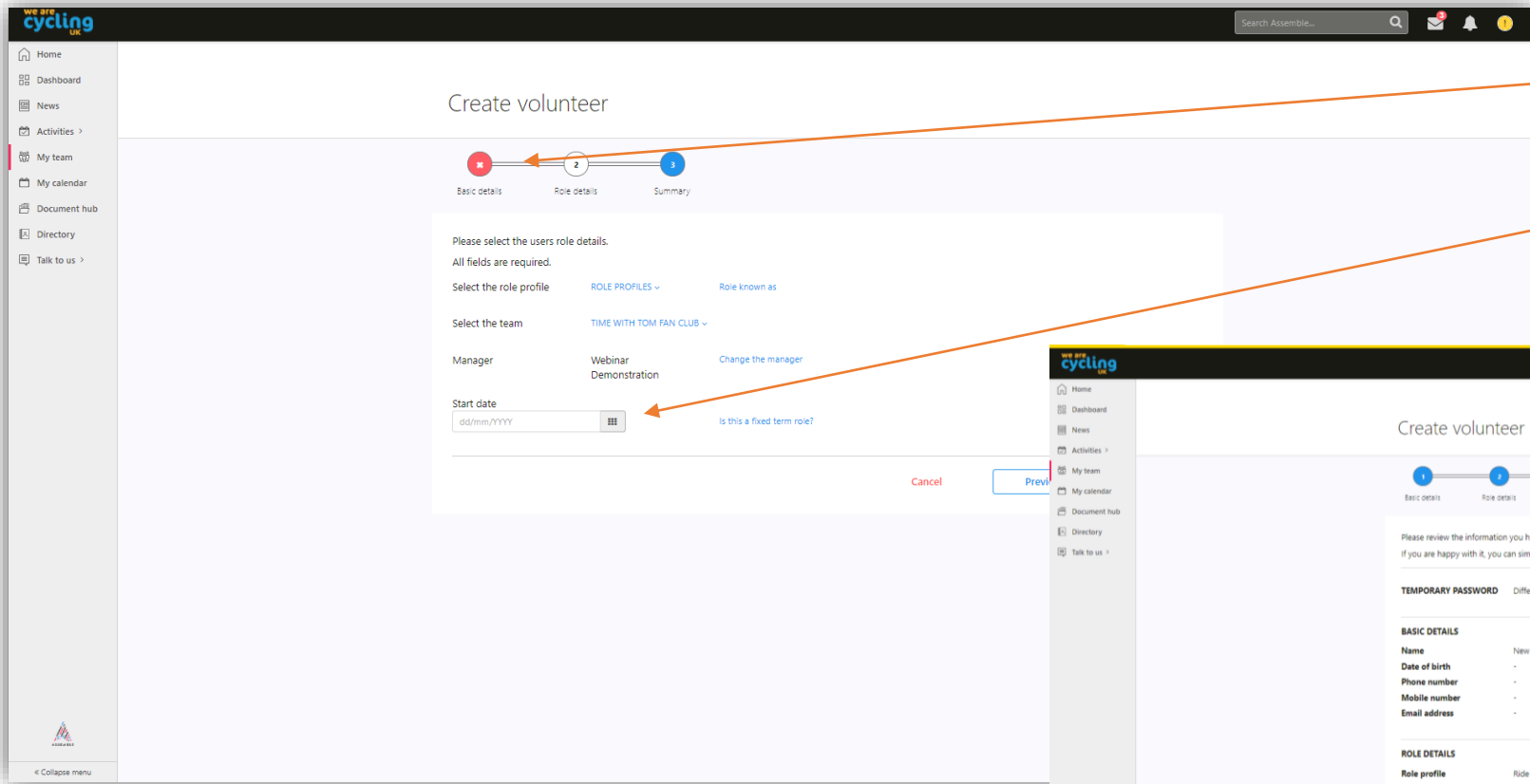


Due to GDPR, we've turned the email address field off. Instead, please click 'No' for 'Do they have an email address'.

Click Next once you've entered this information.

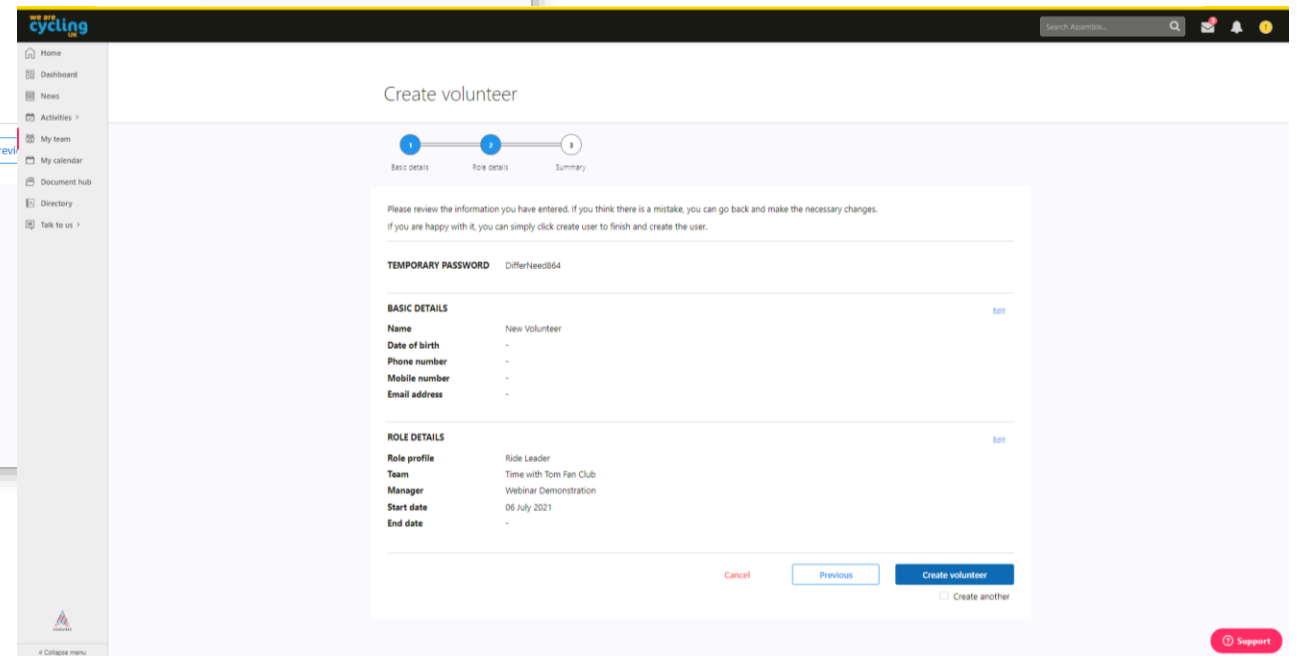
My Team – How to add a new volunteer

Next you'll need to tell us what the volunteer is doing. You can select from a range of pre-made roles. If the exact role or title of the volunteer isn't on the list, please choose the most applicable option and use the 'role known as' option to add the specific title or role.



If you see a red X along the progress bar at the top, it means there is an issue with some of the information you entered. You'll need to go back and fix this before you can proceed.

The last thing you need to add is when the volunteer started, or is due to start.



The last step of the process is to double check the summary before we click Create volunteer. If everything is successful, you'll be taken to the volunteer's new User Profile.

You can also tick the 'Create another' option to be taken back to the start of the process to add another volunteer.

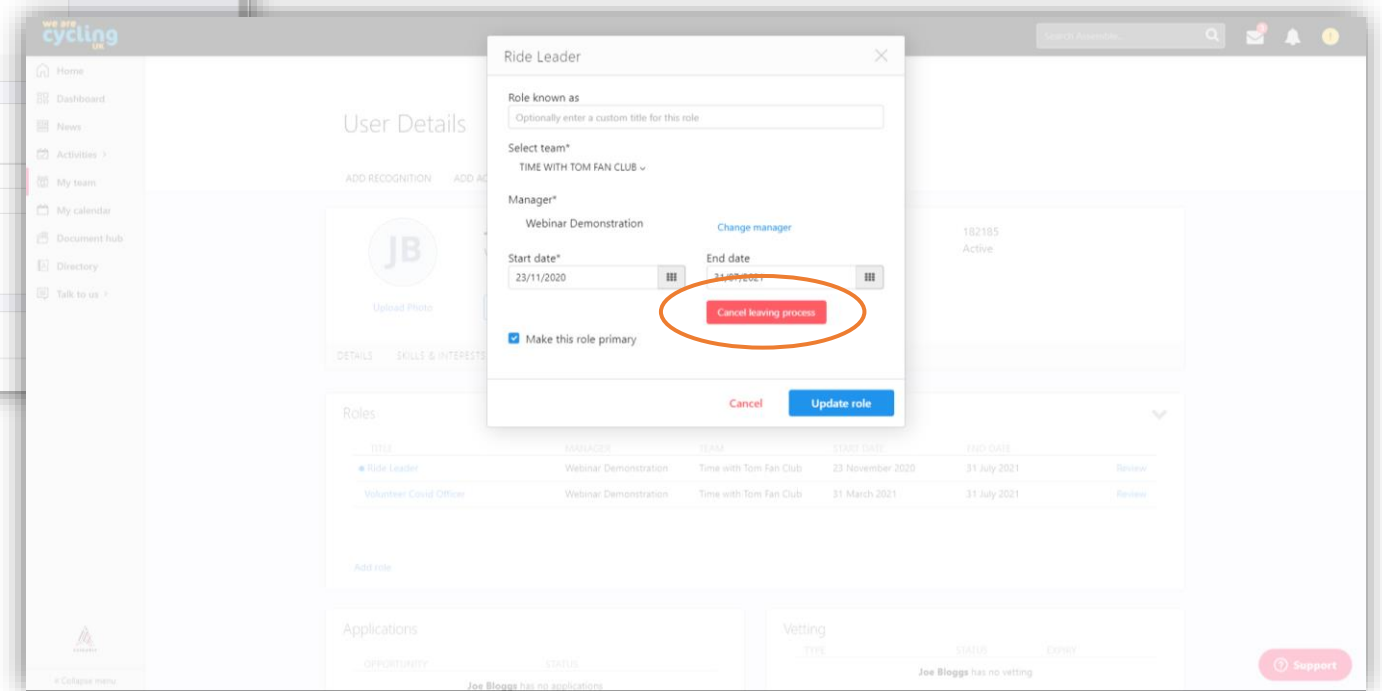
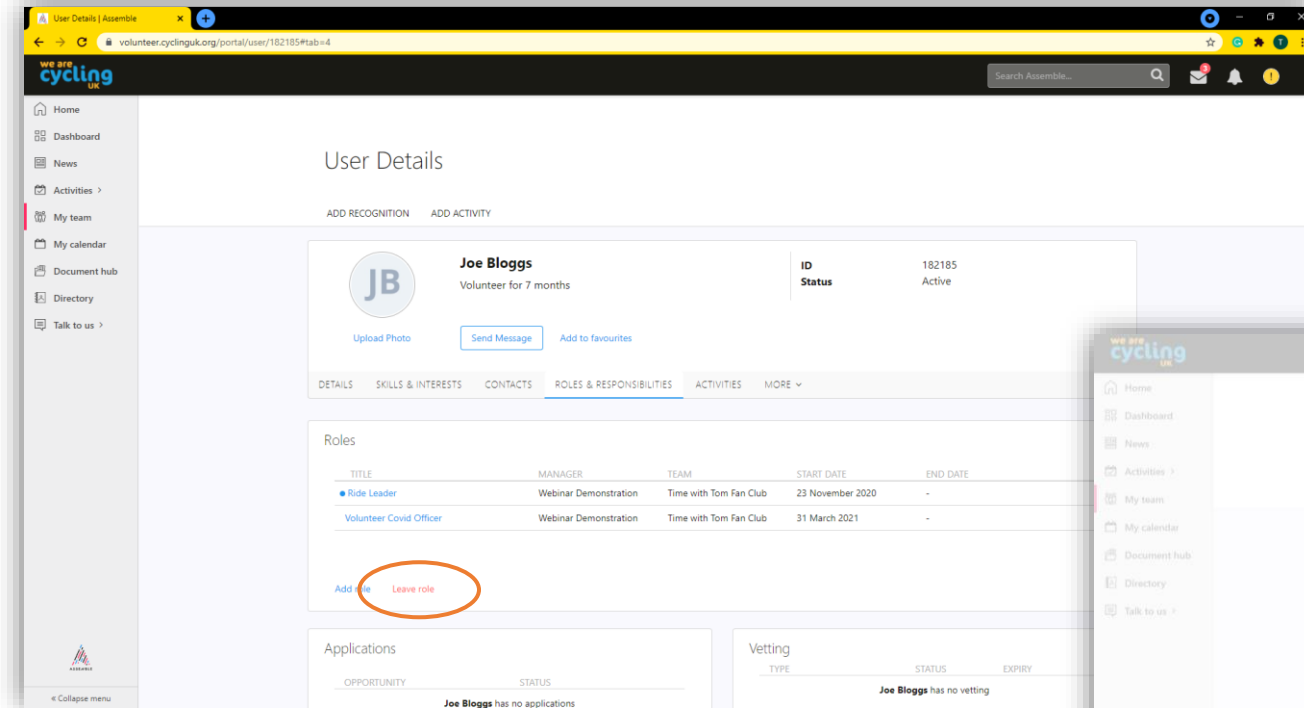
My Team – How to remove a volunteer



From the volunteer's User Profile, the Roles and Responsibilities tab will allow you to view the ways in which the individual volunteers and for which group(s). An individual can have more than one role attached their profile. If the individual no longer volunteers for that role you can remove it using the 'Leave role' button.

Most volunteers will already be set up with a leaving date, normally one month after your next renewal date if you're an Affiliate Group. **If this is the case, you won't see the Leave role option.**

If you would like to remove a volunteer early, click the role end date and then 'Cancel leaving process'. This will allow you to start a new leaving process on the date of your choice.



My Team – How to remove a volunteer



You can remove one or more roles from a volunteer's profile if they are no longer active in that role. This will remove them from the relevant Team if it's the only role in that team they have attached to their profile. You can remove more than one role at the same time if you wish. An individual will be removed from Assemble if they no longer have any roles attached to their profile.

A screenshot of the Assemble user interface. The background shows the 'User Details' page for a user named 'JB'. The 'Roles' section is visible, listing 'Ride Leader' and 'Volunteer Covid Officer'. A modal dialog box titled 'Leave role' is open in the center. The dialog contains the following text and form elements:

Leave role

Please complete the form below to start leaving process.
All fields are required.

Please select the roles the volunteer would like to leave:

Ride Leader Volunteer Covid Officer
 Time with Tom Fan Club Time with Tom Fan Club

Please select the reason why this volunteer is leaving:
Please select

When would the volunteer like to leave?:
dd/mm/YYYY

Would you like to mark **Joe Bloggs** as unsuitable for Cycling UK?
 Yes No

Notify named manager
 Yes No

[What happens to my data if I leave Cycling UK?](#)

Buttons: Cancel, Start leaving process

Document Hub

As part of our ongoing support for groups, we have a range of documents and resources available to help you run your group that we're constantly updating and adding to. You can find all of these in the Document Hub.



Simply browse through the folders and select any documents you're interested in. You'll be able to preview the document before deciding if you'd like to download it or add it to your favourites.

