

## How to make the most of Assemble

**Assemble is our online volunteer portal, designed to make your volunteering even easier.**

Everyone will use Assemble a little differently – and that's OK! As you get used to using it, you'll likely figure out what works best for you and your volunteering.

However, we do ask that you aim to log in regularly to stay connected with Rainbows. How often you do this may depend on your role, your level of involvement, and the ways to help.

**Top Tip:** The more often you log in, the easier it will be for you to use the system, stay informed and keep everything up to date.

### General expectations for all volunteers:

- **Keep your profile up to date** – make sure your contact details and any personal information are accurate, and any changes are updated.
- **Stay in touch** – speak with the Volunteering Team or your volunteer manager whenever you have questions or need help.
- **Access resources** – find guidance and useful resources to help you in your role in the Document Hub section.
- **Be timely** – if you can't make an event or an activity, cancel or let us know so we can make other arrangements.
- **Respect other users** – when communicating with other volunteers or staff, keep messages polite, appropriate and respectful.

### How often should I log in?

#### **When notifications arrive** *(helpful for all roles)*

- Respond to reminders about tasks
- Read important announcements
- Log any volunteering activities you might have completed

#### **Weekly** *(recommended for regular roles and staying connected)*

- Read updates from the team
- Respond to any messages which have been sent to you
- Check on any events you've signed up for

#### **Monthly** *(great for regular or occasional roles)*

- Check upcoming events and tasks which might interest you
- Catch up on news and updates
- Update your details if they've changed