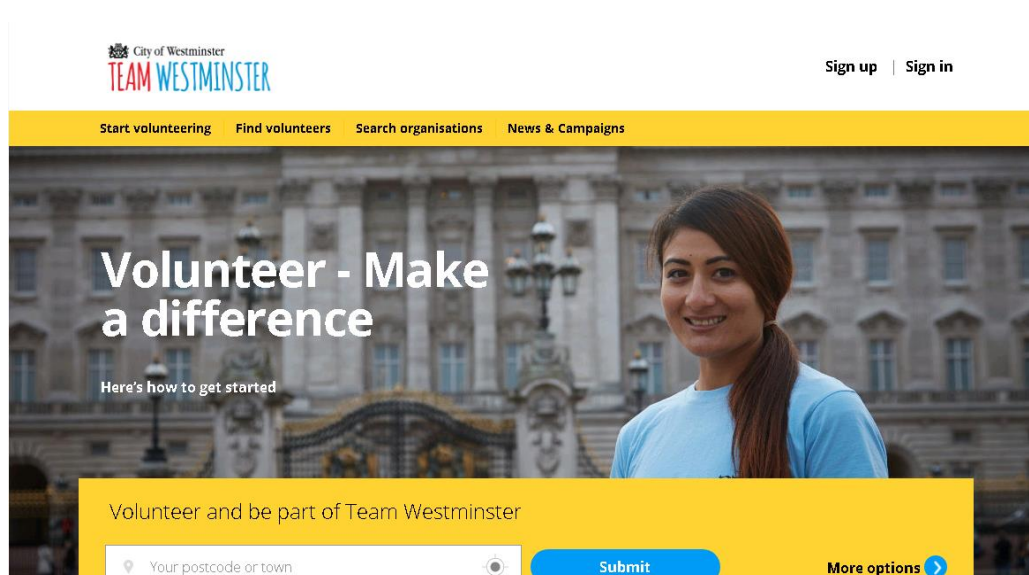
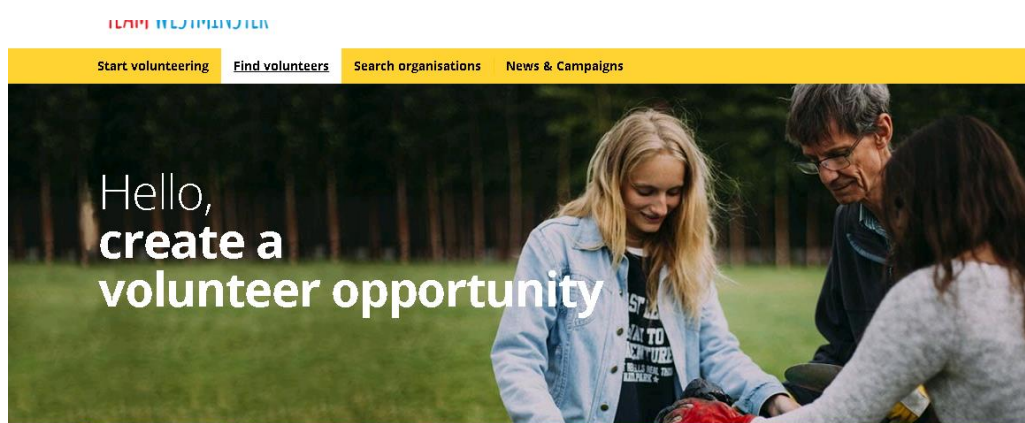


## REGISTER YOUR ORGANISATION AND OPPORTUNITIES

1. Visit <https://do-it.westminster.gov.uk/>
2. Click on **'Sign up'** in the top right hand corner, and complete all the boxes to create your account. Once completed you will receive an email which you will need to verify (this may take up to 24 hours)



3. Once you have verified the email you can then click on **'Sign in'** using your details
4. Click on **'Find volunteers'**



5. Create your opportunity by completing the details as thoroughly as possible – volunteers will be more likely to contact you when they can see exactly what the role entails



① Name    ② About    ③ Detail    ④ Skills    ⑤ Where    ⑥ When

### What is the opportunity?

Describe the role, tell us who it is for and who is managing it.

The title can be up to 100 characters long

**Volunteer Administrator**    **Management Team Member**

**Title** (required)

**This opportunity is offered by:** (required)   
Which organisation is posting this opportunity?  
\* Limited to organisations you admin

**This opportunity is offered for:** (required)   
Which organisation is this opportunity for?

6. Add [active@teamwestminster.org.uk](mailto:active@teamwestminster.org.uk) as an Administrator by [following these steps](#) so that we can help to promote and manage your opportunities
7. That's it!

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## Next steps

Once you have completed these steps, get in touch so we can help to manage your opportunity.

If you have any problems or questions, please don't hesitate to contact us through the following details:

[active@teamwestminster.org.uk](mailto:active@teamwestminster.org.uk)

**T: 0300 365 9910**

**M: 07511 742417**