VIP Volunteer Training Document How to register as a volunteer in VIP (NPWS) (v2) Appendix 1

Volunteer Registration

NPWS has a new online volunteer management system named VIP. Please follow the instructions below to register. The process should take 5-10 minutes.

- 1. Go to this link: <u>http://bttr.im/q6ujp</u>
- Create an account by filling in the form "I am new to MyImpactPage.com" (See the red box on right). Use your EMAIL as your username. Click yellow SAVE AND CONTINUE button when you are finished. *Note:* If the system says your email is already in use, please contact <u>npws.volunteer@environment.nsw.gov.au</u> to obtain your log in information.
- Fill in the CONTACT INFORMATION form to the best of your abilities. The fields with FLAGS are required. Then Press the yellow SAVE AND CONTINUE button at the bottom of the page (red arrow in photo to right - you might need to scroll down to see it).
- 4. Another screen will pop up with multiple questions. Fill in the questions. Ones with FLAGS are required. Put N/A if it is required but you have no answer. Scroll down and continue to answer questions. When you are asked what position you are applying for, tick all relevant positions. If one of your roles does not appear in the list, please select 'Other' (highlighted in yellow in image 3).
- You will be asked later in the application which position and supervisor has directed you to register (see image 4).

| Application Form - 1. National Parks 8 | Wildlife Service | |
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| MyImpactPage.com Privacy Policy | Pow IMAGE 1 | |

| Contact Informatio | ท |
|----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| You need to complete application will not be | all fields flagged (*) as required on this page and on the next one. If you don't fill in all required fields and click save on the next page, your submitted to 1. National Parks & Wildlife Service. |
| ACCOUNT | |
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| Password | N |
| Confirm Password | PN I |
| NAME FIELDS | |
| First Name | N |
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| Address line 1 | PM |
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| Country | Australia |
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| Post Code | Pe Pe |
| Email Address | fake 123@gmail.com |
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| 10400 | as required on this page and on the next one. If you don't fill in all required fields and click save on the ge, your al Parks & Wildlife Service. |
| INIAC | Save and Continue |

| What position(s) are you applying for: | | | |
|----------------------------------------------------------|-----------------------------------------------------------------|--------------------------------------------------------------------------------------------------|---------|
| Coffs Coast Bushcare and Dunecare Volunteer Positions | Friends of the Rock Wallaby Volunteer Position | Other (use if you have been directed by a NPWS Staff member to register within the VIP) | |
| Arakoon Bushcare Volunteer Position | Historic Huts Restoration and Maintenance Volunteer Position | Sea Acres Rainforest Centre Volunteer Positions | |
| Bouddi Bushcare Volunteer Position | Lane Cove National Park Bushcare Volunteer Position | Wagstaffe Bushcare Volunteer Position | |
| Dorrigo Rainforest Centre Volunteer Position | Maitland Bay Information Centre Volunteer Position | O4WD Association of NSW & ACT | |
| Friends of Cape Byron Lighthouse | Friends of Cudgen National Park | | IMAGE 3 |

IMAGE 4

6. After you have

filled in the questions to the best of your ability, you will find the "**SUBMIT APPLICATION**" yellow button at the bottom of the page. Press this button and an **APPLICATION COMPLETE** confirmation screen will appear.

If a supervisor has directed you to register on VIP, please put their full name here and the position you will be doing: