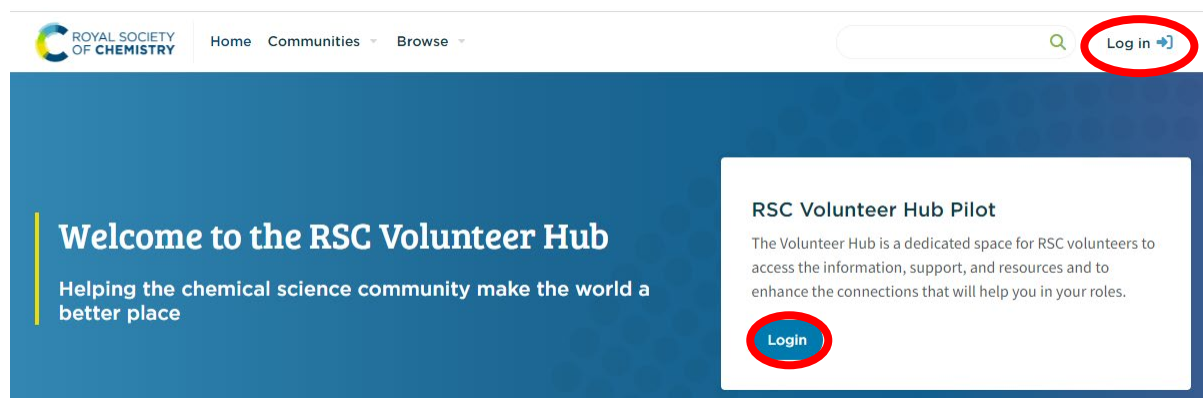


# Guide to the Volunteer Hub for users:

## Logging in

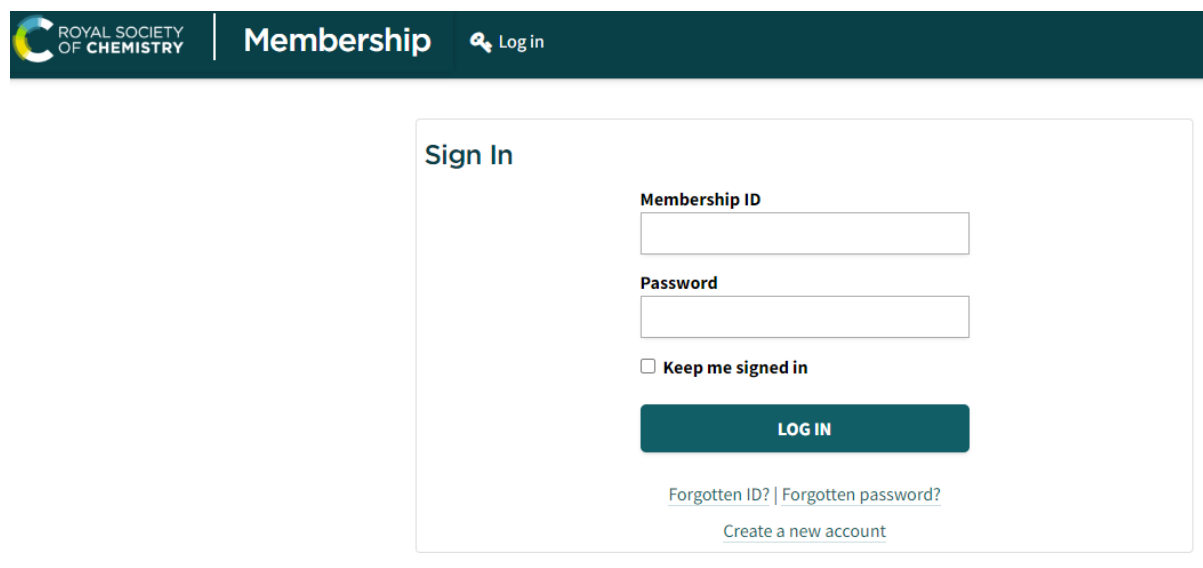
Visit [communities.rsc.org](https://communities.rsc.org)

Click Log in, either in the tool bar on the top right or the information box



The screenshot shows the top navigation bar of the RSC website. On the left is the RSC logo. In the center are links for 'Home', 'Communities', and 'Browse'. On the right is a search bar and a 'Log in' button with an external link icon, which is circled in red. Below the navigation bar is a blue banner with the text 'Welcome to the RSC Volunteer Hub' and 'Helping the chemical science community make the world a better place'. To the right of the banner is a white box titled 'RSC Volunteer Hub Pilot' with a description and a 'Login' button circled in red.

You will be redirected to the RSC Members' area ([members.rsc.org](https://members.rsc.org)) for verification



The screenshot shows the 'Membership' section of the RSC website. It features a 'Log in' button with a key icon. Below this is a 'Sign In' form with fields for 'Membership ID' and 'Password', a 'Keep me signed in' checkbox, and a 'LOG IN' button. At the bottom of the form are links for 'Forgotten ID?' | 'Forgotten password?' and 'Create a new account'.

Insert your membership number and RSC Members' area password and click log in. (please follow the links if you have forgotten your membership number or password)

Once logged in, you will be returned to the front page of the RSC Volunteer Hub

Hi Test Member.  
How can we help?

Ask a question or enter a keyword.

Search the RSC Portal

LATEST ANNOUNCEMENTS

Information on the Volunteer Hub pilot

We are trialling this platform as a solution to meet some of the requirement of our volunteers, gathered through volunteer surveys, interviews, focus groups and other feedback. **Click below to find out more.**

Learn more about the pilot

## My Profile/Settings

Make your first task on the hub to visit your profile and check your settings by clicking on your initials in the top right of your screen and then clicking on your name or 'profile' in the drop down that appears.

Hi Test Member.

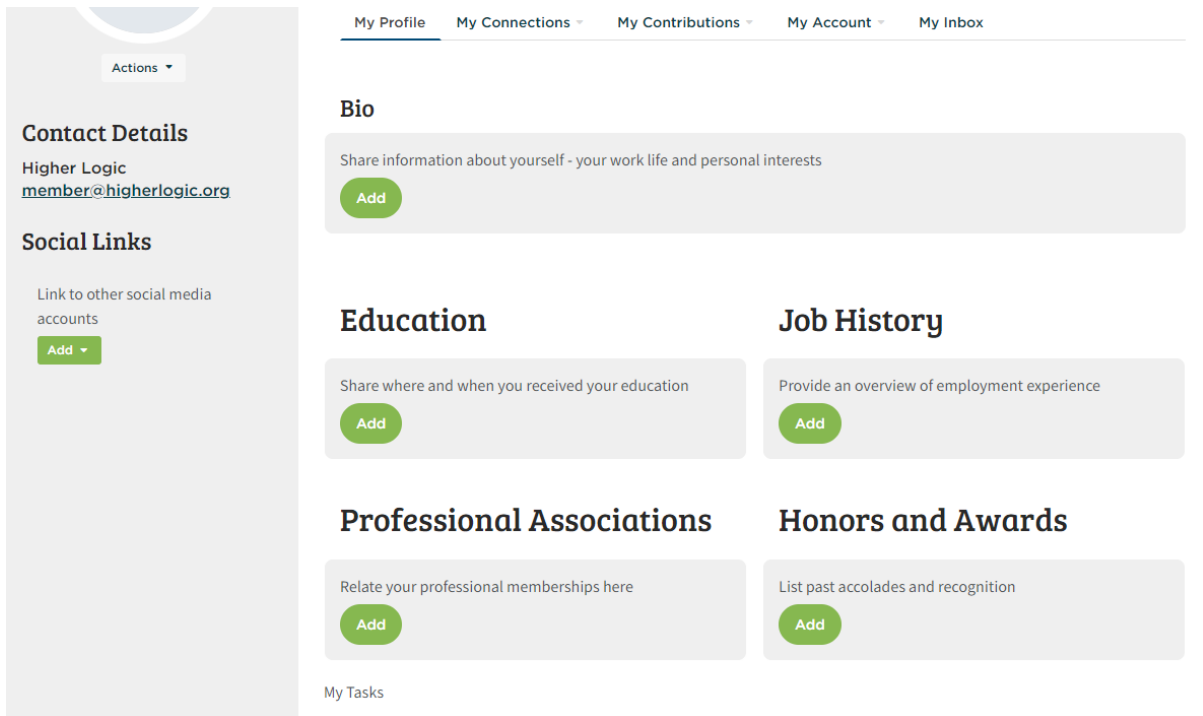
LATEST ANNOUNCEMENTS

Information on the Volunteer Hub pilot

Test Member  
member@highernologic.org

- Inbox
- Profile
- My Communities
- Followed Content
- Log Out

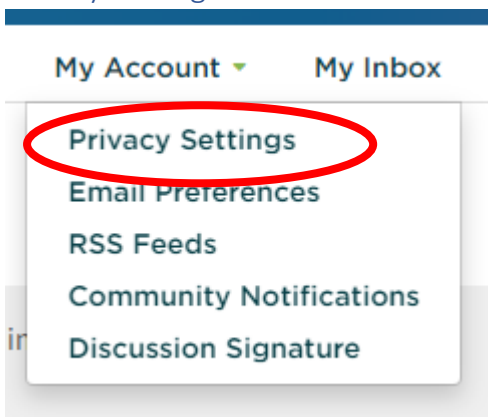
The 'My Profile' page contains lots of fields that you can edit with your information if you wish, but these are optional.



You should however click 'my account' and check the settings in the sections listed below.



## Privacy Settings



Your profile is visible to other users of the Volunteer Hub. Please select which information you are happy for others to see. By default your address, phone number, email address and work details are set to 'only me' and you will be the only user able to see them on your profile. You can set each piece of information listed to My Contacts (other members of the hub with whom you have 'connected'), Members Only (only members of the hub), Public (available to everyone who visit the hub – whether they are a member of a community or not) or Only Me. Hit 'Save changes' once complete.

Picture

My Networks

- Members Only
- My Contacts**
- Members Only
- Public
- Only Me

Read XYZ Article

Save Changes

## Email Preferences

My Account ▾

My Inbox

- Privacy Settings
- Email Preferences**
- RSS Feeds
- Community Notifications
- Discussion Signature

System, Community, Participation, and some other messages are routinely sent to users. These are always sent to your profile inbox on the Volunteer Hub. Select “no” below to opt-out of receiving certain emails per your preferences. You will always receive these messages in your profile inbox regardless of these settings.

## Community Notifications

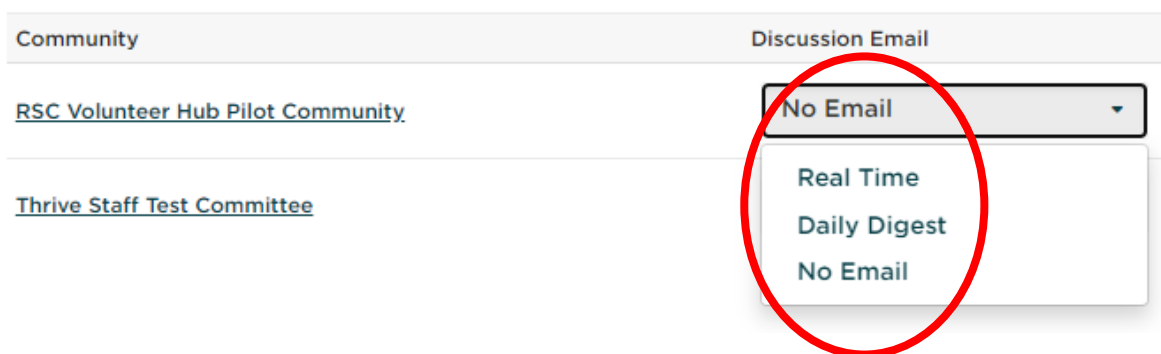
My Account ▾

My Inbox

- Privacy Settings
- Email Preferences
- RSS Feeds
- Community Notifications**
- Discussion Signature

1 emails per your preferences. You wi

Select how often you want updates on the discussion taking place in the communities you are part of – Real time, Daily Digest or No Email – from the drop down.



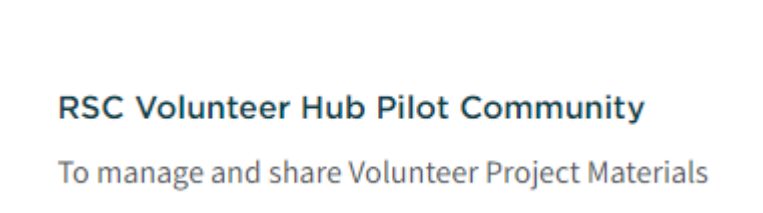
## Your Community/Communities

These can be found clicking on 'Communities' in the tool bar and selecting 'My Communities' from the drop down list. This will show you all the Volunteer Hub communities you are a part of.



The communities you are part of should correspond to your volunteer role e.g. Treasurers, Top of the Bench Organisers.

For the pilot everyone will be a member of 'RSC Volunteer Hub Pilot Community' in order for you to give us feedback, post questions about how the site works, things you like, things you dislike and ideas you have for changes or features that you would like to see.



Click on a community name to see the page for that community.

## Accessing documents

The Volunteer Hub has links to a lot of documents. Those relating specifically to your community can be found on the library tab of your community page.

# RSC Volunteer Hub Pilot Community

Community Home

Threads 9

Library 0

Members 9

More general documents can be found in the 'Toolkits & Resources' and 'Learning and development' sections, which can be accessed by returning to the 'Home or 'Member Home' pages via the links in the toolbar.



Home

Communities ▾

Browse ▾

Member Home ▾



## Learning & Development

An introduction into our volunteering policies, guidelines and everything else you need to know to support you in your volunteer role.



## Toolkits & Resources

Toolkits and downloads designed to help and support you to get the most out of giving back when you volunteer with the RSC.

Once in a library you will need to click on the document you wish to access to open an information panel, then click on the description of the document in that panel to open it.



### RSC prize proposal form

Posted By Temporary Admin

08-08-2023 16:22 IE

If your committee are considering setting up a new prize, please complete and return this form.

#Prize#MemberNetworks#LocalSections#InterestGroups

Views • 6

TA Posted By Temporary Admin  
08-08-2023 16:22 IE

## RSC prize proposal form

Viewed • 7 Recommend • 0

[www.rsc.org](http://www.rsc.org)

**If your committee are considering setting up a new prize, please complete and return this form.**

If your committee are considering setting up a new prize, please complete and return this form.

[#Prize](#)

### Starting a discussion and asking a question

You can start a discussion or ask a new question by clicking the 'Add' button on the Community Home tab or the 'Start New Thread' button on the Threads tab.

The screenshot shows the RSC website interface. At the top, there are navigation tabs: 'Community Home', 'Threads 9', 'Library 0', and 'Members 9'. Below the tabs, there is a section titled 'An open forum for volunteers to ask questions and share feedback about the Volunteer Hub pilot.' with a paragraph of text. Below this, there is a section titled 'LATEST DISCUSSIONS LIST' with a green 'Add' button circled in red. At the bottom, there is another navigation bar with the same tabs. Below the navigation bar, there are filters: 'All Thread Types', 'Most Recently Update', and '10 per page'. A green 'Start New Thread' button is circled in red. Below the filters, there is a table with columns: 'Thread Subject', 'Replies', and 'Last Post'.

Choose how often to receive emails related to your post – Real Time, Daily Digest or opt out.

Please choose how you would like to receive messages for this Discussion:

- Real Time - One email for each message
- Daily Digest - One email containing all posted messages from the previous day
- I would like to opt-out of receiving email messages

Choose if you want to post an 'Open-ended Discussion' or 'Question to be answered'. Give your discussion or question a subject/title and choose if you want links (URLs for webpages) to show a review or not. Then type your text into the box provided.

Post to community

RSC Volunteer Hub Pilot Community

Focus your thread

Open-ended Discussion  Question to be answered

Discussion subject

Automatically insert content preview for links

You can choose to Post, schedule, Save as Draft or Cancel your discussion or question.

Any problems or question please contact the Networks Team – [networks@rsc.org](mailto:networks@rsc.org)