

## **Guidelines For NVS Full Members - Posting Notices On The NVS Website**

1. Notices may be posted only by and for voluntary and community groups which are NVS members.
2. Notices may be posted on the Vacancies board to advertise paid posts or Trustee vacancies only.
3. Notices may be posted on the Events board to advertise events which are open to all and not more than two months ahead of the event.
4. Clear contact details must be posted with the notices.
5. NVS reserves the right to delete notices which it considers to contain unsuitable content.

### **To add a vacancy:**

Go to the homepage of the NVS website at: [www.nvs.org.uk](http://www.nvs.org.uk)

Navigate to Member Vacancies via About NVS, Vacancies.

Click on the blue Members area button

Log in with your username and password and follow on-screen instructions.

Log out and check your advert displays correctly on the site.

You can log in again and edit or delete your notice.

NB your notice will automatically delete at the closing date.

### **To add an event:**

Go to the homepage of the NVS website at: [www.nvs.org.uk](http://www.nvs.org.uk)

Navigate to Member Events via About NVS, Events.

Click on the blue Members area button

Log in with your username and password and follow on screen instructions

Log out and check your event displays correctly on the site.

You can log in again and edit or delete your notice.

NB your notice will automatically delete after the end date.

### **If you have any difficulties with this service please contact:**

Marilyn Amos, Information & Membership Co-ordinator, NVS

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