

Section 1a – Creating a ParkConnect login / user account

Step 1: Go to home page

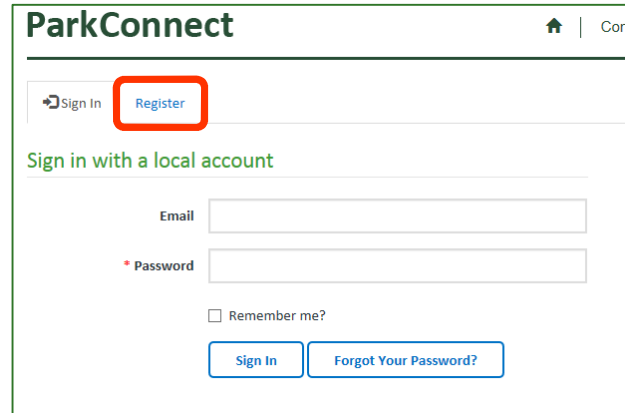
Navigate to ParkConnect <https://www.parkconnect.vic.gov.au>

On the top right of the screen select the “Sign In” link



Step 2: Select register

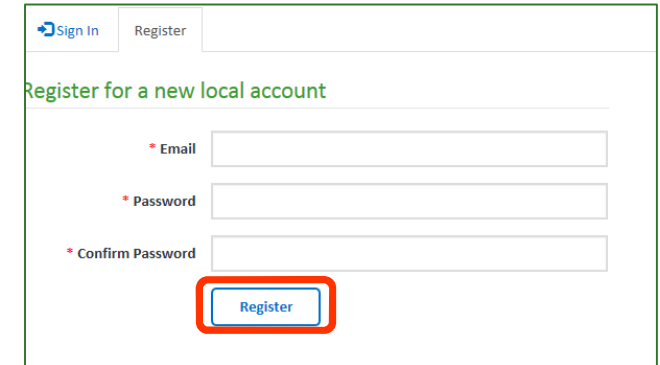
Press the “Register” link



Step 3: Enter email and set password

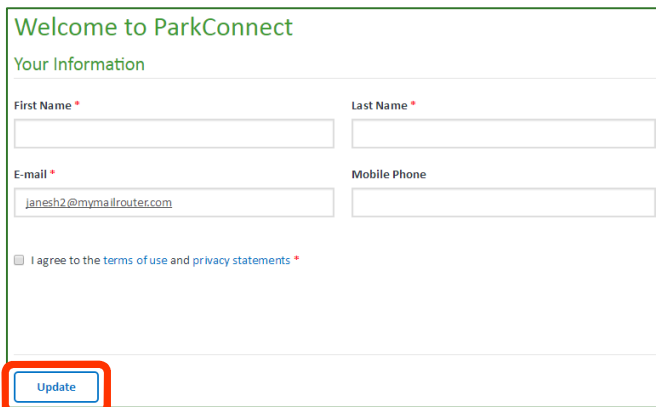
Complete the fields as prompted, press “Register”

Password must contain at least one uppercase and one number



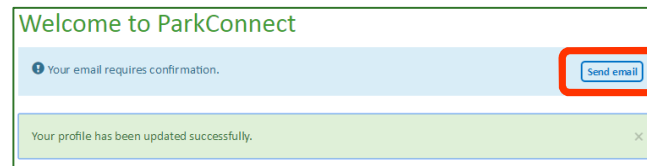
Step 4: Update profile

Complete the required fields on your profile and press “Update”



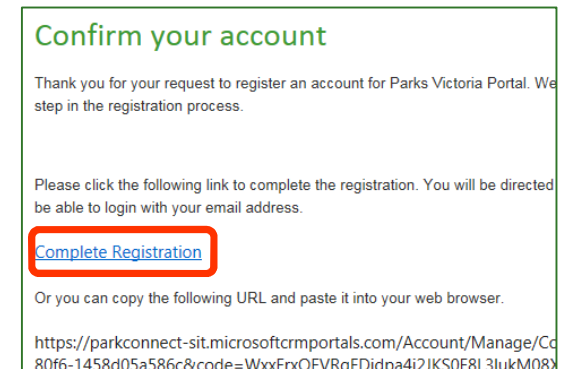
Step 5: Send confirmation email

Request a confirmation email to be sent to your email account by pressing the “Send Email” button



Step 6: Confirm email

On the confirmation email you received into your inbox, press the “Complete Registration” link



Your account is now ready to use

Section 1b – Create a volunteer profile

Step 1: Sign in to your ParkConnect account.

Navigate to ParkConnect <https://www.parkconnect.vic.gov.au>

Select 'Sign In' from the navigation bar (top right)
Enter your user email and password
Press the 'Sign In' button

Step 2: Navigate to volunteer profile

From the Parkconnect home page, select 'Create my volunteer profile'



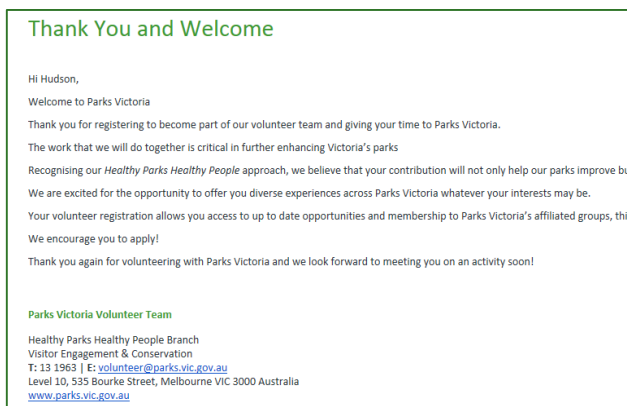
Step 3: Complete the profile

NOTE: There are five tabs requiring information:

- About you (contact information)
- Accredited skills (skill details)
- Additional details (emergency contact)
- Interests (e.g. activity types)
- Declaration (medical and T&C's)

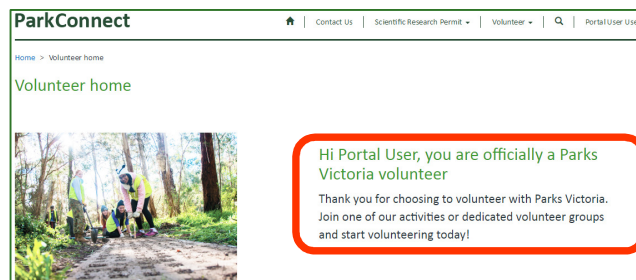
Step 4: Welcome email

Once all the required information has been completed and submitted, you will receive a welcome email confirming your registration as a Parks Victoria volunteer



Step 5: On screen confirmation

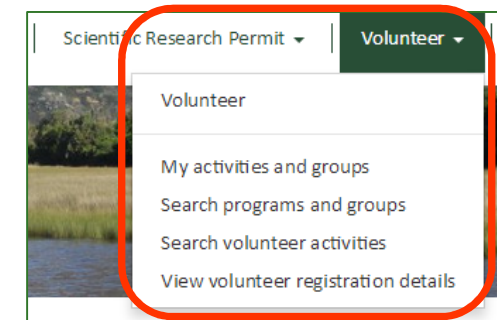
Once registration is complete, a confirmation message will also display on the Volunteer home page within the portal



Step 6: Access expanded features as a registered volunteer

As a registered volunteer, you will see an expanded menu when you click on 'Volunteer' in the top navigation bar

For example, you will now have a 'My activities and group' page, which provides a personalised list of your volunteer activities and groups



Section 5 – Join or leave programs and group

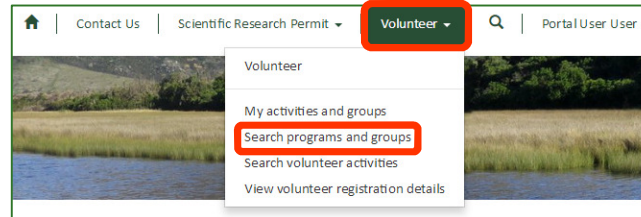
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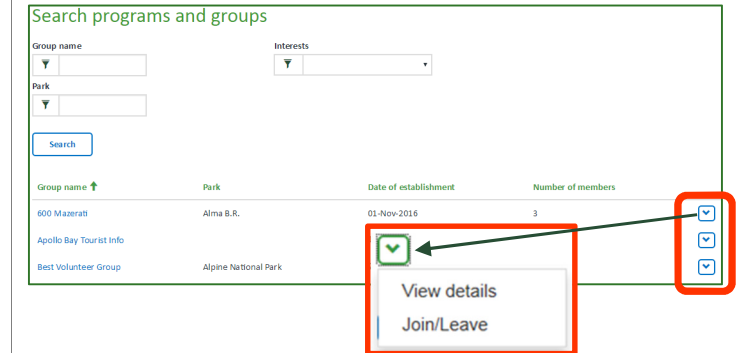
Step 2: Search programs and groups

To join an activity, first search activities via the Volunteer home page, or go to 'Search Volunteer Activities' via the Volunteer menu



Step 3: Join or leave from the grid view

A drop-down arrow will appear at the end of the row displaying the activity details. Select the arrow to display 'View' and 'Join' options.



Step 4: Confirm your participation

When you select Join/Leave, a pop up will appear based on your membership status

When joining, you will get a privacy reminder

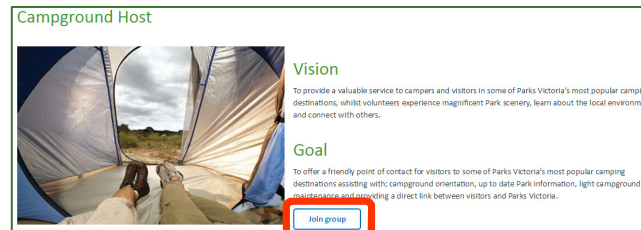
Select OK to join or leave the program/group and confirm your membership

You will receive an email after you have successfully joined or left the activity.

Step 5: Join or leave from program/group details page

Alternatively, open the program/group details page (click on program/group name or select 'View details' from the drop down).

Select 'Join group' or 'Leave group' based on your membership status and confirm as per Step 4 via the pop up (as per Step 4)



Step 6: Leave group

Programs and groups that you have joined will be listed on the 'My activities and groups' page

To leave a program/group, select 'Leave group' using the drop down and press 'OK'

