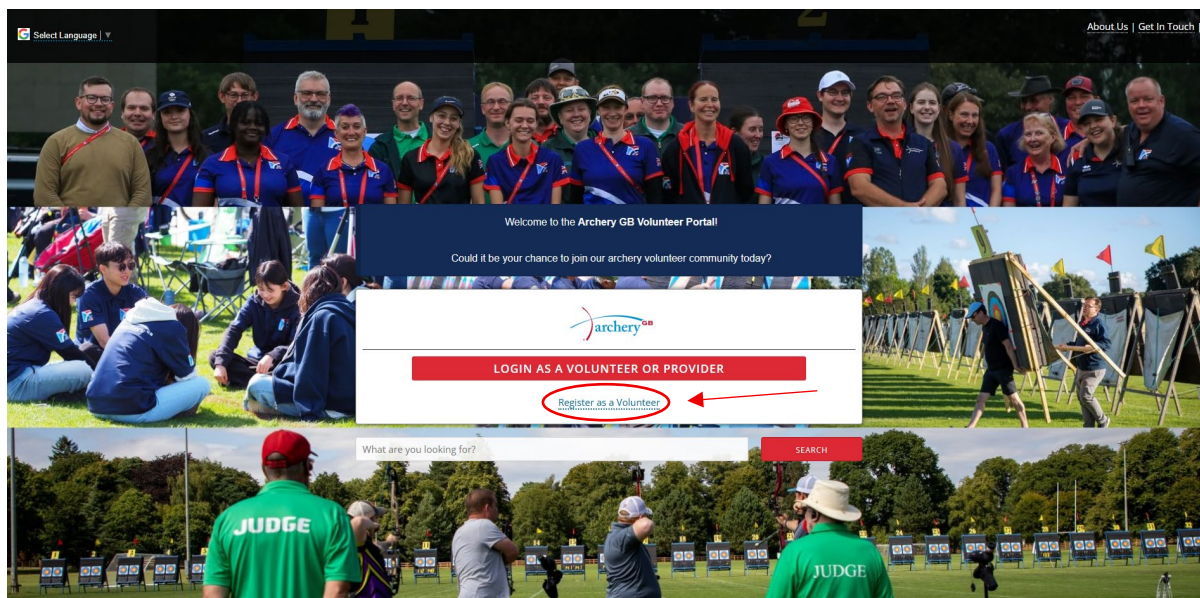


1. Registering on the system

Please follow this link to register as a volunteer and set up your profile: [Archery GB promoting and developing volunteering in your area. A TeamKinetic powered website](#)

During registration you will be asked if you wish to opt out from receiving emails – this is only for marketing emails, any emails that are sent by the AGB Workforce Manager regarding your volunteering will not be affected.



Please ensure that you add a profile picture to your profile, as it is required for application to any future volunteering opportunities.

It is recommended that you save the above link, as it will be your login link when you access the system in the future.

1.1 Registering as a judge

If you hold an active judge licence, please make sure that you include that in your profile (it can be amended at any time). This is necessary, as the judging applications will be open only to these who hold an active judge licence.

2. Applying for a volunteering opportunity

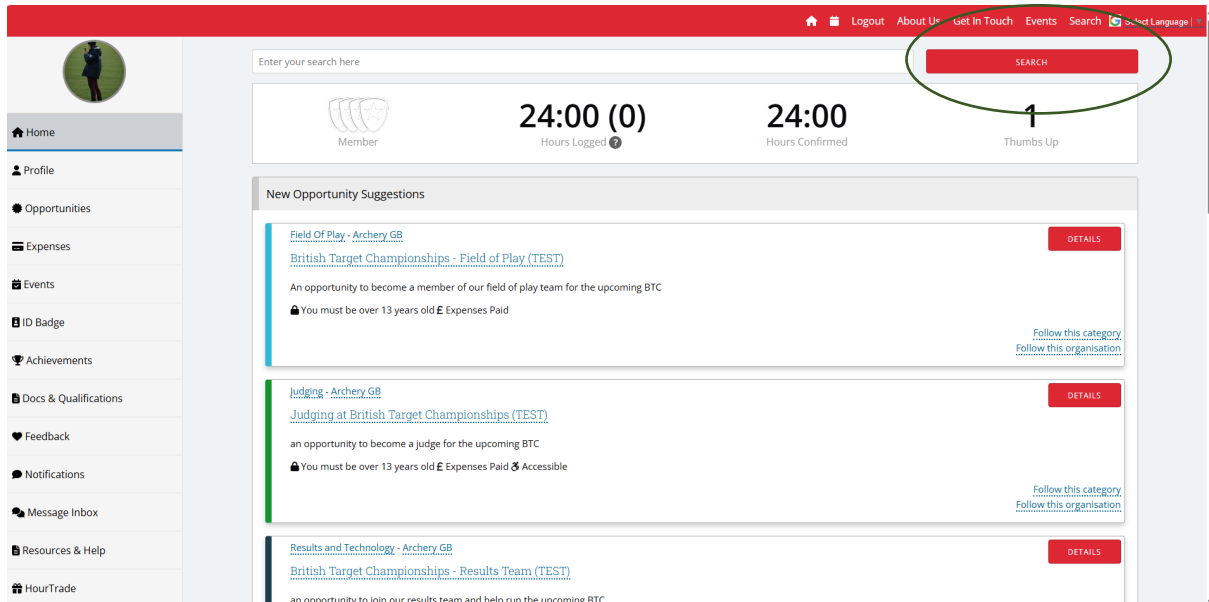
Once you have set up the account and completed your profile (you will need to add a profile picture before you can apply for any volunteering with Archery GB), please head to the **Home page** of your portal.

The system calls competitions an 'Event' and the event is made up of groups of opportunities such as Field of Play, Results Team, Judging and, if applicable, Admin or Media.

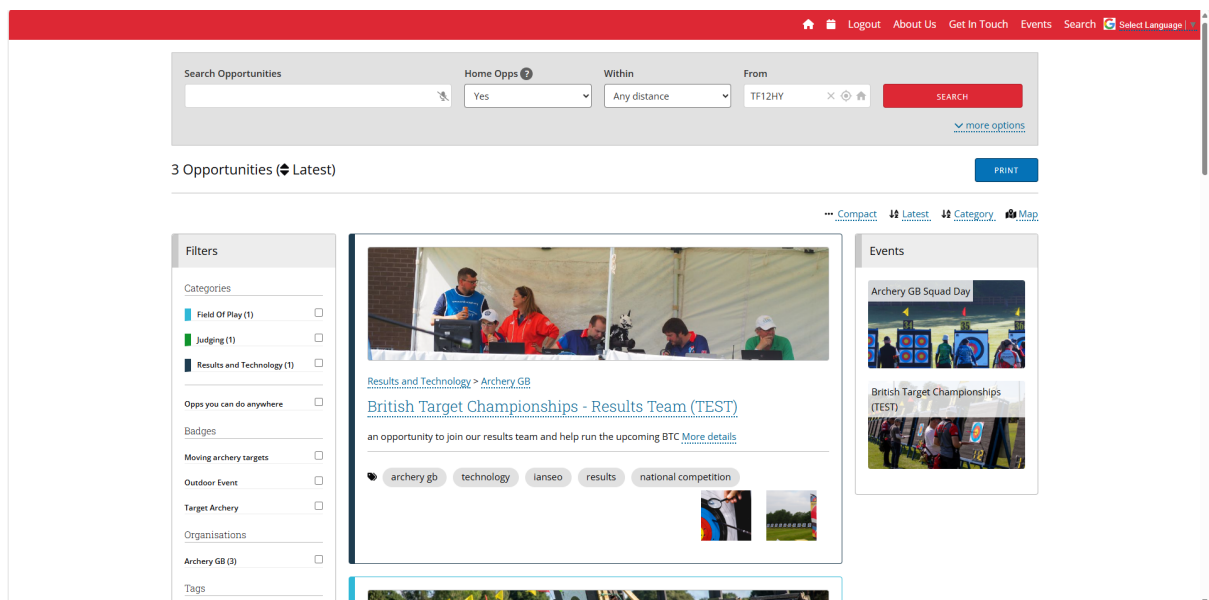
The system prevents you from joining more than one opportunity at any given time, so even if you apply for both Field of Play and Results Team, you will only be allowed to be assigned to one.

2.1 Finding a volunteering opportunity

If the event you are looking for is more than 7 days away, it will show on your Home page as in the image below.



Alternatively, you can click on the 'Search' button in the top right corner of the page, and it will take you to a more advanced search page (shown on the picture below).



On this page you can search for volunteering opportunities by categories (left side of the page) or you can select an event that you are interested in (right side of the page), i.e. British Target Championships, and it will show you all the opportunities available for that specific competition.

Opportunity pages will include all the most important information about the competition that are relevant to this specific opportunity. Please make sure you familiarise yourself with this before applying.

2.2 Application process

All the national or international volunteering opportunities managed by Archery GB's Competitions and Events team will have an application process.

To apply for the opportunity, you should head to the opportunity page and click on the apply button. Unless we need to know about any additional experience you have, this is all you have to do to apply.

Your application will go automatically to the Events Workforce Officer and will be processed after the application deadline has passed. You will receive an email thanking you for your application and outlining what will happen next.

You can always withdraw your application at any time by checking the status of your applications in 'Opportunities' tab in your volunteer profile or contacting vols@archerygb.org

2.2.1 Application with experience question

For some roles, i.e. media we will want to know more about your experience before offering you the opportunity. In these cases when you click 'Apply' it will direct you straight to a simple question about experience and your application will be sent when you press 'Save'.

These applications can also be withdrawn at any time by checking the status of your applications in the 'Opportunities' tab in your volunteer profile or by contacting vols@archerygb.org

3. Using the Team Kinetic app

To use our volunteer management system, you can also download the Team Kinetic app, which offers the same functionality as the website:

App store: [Volunteer with TeamKinetic on the App Store](#)

Google Play: [Volunteer with TeamKinetic - Apps on Google Play](#)

To access your account, use the same login details you would use for the website.