

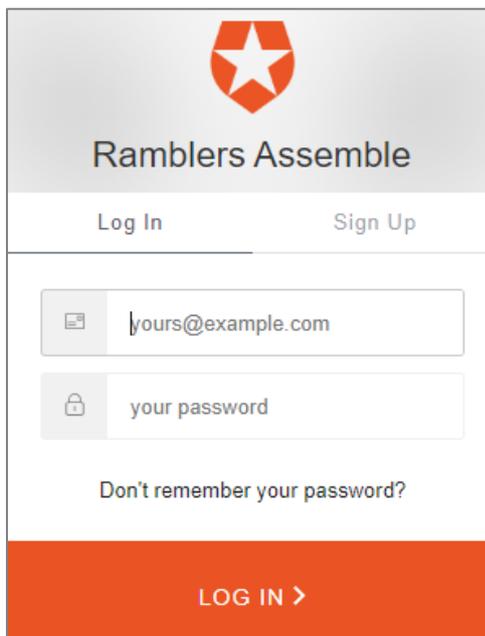
Logging in to Assemble for the first time

How to guide

Welcome to Assemble – our volunteer website. Here you can find everything you need for your volunteering, link up with other volunteers, read the latest volunteer news and manage your own details. You can do all this through the easy-to-use website. This guide takes you through your first visit.

Go to the Ramblers' Assemble website

To get to the site, go to <https://ramblers.goassemble.com> – just click this link or copy it to your browser's address bar. You'll be taken to this login page:



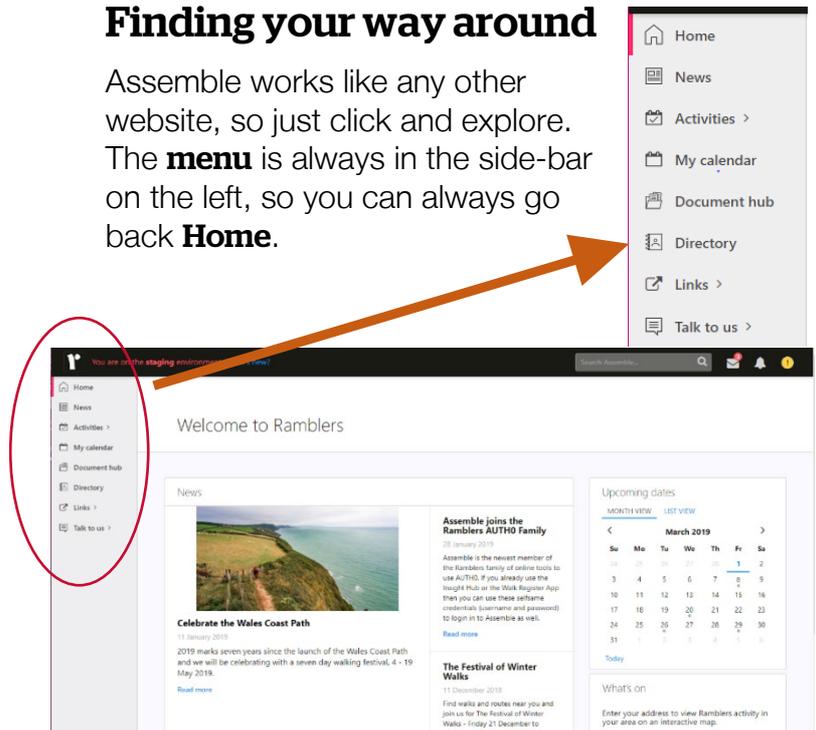
If you have a single Ramblers account (the one with the orange screen) use this to log in. Otherwise, you'll need to create one by clicking on **Sign Up**.



Soon you'll only need to remember **one username and password** for all Ramblers sites and apps: the website, Ramblers' app, Insight Hub or Assemble. The Ramblers' single account will make it easier to link these all together.

Finding your way around

Assemble works like any other website, so just click and explore. The **menu** is always in the side-bar on the left, so you can always go back **Home**.



If you have an **iOS** or **Android** device, you can get the Ramblers Volunteering app to let you use Assemble on your phone or tablet. Search for **Ramblers Volunteering** in the App Store or Google play.

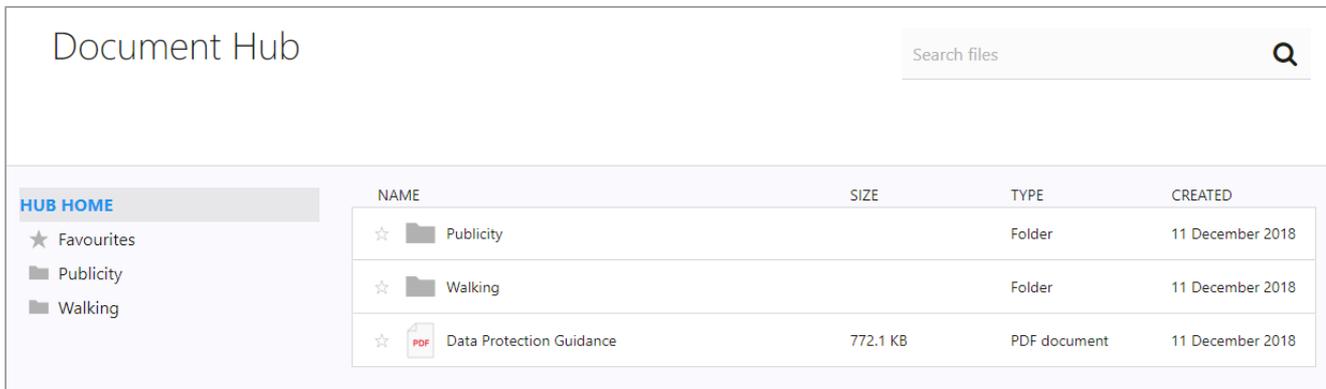
News

The latest volunteer news is on the homepage, so you can keep up-to-date really easily. If you want more news, or to find a previous article story, go to the **News** section, where you can search using any keyword.

automatic email whenever you receive a message, so you don't even have to log in to read a message.

Notifications

These alerts let you know when something has happened that might be of interest to you.



Document Hub

All the resources you need for your volunteering are here and really easy to find. You'll only see folders and documents relevant to you.

To find a resource, you can **search** for any word you think might be related to it (for example *law*) – you don't need to know what the document is called as it searches the document's description too.

Click on the document name to see a more detailed description and the options to **download** it or add it to your **favourites**.

Just for you

The top-bar shows items personal to you: **messages**, **notifications** and **your profile**.



Click on the icons to access these.

Messages

You'll be able to contact your volunteer manager and any other volunteer or member of staff using Assemble's built-in messaging centre, keeping your email address **completely confidential**. You'll get an



We're only gradually adding Areas to Assemble, so please only message volunteers you know have logged in already – otherwise they won't get a notification.

Your profile

Update your contact details, tell people a little about yourself and **log out**. Assemble will log you out automatically if you don't use it for a while.



Chairs, secretaries, path maintenance team leaders are all "managers" so will be able to see your email address and phone number. This is so that they can contact you. Storing this information in Assemble keeps it secure.

What to do on your first visit

You may want to just have a quick look around – but as you're the very first volunteers to use Assemble, there are only a few documents and news stories so far. Here are **some ideas** of what to do:

1. Go to your profile by clicking on your initials at the top right and selecting **View profile details**:



2. Upload a profile picture (Click on **Upload photo**) and check that your information in the **Details** tab is right.
3. Tell other volunteers a little about yourself in the **About** box – this will show in your entry in the volunteer directory.
4. Check that we have the right role and group/area recorded for you in the **Roles & Responsibilities** tab. If not, let us know.
5. Set how you want to use Assemble in the **Contacts** tab.



You can choose not to appear in the volunteer directory so that other volunteers can't contact you through the message centre. However, you won't be able to contact them either.

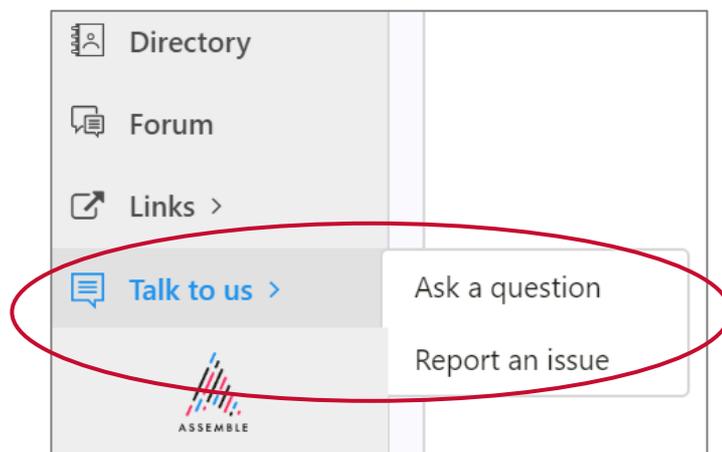
You can also choose whether to appear in the **Near Me** map. This lets you see how many other volunteers are within 20 miles of your address (unless they've opted out). You can then click on the number to see them in the Directory.



Assemble doesn't share any of your personal details. Being in the directory or Near Me won't let anyone (who's not a manager) see your email address, where you live or your phone number. It only lets them send you a message on Assemble.

Any questions?

Use the **Talk to Us** item in the menu to ask a question or tell us something, or you can email volunteersupport@ramblers.zendesk.com



Don't worry if the roles listed for you are wrong. A lot of people have out of date information linked to them.

We can easily **sort it** out for you and then keep it right. Just let us know.