

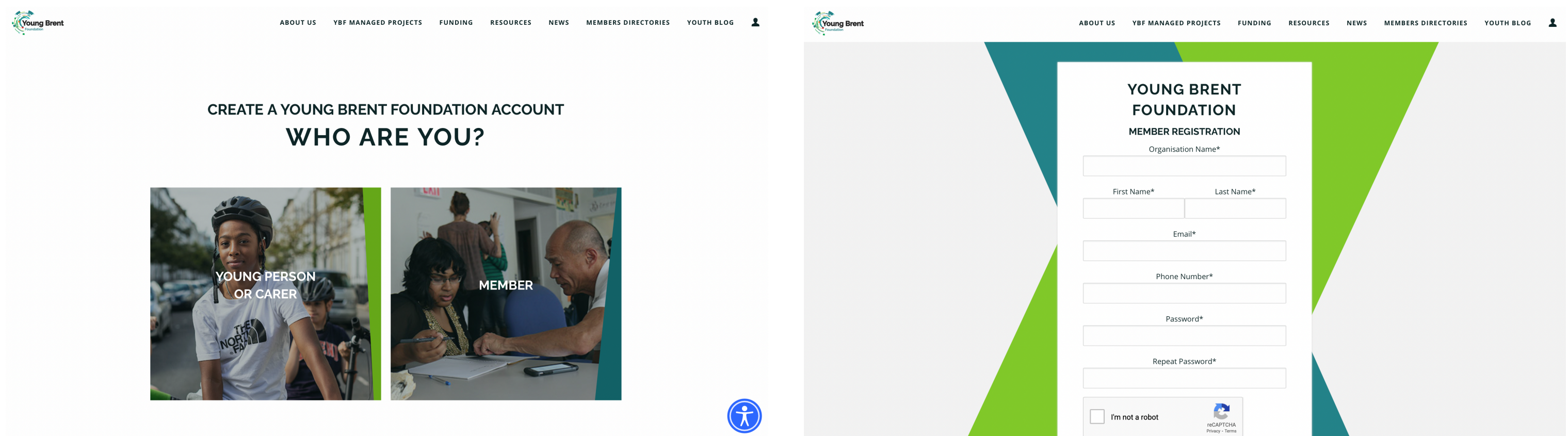
How to set up an online profile on the Young Brent Foundation website

Step 1: Register your organisation

[Click here](#) to go to the registration page and enter your details.

After you have submitted your details, you will receive an email from Young Brent Foundation once your account has been approved by our team.

Click on the link in the email and follow the steps below to create your organisation profile.



CREATE A YOUNG BRENT FOUNDATION ACCOUNT
WHO ARE YOU?

YOUNG PERSON OR CARER

MEMBER

YOUNG BRENT FOUNDATION
MEMBER REGISTRATION

Organisation Name*

First Name* Last Name*

Email*

Phone Number*

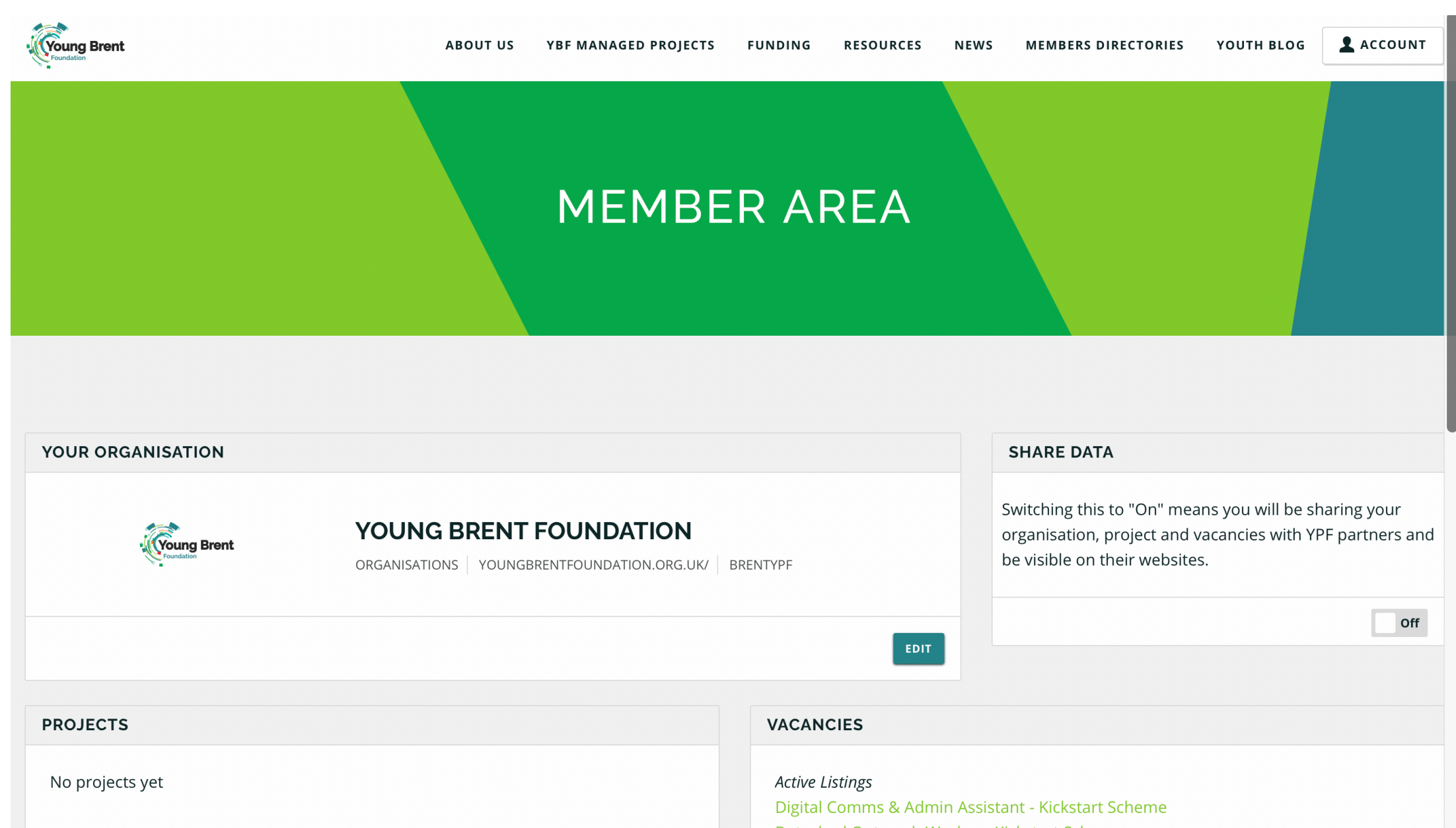
Password*

Repeat Password*

☐ I'm not a robot

reCAPTCHA

Once logged in, you will see your members area. This is where you will be able to update your profile, add any opportunities, projects and vacancies.



MEMBER AREA

YOUR ORGANISATION

YOUNG BRENT FOUNDATION

ORGANISATIONS | YOUNGBRENTFOUNDATION.ORG.UK/ | BRENTYPF

SHARE DATA

Switching this to "On" means you will be sharing your organisation, project and vacancies with YPF partners and be visible on their websites.

☐ Off

PROJECTS

No projects yet

VACANCIES

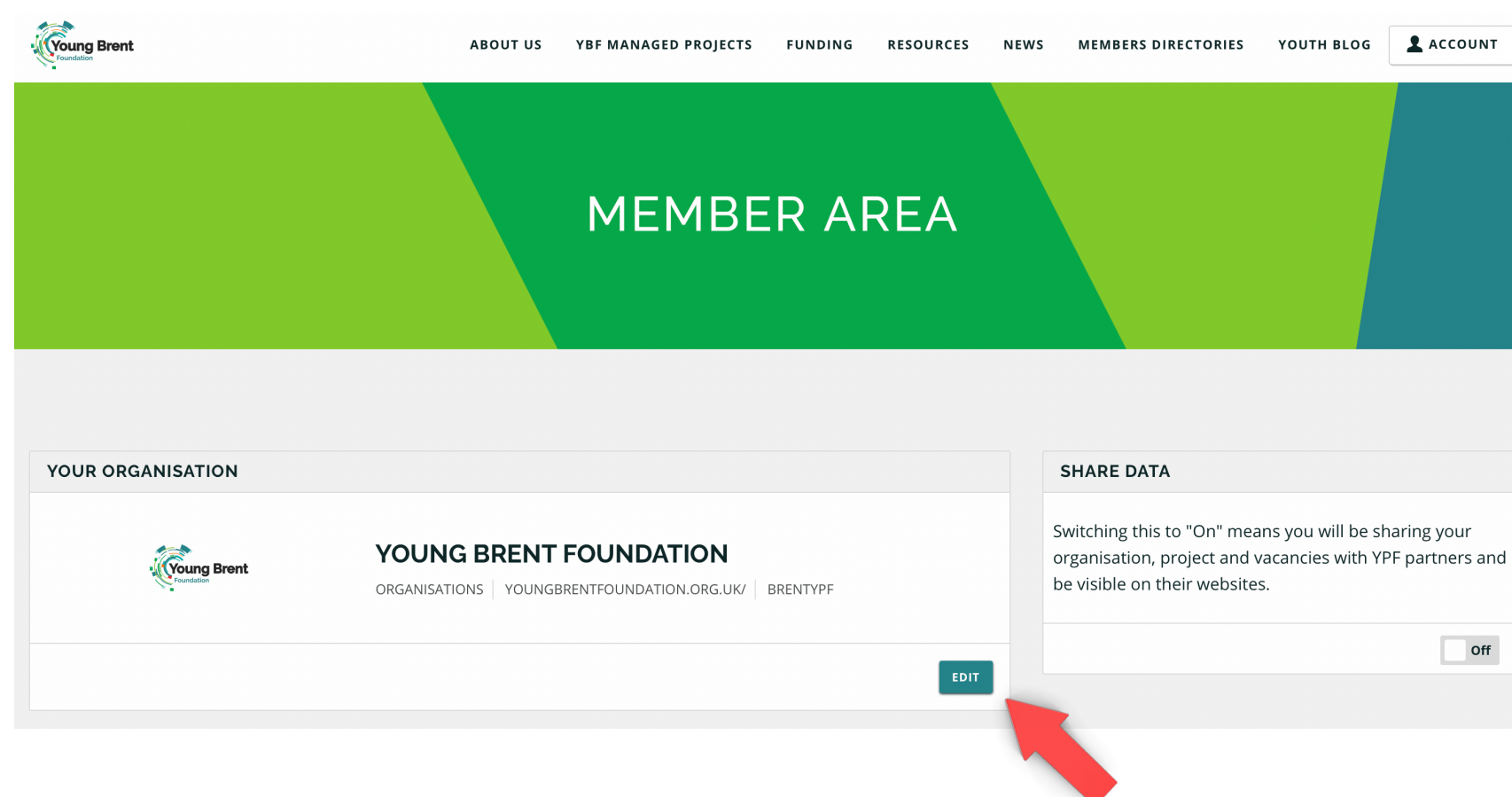
Active Listings

Digital Comms & Admin Assistant - Kickstart Scheme

Detached Outreach Worker - Kickstart Scheme

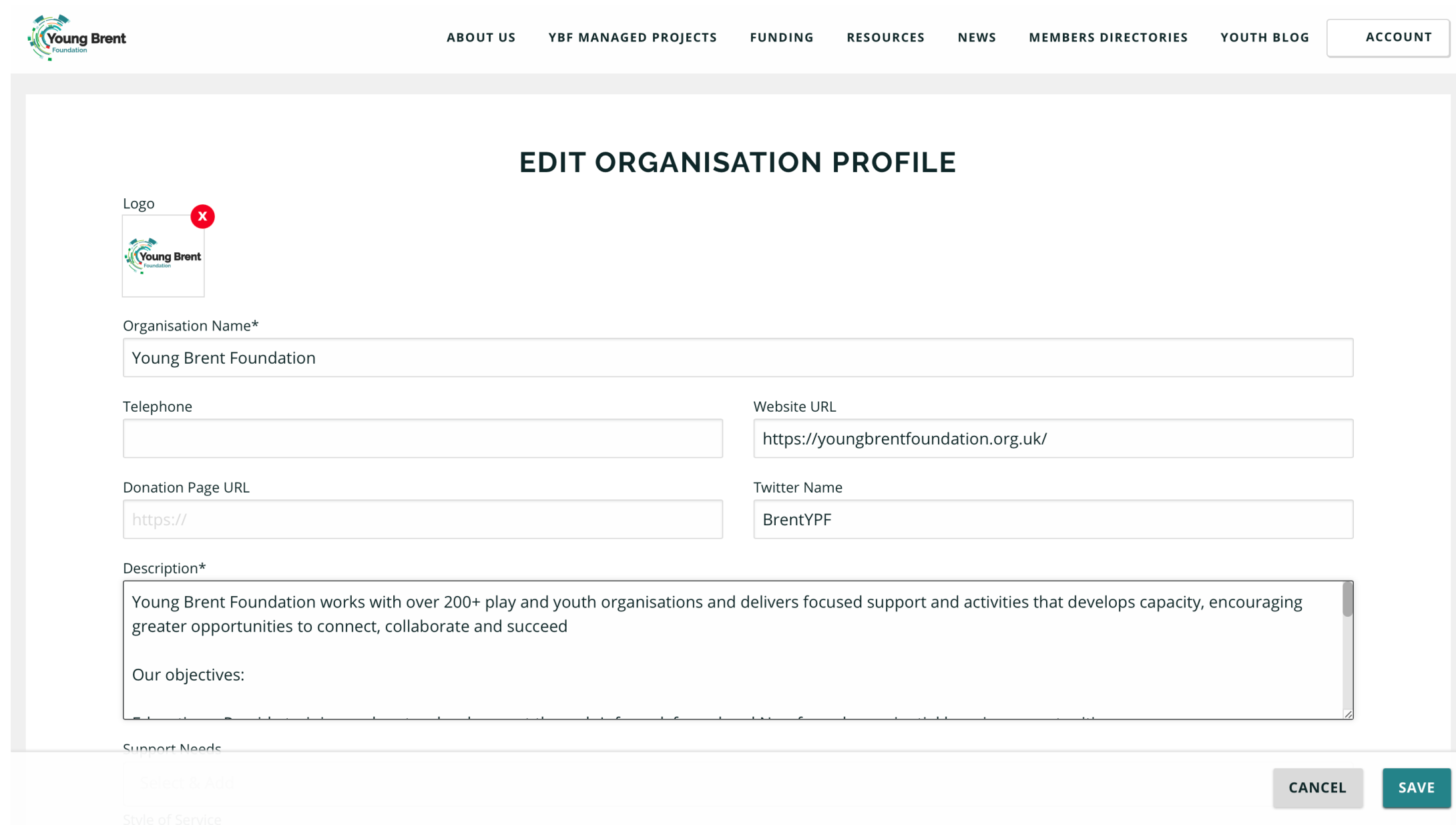
Step 2: Create your organisation profile

Click the 'Edit' button on the 'Your Organisation' section of the members area.



On this page, fill in as much information about your organisation as you can (making sure you enter all information marked with an asterisk as these are required fields).

Enter a simple description about your organisation and please do upload your logo and a few images as this will make your profile more appealing.



Drop-down selections:

Support Needs: in this section are situations / needs that your service can make a positive impact on. E.g. mental health, youth violence, etc. You can select more than one.

Style of Service: in this section you can add the activities that a young person can expect to participate in with your organisation - you can select more than one. E.g. football / counselling service / creative arts programme, etc.


Make sure you add in all of the activities you deliver as viewers will find your organisation by searching for these.

Once you have entered all your information to the page, please press SAVE.

The Young Harrow Foundation have created a video which walks you through the process above in more detail. [Click here](#) to watch the video.

How to add opportunities and projects


Click the 'Add' button on the 'Projects' section of the members area.



ABOUT US YBF MANAGED PROJECTS FUNDING RESOURCES NEWS MEMBERS DIRECTORIES YOUTH BLOG ACCOUNT

MEMBER AREA

YOUR ORGANISATION



YOUNG BRENT FOUNDATION

ORGANISATIONS | YOUNGBRENTFOUNDATION.ORG.UK/ | BRENTYFP

EDIT

SHARE DATA

Switching this to "On" means you will be sharing your organisation, project and vacancies with YPF partners and be visible on their websites.

OFF

PROJECTS

No projects yet

VACANCIES

Active Listings

Digital Comms & Admin Assistant - Kickstart Scheme

Detached Outreach Worker - Kickstart Scheme

PROJECTS

No projects yet

QUARANTINE SELECTED

+ ADD

You have 0 project(s)

You will then be directed to a page where you can fill in all the information about your project.

WHAT

Project Type

In-person Support

Project Name*

Participants:

Select & Add

Child age from:

Any

Child age to:

25

Out Of School School

Funders:

Select & Add

Price:

Free

Description for adults*

Description for young people*

Enquiry Form

No form

Support Needs

I have read and accepted the [content publishing terms & conditions](#)

Style of Service

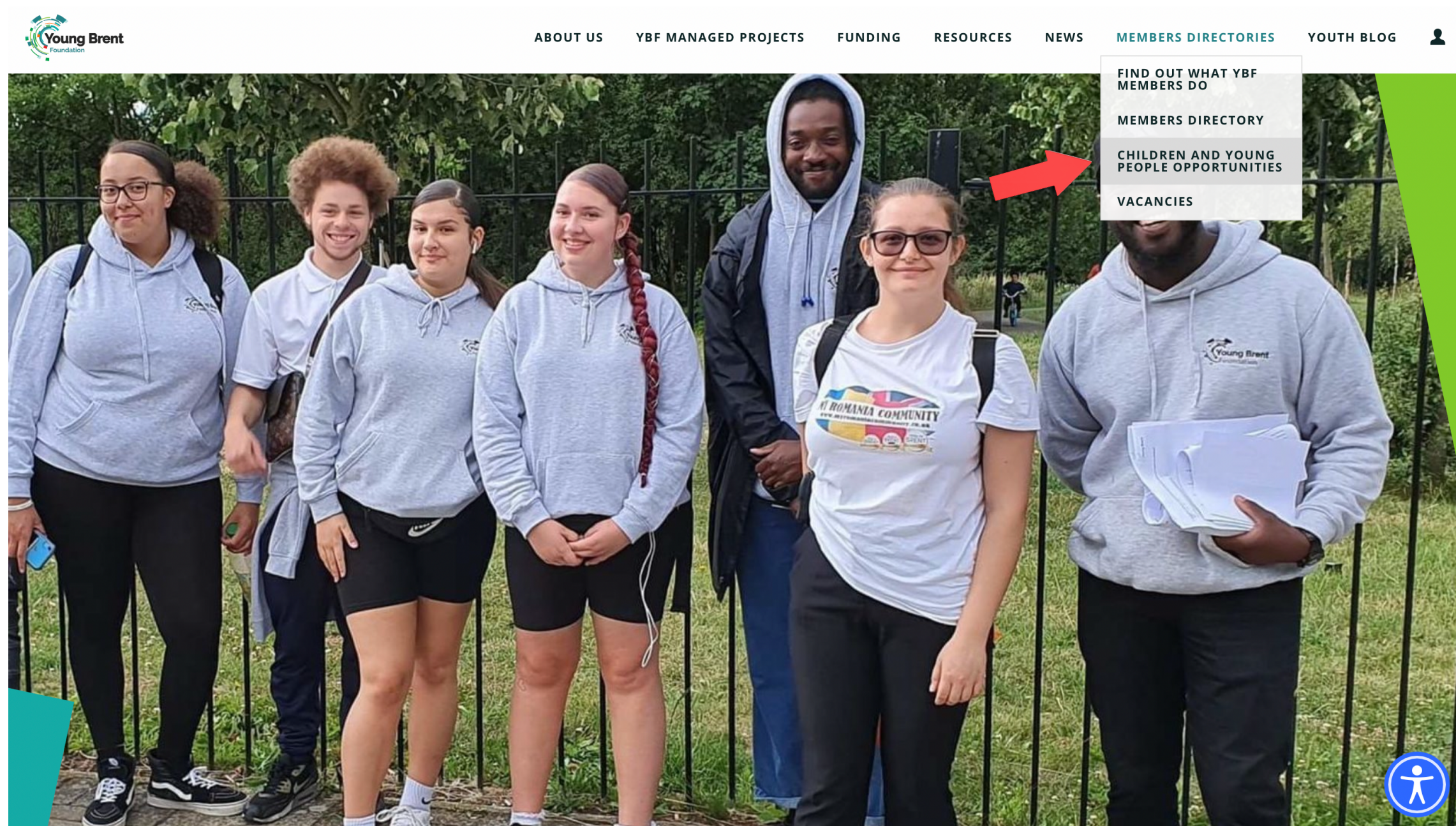
CANCEL

SAVE

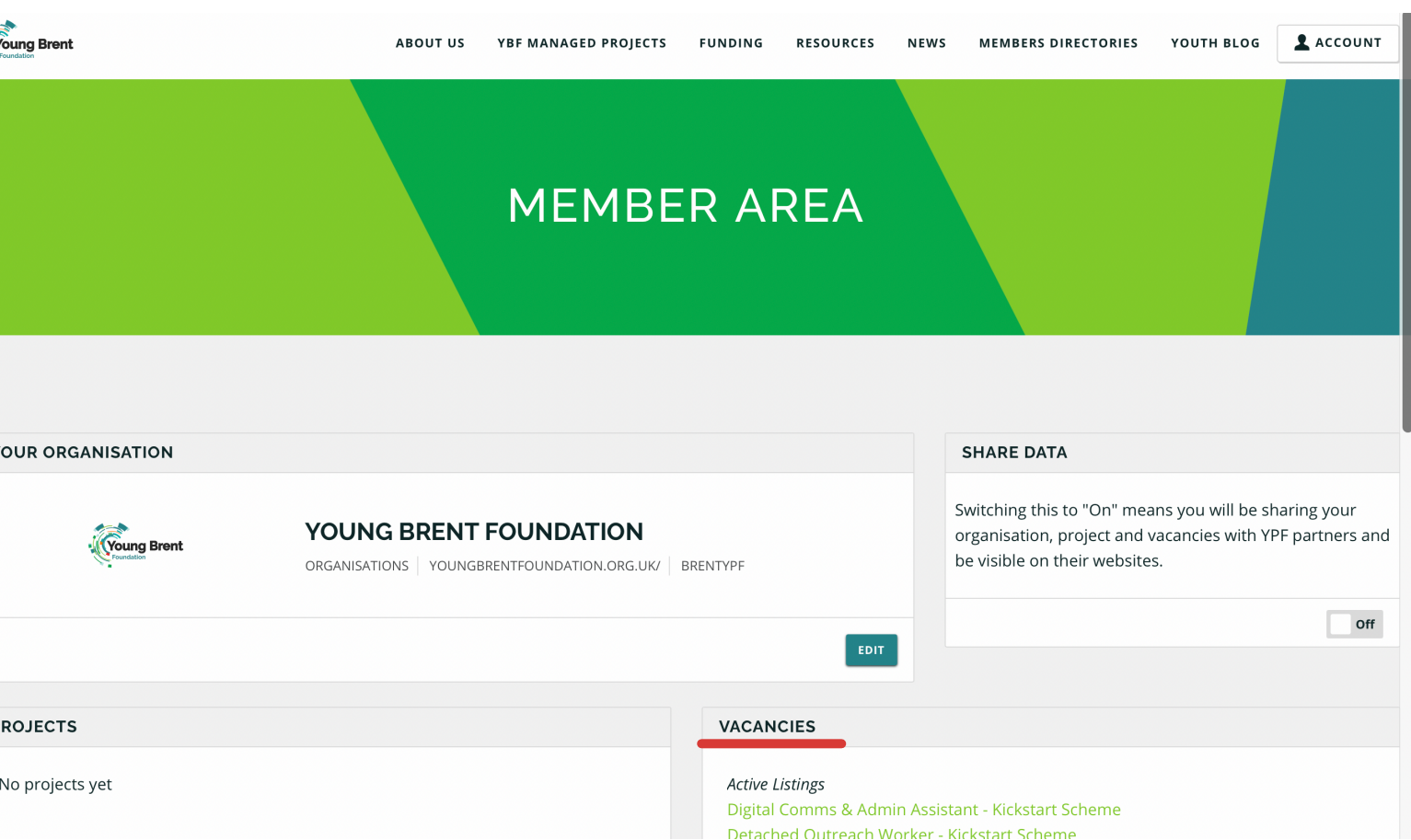
Make sure you add in all of the activities you deliver as viewers will find your organisation by searching for these.

Once you have entered all your information to the page, please press SAVE.

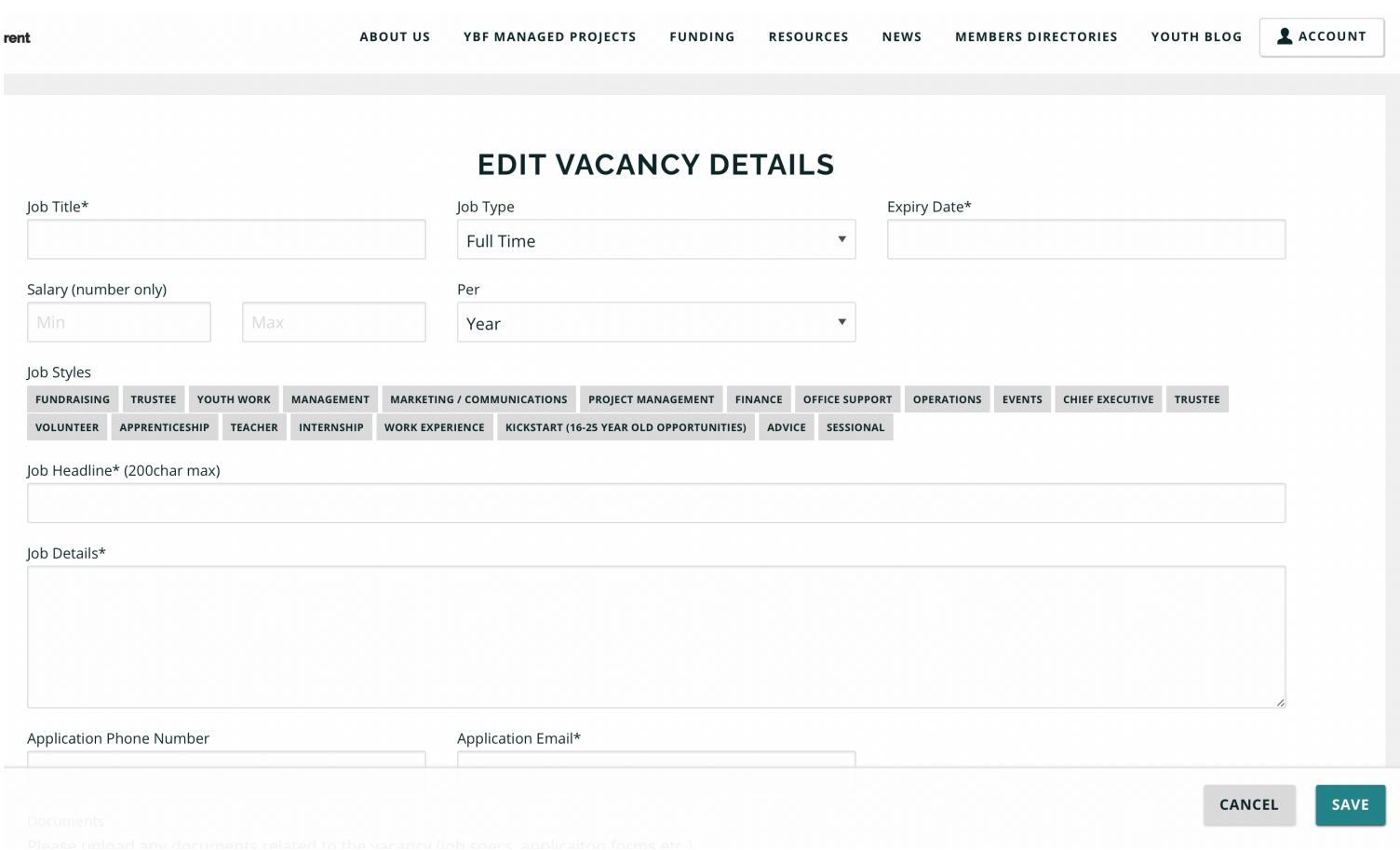
Once saved your project will appear on the 'Children and young people opportunities' page under the 'Member directories' tab.



How to add vacancies

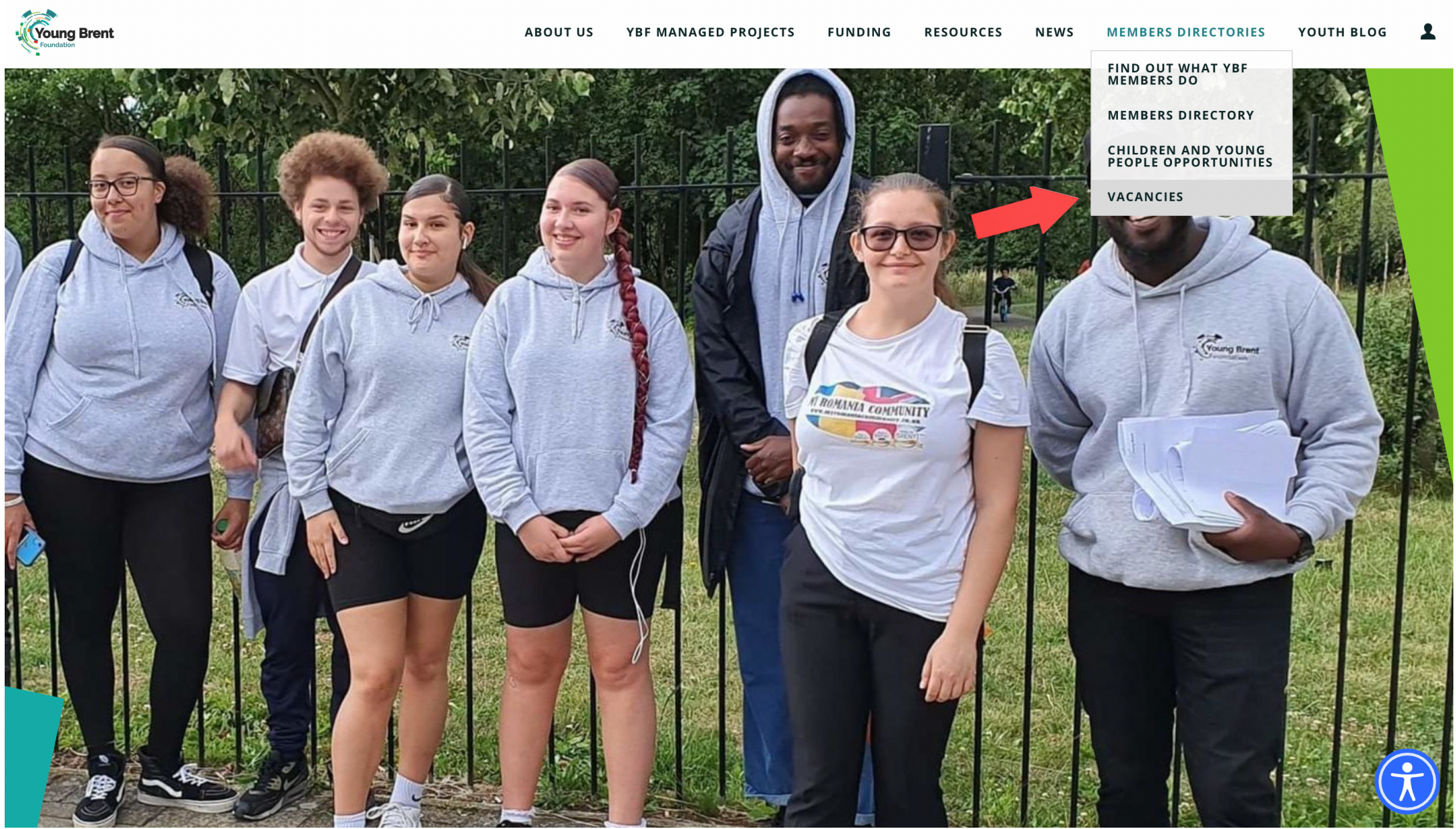


The screenshot shows the 'MEMBER AREA' dashboard. On the left, there's a sidebar with 'OUR ORGANISATION' (Young Brent Foundation) and 'PROJECTS' (No projects yet). The main content area has a 'VACANCIES' tab selected, showing 'Active Listings' with three items: 'Digital Comms & Admin Assistant - Kickstart Scheme', 'Detached Outreach Worker - Kickstart Scheme', and another 'Detached Outreach Worker - Kickstart Scheme'. A 'SHARE DATA' section is also visible, with a toggle switch set to 'Off'.



The screenshot shows the 'EDIT VACANCY DETAILS' form. It includes fields for 'Job Title*', 'Job Type' (Full Time), 'Expiry Date*', 'Salary (number only)' (Min/Max), 'Per' (Year), 'Job Styles' (a list of roles like Fundraising, Trustee, etc.), 'Job Headline* (200char max)', 'Job Details*', 'Application Phone Number', and 'Application Email*'. There are 'CANCEL' and 'SAVE' buttons at the bottom right.

You can use this section to add jobs, volunteering and training vacancies. These could be voluntary or paid positions, suitable for young people (e.g. apprenticeships/work experience) or for professionals working with young people.



Once saved your project will appear on the 'Children and young people opportunities' page under the 'Vacancies' tab.