

# Video 1. Accessing Assemble via the web

This cheat sheet explains how volunteers can access Assemble via a web browser. See the 'Using the Assemble app' cheat sheet for details of accessing Assemble via the smartphone apps.

## A - Logging into Assemble

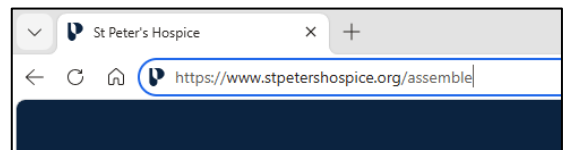
The easiest way to get to the Assemble login screen is to visit the dedicated Assemble page on the St Peter's Hospice website: [www.stpetershospice.org/assemble](https://www.stpetershospice.org/assemble)

**Step A1.** Open your preferred web browser (for example Google Chrome, Microsoft Edge or Apple Safari) and enter the following into the address bar:  
<https://www.stpetershospice.org/assemble>

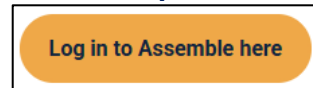
**Step A2.** Click the yellow 'Login to Assemble here' button.

**Step A3.** You may be presented with a message about cookies. Click 'Accept all cookies' or 'Reject all' according to your preference.

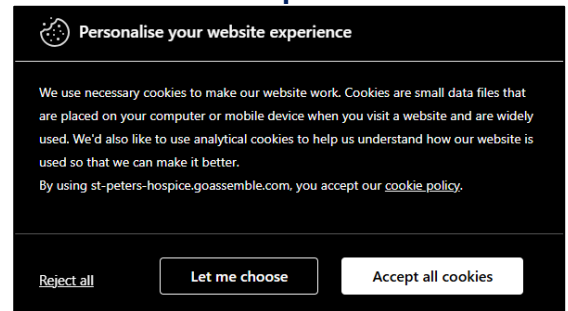
### Step A1



### Step A2



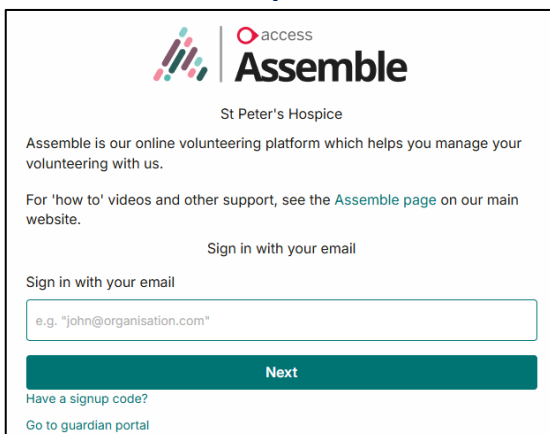
### Step A3



**Step A4.** Enter your personal email address into the 'Sign in with your email' box and click the 'Next' button.

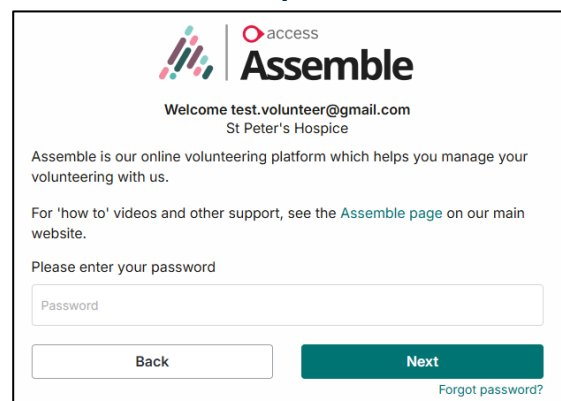
**Step A5.** Enter your password into the 'Please enter your password' box and click the 'Next' button.

### Step A4



St Peter's Hospice  
Assemble is our online volunteering platform which helps you manage your volunteering with us.  
For 'how to' videos and other support, see the [Assemble page](#) on our main website.  
Sign in with your email  
Sign in with your email  
e.g. "john@organisation.com"  
Next  
Have a signup code?  
Go to guardian portal

### Step A5



St Peter's Hospice  
Welcome test.volunteer@gmail.com  
St Peter's Hospice  
Assemble is our online volunteering platform which helps you manage your volunteering with us.  
For 'how to' videos and other support, see the [Assemble page](#) on our main website.  
Please enter your password  
Password  
Back Next  
Forgot password?

# Video 1. Accessing Assemble via the web

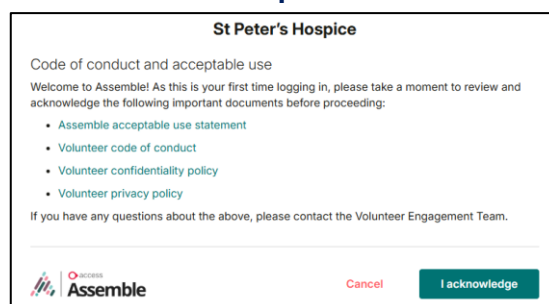
**Step A6.** You may be presented with a message about 'Code of conduct and acceptable use'. Review the documents and click the 'I acknowledge' button.

**Step A7.** You may then be presented with the 'Change password' screen. The password you choose must:

- Be **eight characters or longer**
- Contain at least **one uppercase** character
- Contain at least **one lowercase** character
- Contain at least **one number**

Enter your chosen password in the 'Enter new password' box and again in the 'Confirm your new password' box.

## Step A6




**St Peter's Hospice**

Code of conduct and acceptable use

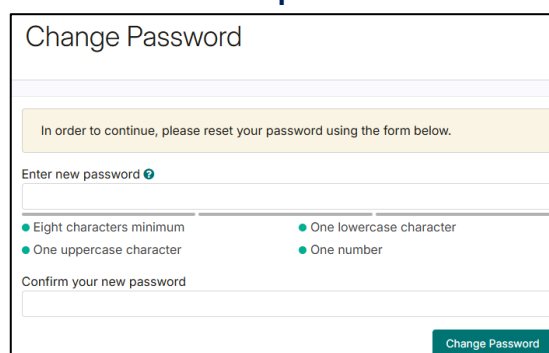
Welcome to Assemble! As this is your first time logging in, please take a moment to review and acknowledge the following important documents before proceeding:

- Assemble acceptable use statement
- Volunteer code of conduct
- Volunteer confidentiality policy
- Volunteer privacy policy

If you have any questions about the above, please contact the Volunteer Engagement Team.


 **Assemble** Cancel I acknowledge

## Step A7



Change Password

In order to continue, please reset your password using the form below.

Enter new password 

- Eight characters minimum
- One lowercase character
- One uppercase character
- One number

Confirm your new password

Change Password

**Step A8.** Once you see the 'Welcome to St Peter's Hospice' title you have reached the Assemble 'Home' screen and have successfully logged in. 🎉🎊

## Step A8



**St Peter's Hospice** Search Assemble... Off call 🔔 👤

Home News Activities > Rotas My calendar Document hub Links > Contact us

 **Assemble**

« Collapse menu

# Welcome to St Peter's Hospice

## News



### Assemble Under Construction

18 August 2025

Welcome to Assemble - our brand new volunteering platform. During this 'Under construction' phase, most parts of Assemble are not yet operational. Read on to find

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## B - Resetting your password

If your attempt to login is unsuccessful for some reason, you may need to reset your password.

**Begin by following Steps A1 – A4 above.**

**Step B5.** On the screen where you are asked to enter your password, click the 'Forgot password?' link on the bottom right, just below the 'Next' button.

**Step B6.** Enter your personal email address in the 'Email address' box, and double check it for any mistakes before clicking the 'Request Reset' button.

**Step B7.** Within a few minutes, you should receive an email with the subject 'Password Reset'. Open the email and click the 'Reset your password' link.

Note: The link only works for a 60-minute period, so if you don't click it within that time you will need to repeat the steps above.

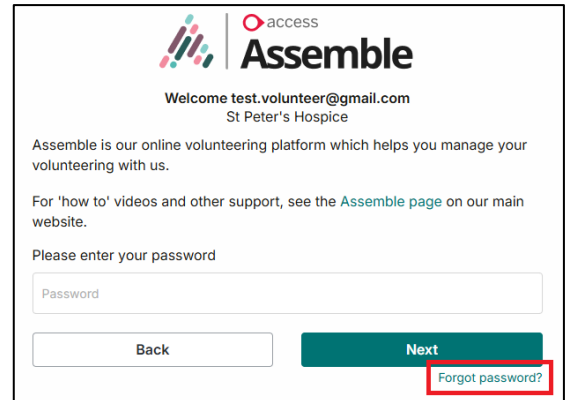
**Step B8.** Enter your personal email address in the 'Email address' box, and enter your chosen password in the 'Password' box and again in the 'Confirm Password' box and click 'Reset password' button.

The password you choose must:

- Be **eight characters or longer**
- Contain at least **one uppercase** character
- Contain at least **one lowercase** character
- Contain at least **one number**

If you continue to experience problems logging in, please contact your volunteer manager or the Volunteer Engagement Team – [volunteer@stpetershospice.org](mailto:volunteer@stpetershospice.org).

### Step B5



access  
**Assemble**

Welcome test.volunteer@gmail.com  
St Peter's Hospice

Assemble is our online volunteering platform which helps you manage your volunteering with us.

For 'how to' videos and other support, see the [Assemble page](#) on our main website.

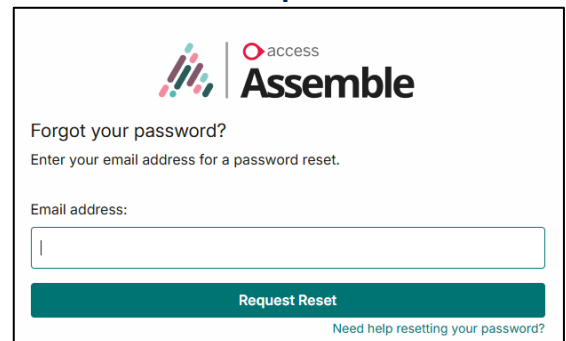
Please enter your password

Password

Back Next

**Forgot password?**

### Step B6



access  
**Assemble**

Forgot your password?  
Enter your email address for a password reset.

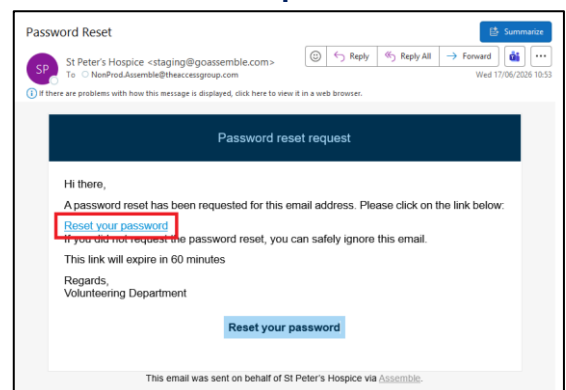
Email address:

|

**Request Reset**

Need help resetting your password?

### Step B7



Password Reset

St Peter's Hospice <staging@gossemble.com>  
To: NonProd.Assemble@theaccessgroup.com

Wed 17/06/2025 10:53

Hi there,

A password reset has been requested for this email address. Please click on the link below:

**Reset your password**

If you did not request the password reset, you can safely ignore this email.

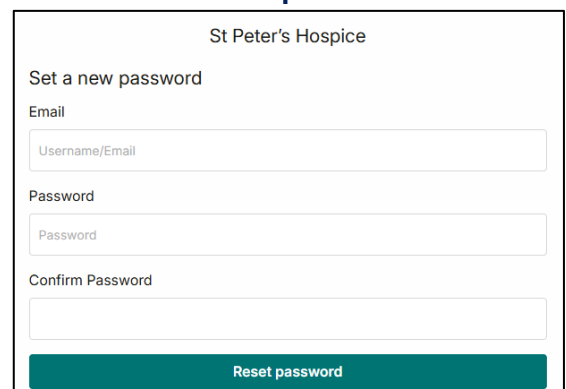
This link will expire in 60 minutes

Regards,  
Volunteering Department

**Reset your password**

This email was sent on behalf of St Peter's Hospice via Assemble.

### Step B8



St Peter's Hospice

Set a new password

Email

Username/Email

Password

Password

Confirm Password

**Reset password**