

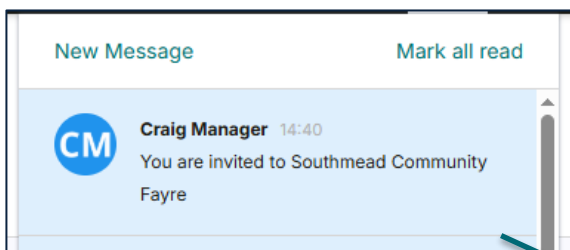
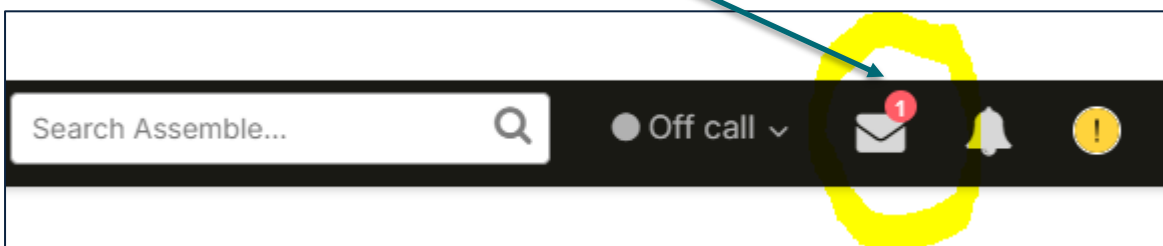
Video 5. Events for Volunteers

This 'cheat sheet' covers all the basics around Events within Assemble and sits alongside the accompanying video.

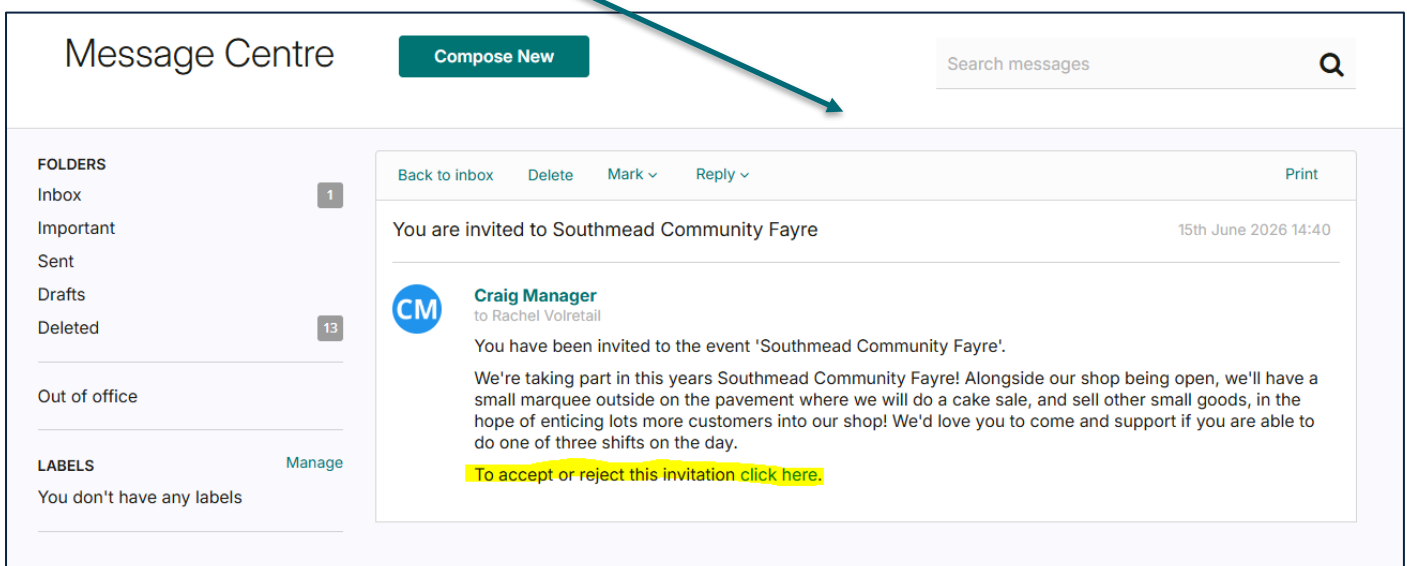
How to view Events I am invited to

From time to time, you may be invited to support different events from a fundraising capacity, or to attend an event specific to your own team such as training or a social event. Dependant on the event, your volunteer manager will set it up so that you receive a **direct or open invite**.

Any specific invite will be sent to your **message centre** within Assemble (envelope icon - top right-hand corner of your screen). You can then view the details via that message, by clicking into it.



By clicking on the message to the left, the below window will open giving you more information about the event. You can then decide to **accept or reject** the invite at the base of the message.



Video 5. Events for Volunteers

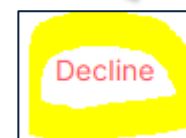
Another window will open, giving you further information such as who has organised it, and you have the option to message them any questions you may have. It will show any useful attachments relevant to the event (such as a map), and further down, you will see the location, how many attendees **they need for each session i.e. 4**, and an option to choose the time slot you can support with. If you are not available, or cannot attend for some reason, you can decline the event, by clicking on decline, in the top right.



ORGANISERS
Craig Manager (Main)

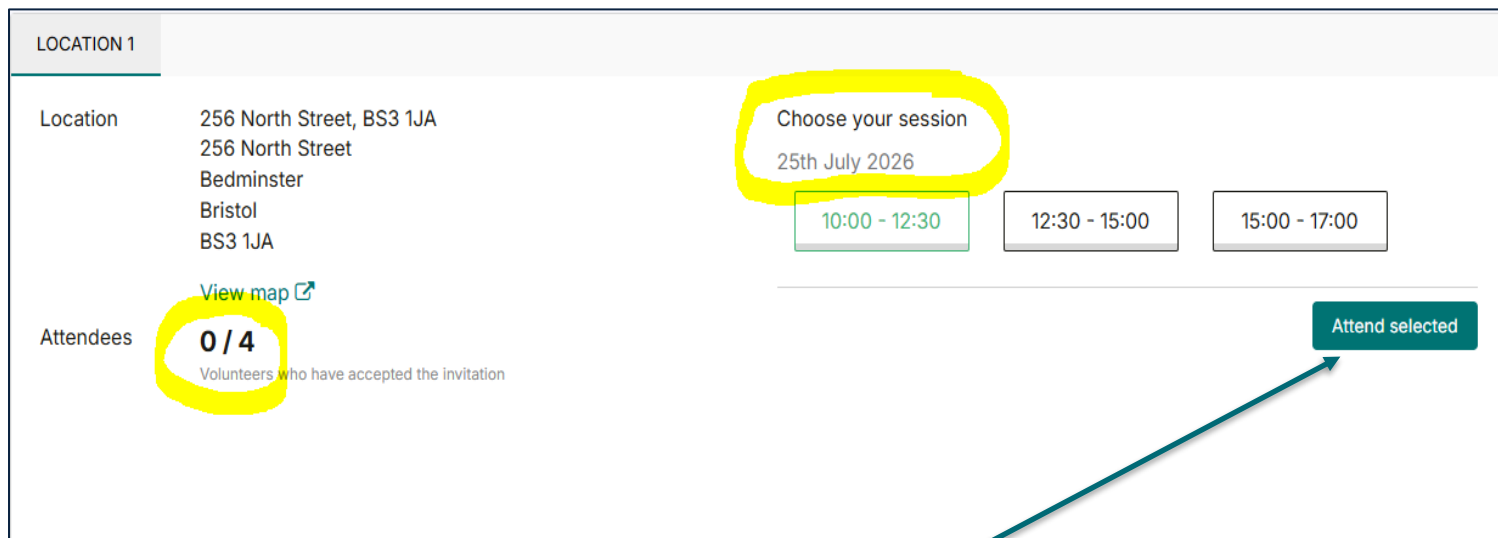
Send message

This screenshot shows the 'ORGANISERS' section with the name 'Craig Manager (Main)'. A yellow circle highlights the 'Send message' button.



Decline

A yellow circle highlights the 'Decline' button.



LOCATION 1

Location 256 North Street, BS3 1JA
256 North Street
Bedminster
Bristol
BS3 1JA

Attendees **0 / 4**
Volunteers who have accepted the invitation

Choose your session
25th July 2026

10:00 - 12:30 12:30 - 15:00 15:00 - 17:00

Attend selected

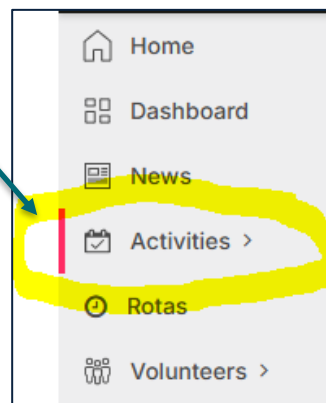
This screenshot shows the event details for 'LOCATION 1'. The location is 256 North Street, BS3 1JA, Bedminster, Bristol. The attendees section shows 0 out of 4 volunteers have accepted the invitation. The session selection section shows three time slots: 10:00 - 12:30, 12:30 - 15:00, and 15:00 - 17:00. A yellow circle highlights the 'Attendees 0 / 4' section. A yellow circle highlights the 'Choose your session' section. A yellow circle highlights the 'Attend selected' button.

Under **Attendees** above, you will be able to see if others have accepted, and who they are. If you accept, a message will be sent to your Volunteer Manager to let them know. If the maximum number of people per session has been reached – you will not be able to book onto that time-slot.

Video 5. Events for Volunteers

You can also access **Events** via the left-hand menu bar, clicking into **Activities** and then **Events**. This will show you all your upcoming events, along with a **Status**, showing if you have been specifically invited, already accepted or declined.

Whether you access your invites via the **Message Centre**, or via **Activities** below, you will be able to view the same information to help you decide whether to attend.



Upcoming Events

Search events

UPCOMING EVENTS PAST EVENTS

EVENT NAME	DATE & TIME	LOCATION	STATUS	
Southmead Community Fayre Organised by Craig Manager	25th July 3 sessions	Bristol, BS3 1JA	Invited	View event
The Great Wheelbarrow Race Organised by Tamsin Tranter	25th July 2 sessions	Virtual (Online)	-	View event

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