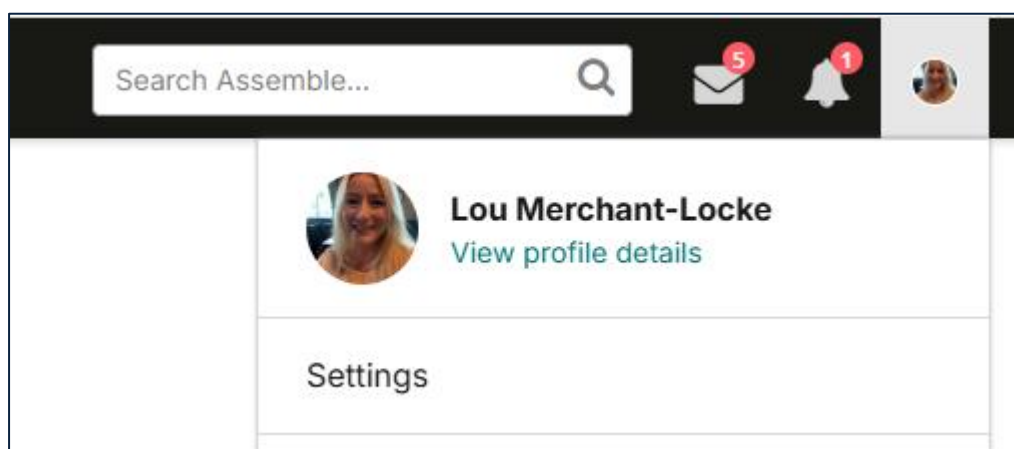


Video 2. Navigation Basics

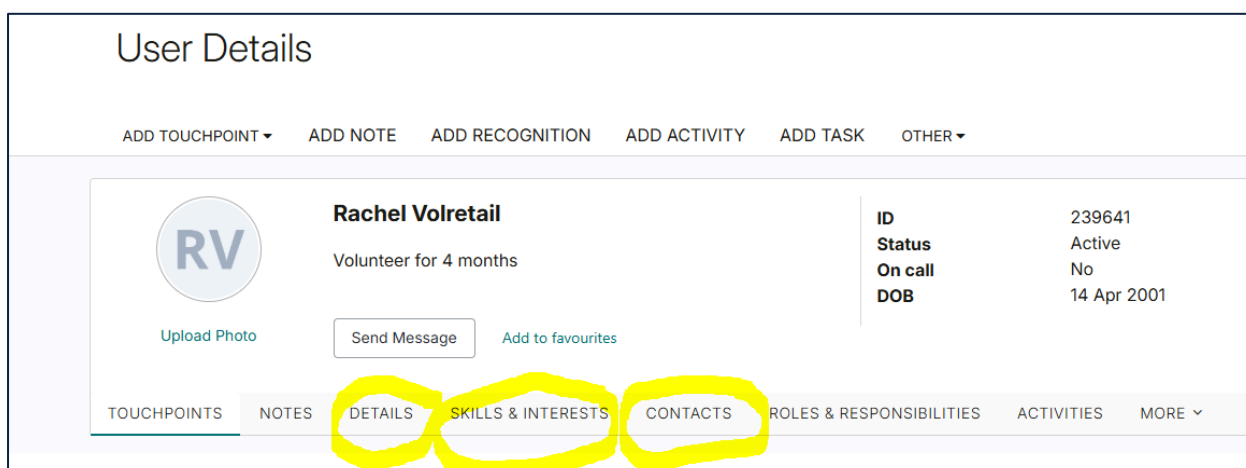
This 'cheat sheet' covers all the navigation basics within Assemble and sits alongside the accompanying video.

First Steps

We'd like you to check your profile information to ensure we have all the correct details. Go to your profile by clicking on the top right-hand corner, and then **View profile details**.



This will open a window with various different tabs, where you can check and update your information such as your contact details, emergency contacts, preferred name, and also any skills and interests that might be worthwhile your volunteer manager knowing about. For example – you might have a keen interest in antique coins, or instruments. You can add this detail here, should you wish, to notify your manager in case of any unusual donations!

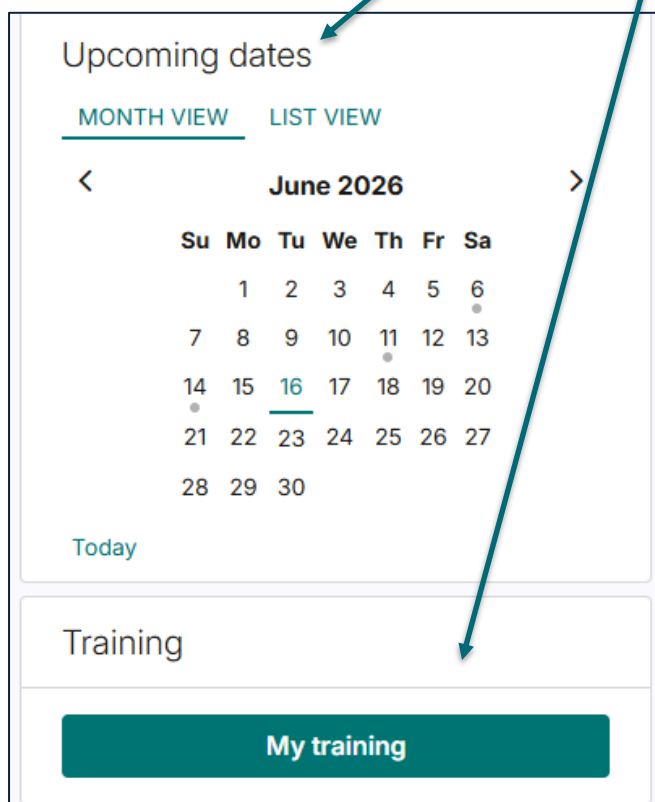


Video 2. Navigation Basics

Home Screen

Your home screen is where you will 'land' when you first log in to Assemble. It shows you news articles, has a calendar that will populate with key dates, birthdays, and events. It will also have occasional videos for you to watch about different events and activities at the hospice, that we feel are relevant for you.

If you are a volunteer that needs to undertake any specific training for your role such as e-learning (not retail volunteers), there is a button that takes you to your training page. There are also quick links to our social media sites.



Upcoming dates

MONTH VIEW LIST VIEW

< June 2026 >

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

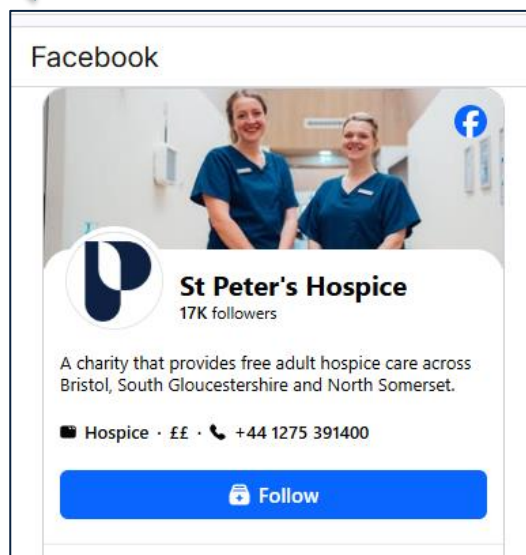
Today

Training


My training



View all news articles



Facebook



St Peter's Hospice
17K followers

A charity that provides free adult hospice care across Bristol, South Gloucestershire and North Somerset.

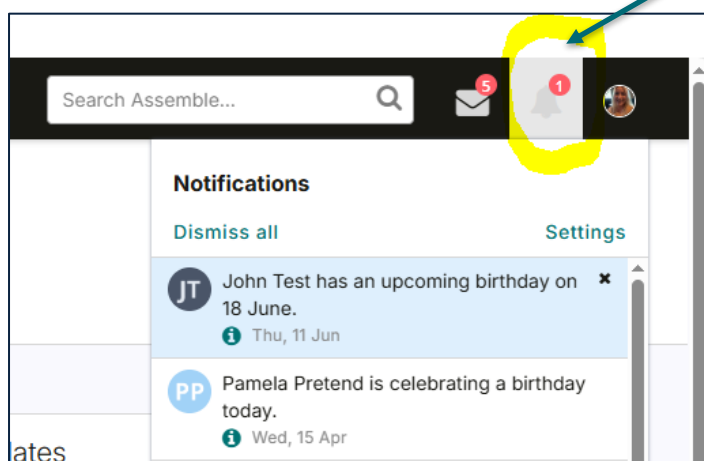
Hospice · ££ · +44 1275 391400

Follow

Messaging Centre and Notifications

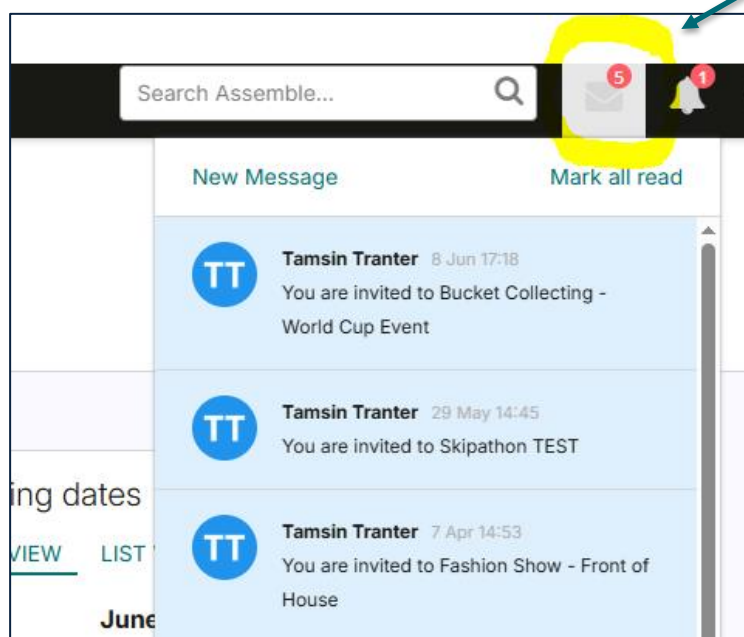
You will receive **Notifications** within Assemble when things happen that are relevant to you such as someone's birthday, a milestone, training that needs completing, or you simply update your profile. They work as simple reminders.

You can change your notification preferences within **Settings**, but they are a good way of keeping you updated, especially while new to Assemble and its functionality.



Your **Message Centre** works like a simple email system within Assemble, where you can send and receive messages to any volunteer or volunteer manager that is set up within the system.

You simply click into each one to view the detail.

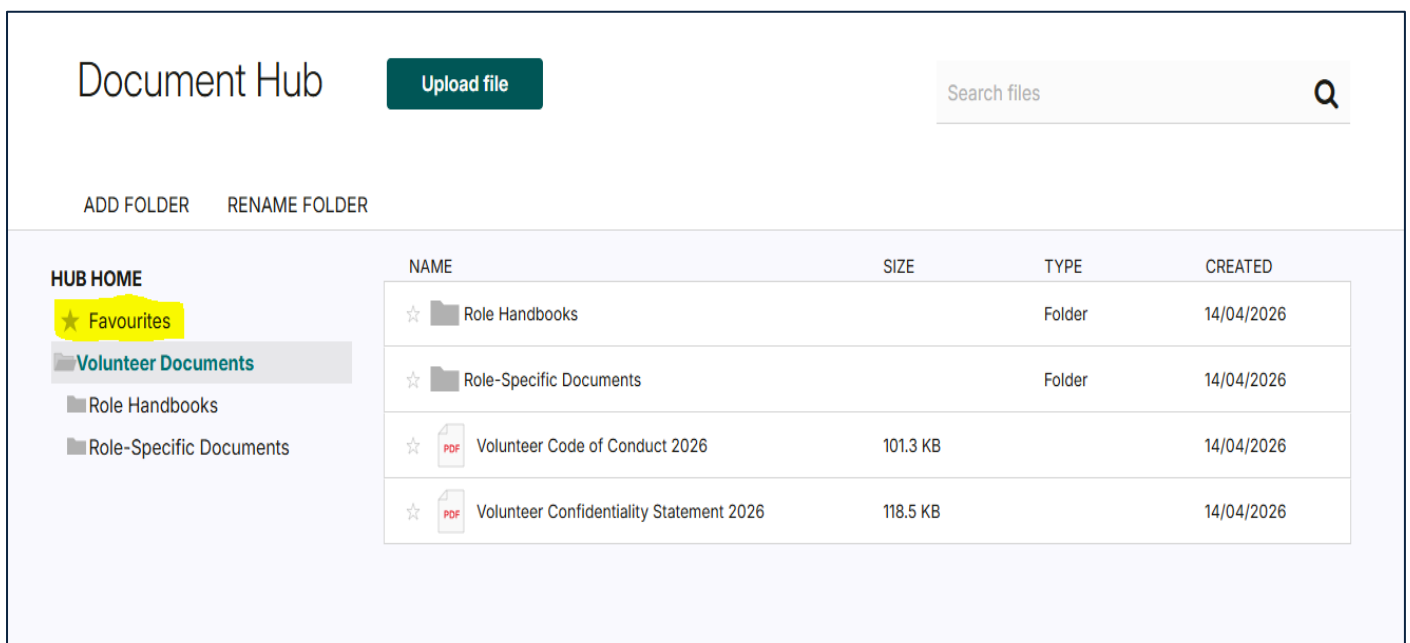


Video 2. Navigation Basics





Document Hub

This is where you will find any relevant documents to yourself and your volunteer role. This could be things such as the volunteer handbook, code of conduct or confidentiality statement. They are there for you to access and read, share or mark as a favourite if they are something that you want to regularly refer to.

You will only see documents relevant to your role.



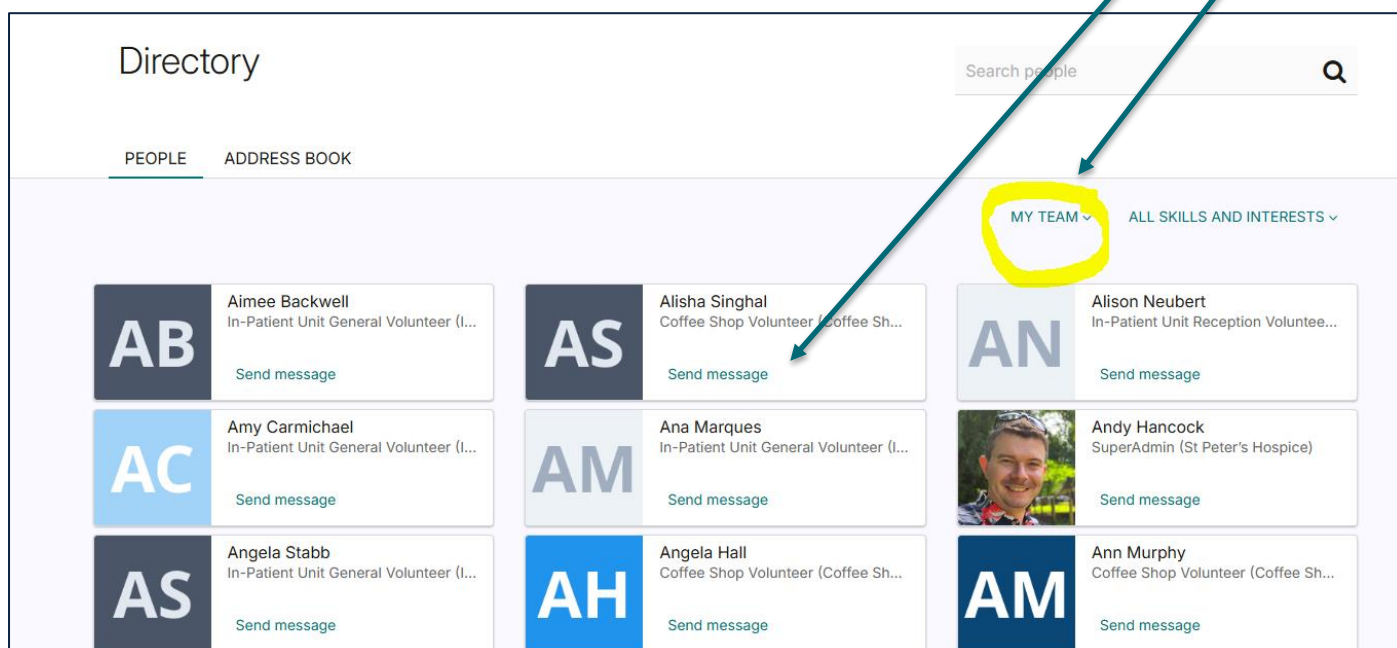
The screenshot shows the Document Hub interface. At the top left is the title 'Document Hub' and an 'Upload file' button. To the right is a search bar labeled 'Search files' with a magnifying glass icon. Below the search bar are two buttons: 'ADD FOLDER' and 'RENAME FOLDER'. On the left side, there is a 'HUB HOME' section with a list of items: 'Favourites' (highlighted with a yellow star), 'Volunteer Documents' (highlighted with a blue bar), 'Role Handbooks', and 'Role-Specific Documents'. The main area displays a table of documents:

NAME	SIZE	TYPE	CREATED
☆  Role Handbooks		Folder	14/04/2026
☆  Role-Specific Documents		Folder	14/04/2026
☆  Volunteer Code of Conduct 2026	101.3 KB		14/04/2026
☆  Volunteer Confidentiality Statement 2026	118.5 KB		14/04/2026

Video 2. Navigation Basics

Directory

Here you can contact any of your volunteer colleagues across the organisation, along with volunteer managers. You can narrow down your search by selecting **'my team'**, which will then only show you the details of your own volunteer team(s). You can then message them within Assemble, should you need to.



Your Support

You can speak directly to your Volunteer Manager at any time, you can also use the **Support** function within Assemble (bottom right-hand of your screen at all times), and type in a key word that you need help with. You can also contact the Volunteer Engagement Team directly via **'contact us'** from the left-hand menu

