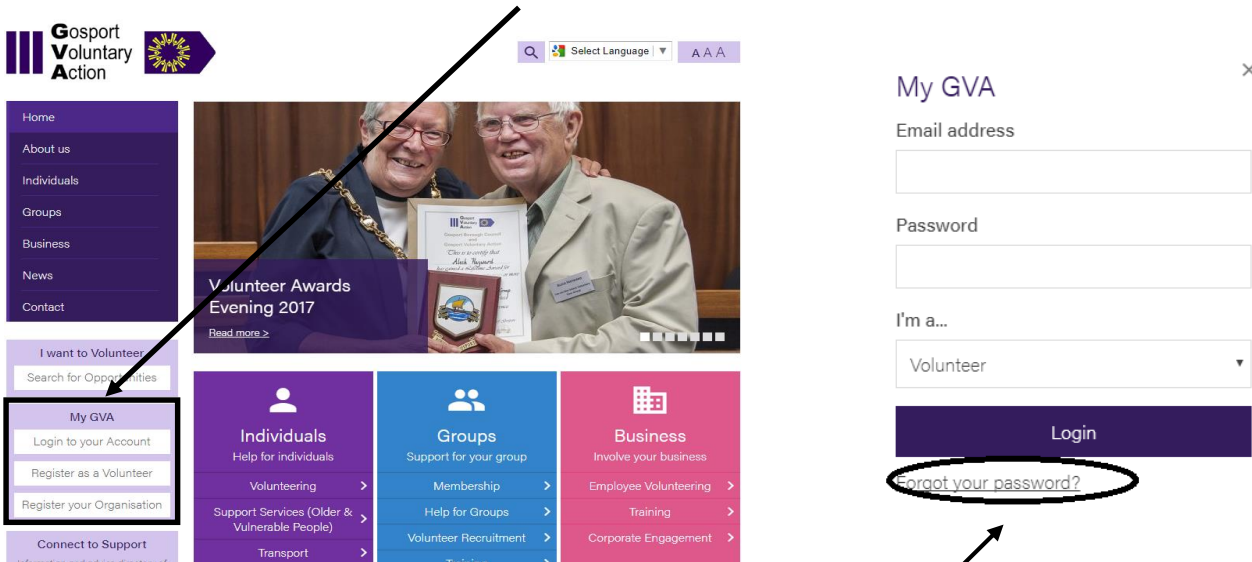




1. Go to our website: www.gva.org.uk
2. On the lower left-hand side of the screen you will see the **My GVA** box as pictured.



3. Click once on the **Login to your Account** button
4. A new window will appear, select the **'Forgot your password?'** option
5. Enter your organisation's e-mail address, select **'I'm an Organisation'**, then click **'Reset your Password'**. N.B: The e-mail address you use here must be the same one we have on our database, so if you're unsure please contact us first (details are below).

Reset your Password

Email Address *

I'm a... *

[Reset your Password](#)

6. A password reset link will be sent to the e-mail you entered. You will then be able to log in to claim your account profile.

Further Notes

- Once you're logged in you'll be able to add or edit opportunities, update your organisation profile as you wish.
- The opportunities won't be active until they've been approved by the Go Volunteer team. This is done automatically through the website - you don't need to inform us. By default, the expiry date will be set between 6 months to a year, or if specific dates are required please drop us an email.
- If you wish any of your opportunities to be made INACTIVE please e-mail us with the opportunity title you want to be made inactive.