

# Adding an Emergency Contact in the CCNSW Volunteer Portal.

*The purpose of this guide is to provide step-by-step instructions for adding an emergency contact to a volunteer's profile in the CCNSW Volunteer Portal.*

If you joined CCNSW during or after November 2022, a portal login was created at the time of registration. For all other volunteers, if you do not already have a login, please contact [volunteervacancies@nswcc.org.au](mailto:volunteervacancies@nswcc.org.au) for assistance.

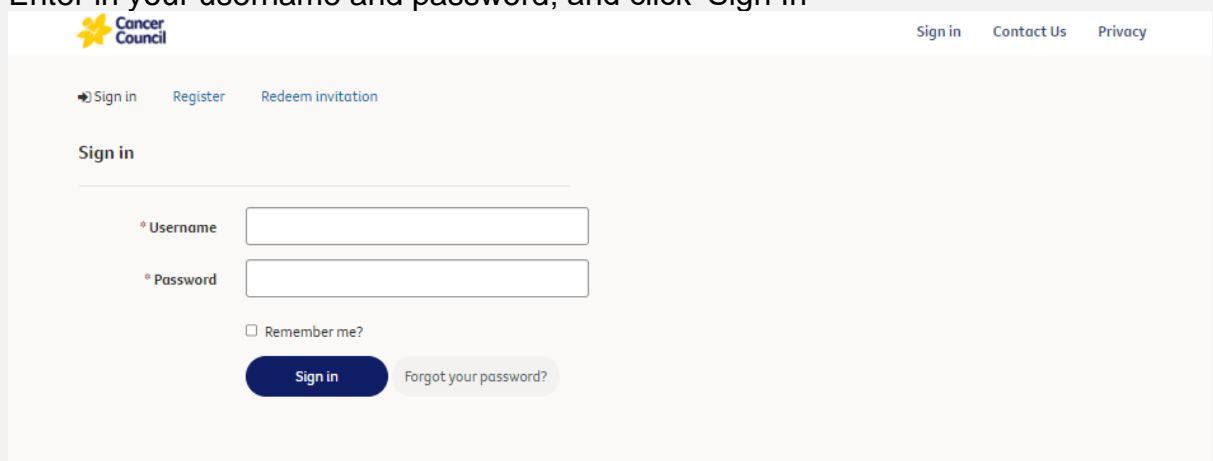
This user guide covers:

- How to sign into the CCNSW Volunteer Portal
- How to enter in emergency contact information

## How to sign into the Portal.

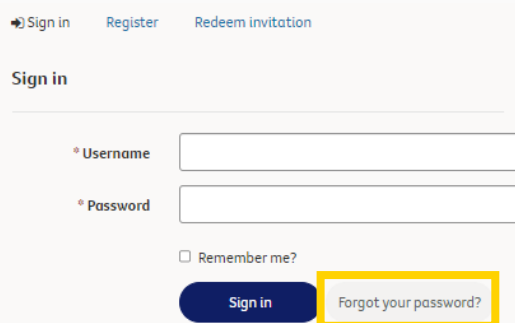
1. Go to <https://volunteers.cancercouncil.com.au/signin>

2. Enter in your username and password, and click 'Sign In'



The screenshot shows the sign-in page of the CCNSW Volunteer Portal. At the top left is the Cancer Council logo. To the right are links for 'Sign in', 'Contact Us', and 'Privacy'. Below these are links for 'Sign in', 'Register', and 'Redeem invitation'. The main heading is 'Sign in'. There are two input fields: 'Username' and 'Password', both with asterisks indicating they are required. Below the password field is a 'Remember me?' checkbox. At the bottom are two buttons: a dark blue 'Sign in' button and a light grey 'Forgot your password?' button.

3. If you have forgotten your password, please use the 'Forgot your password?' button.

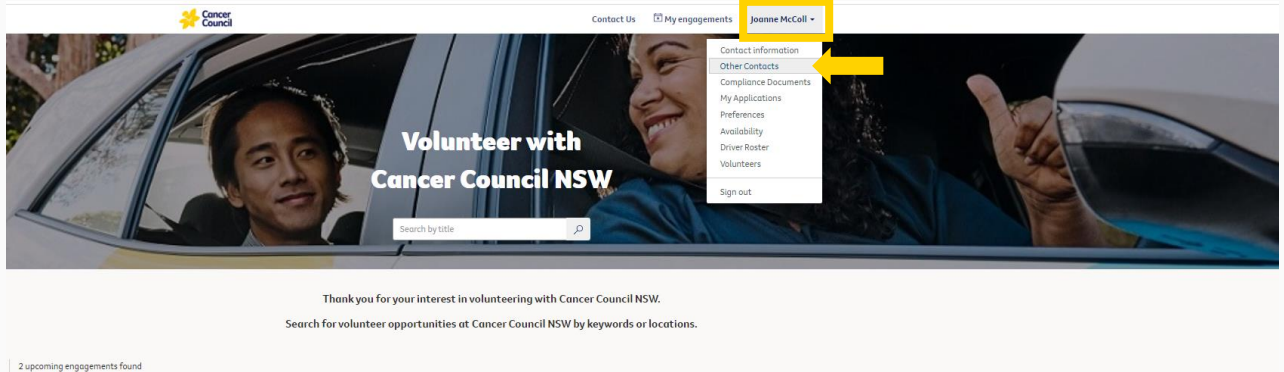


This screenshot is identical to the previous one, but the 'Forgot your password?' button is highlighted with a yellow rectangular border to draw attention to it.

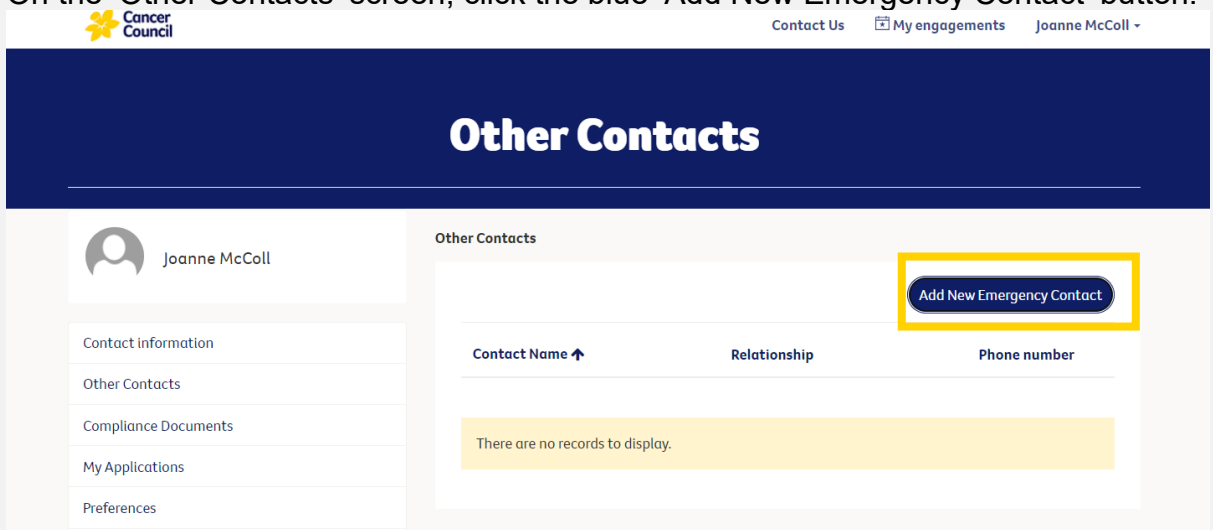
If you have forgotten your login and/or have trouble resetting your password, please contact [volunteervacancies@nswcc.org.au](mailto:volunteervacancies@nswcc.org.au)

## How to enter an emergency contact into the Portal.

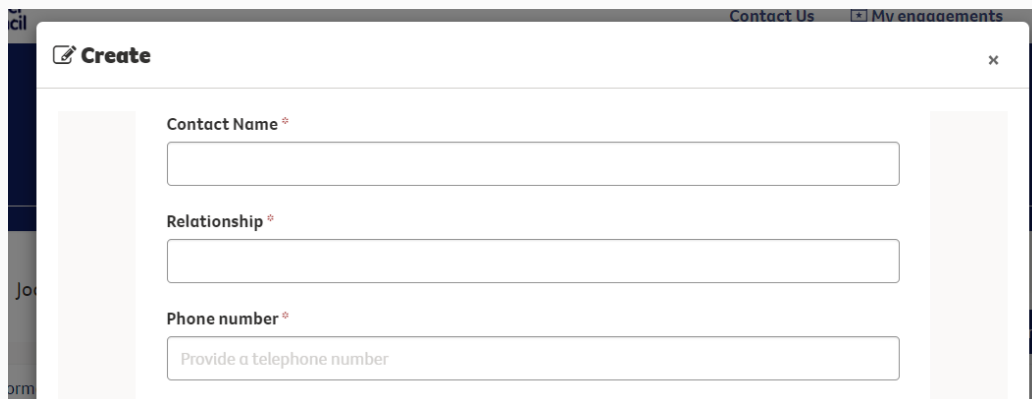
- Once signed in you will arrive at the Homepage. Click on your name in the top right-hand corner and select the second drop-down option, 'Other Contacts.'



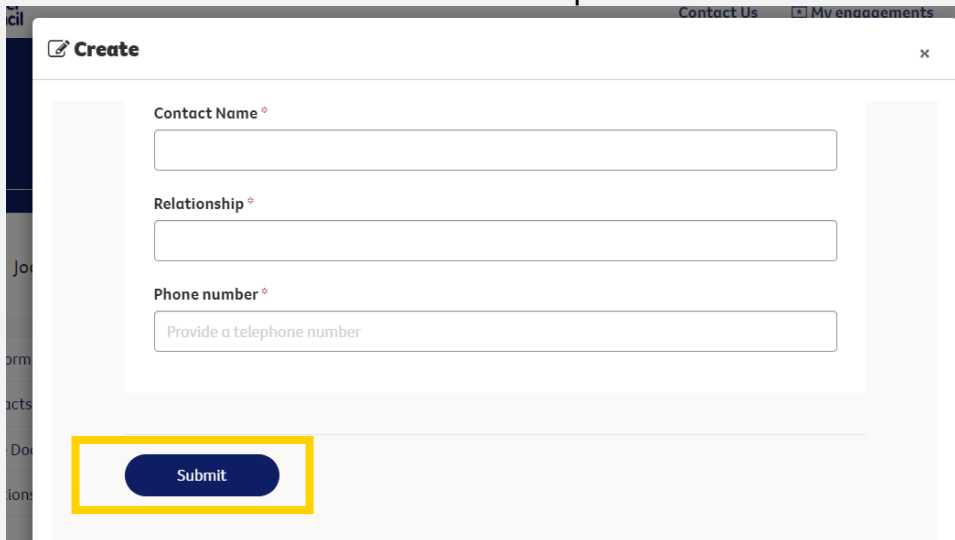
- On the 'Other Contacts' screen, click the blue 'Add New Emergency Contact' button.



- Complete the 3 mandatory fields:
  - Contact Name – *provide full their name.*
  - Relationship – *your relationship to this person, e.g., partner, friend, cousin.*
  - Phone number – *mobile number preferred*



7. Click the blue 'Submit' button when complete.



**Create**

Contact Name \*

Relationship \*

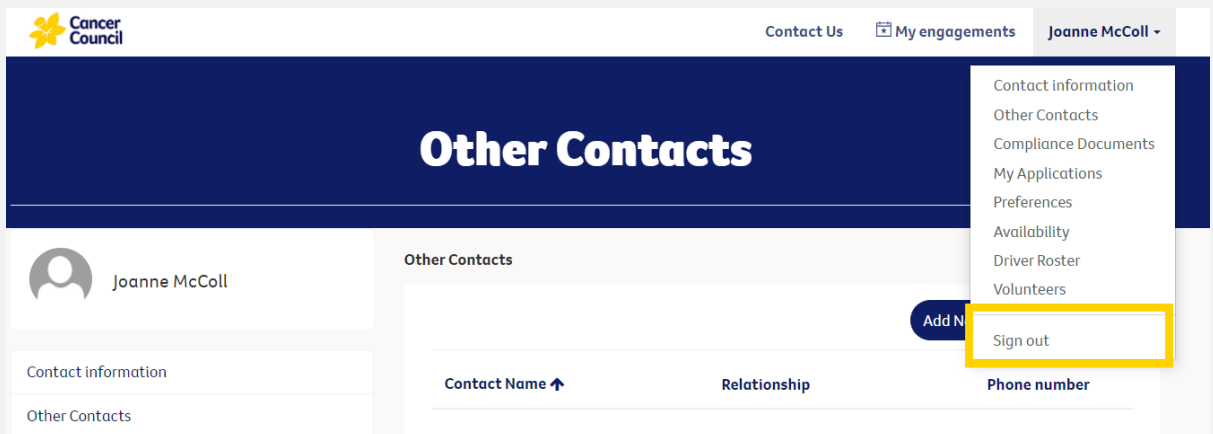
Phone number \*

Provide a telephone number

Submit

8. The Emergency Contact will now be listed.

9. Once complete, you can sign out by navigating back to your Name in the top right hand corner. Click on your name and click 'Sign Out' from the drop down options.



Cancer Council Contact Us My engagements Joanne McColl

## Other Contacts

Joanne McColl

Other Contacts

Sign out

**Important**

Volunteers can update their emergency contact or personal contact information anytime in the CCNSW Volunteer Portal.



**Who to go to for help?**

People & Culture, Volunteer Team

E: [volunteervacancies@nswcc.org.au](mailto:volunteervacancies@nswcc.org.au)

Ph: (02) 9308 0220