

# About ParkConnect and the Working with Children Check

(With instructions to suit our group - Friends of Yarra Valley Parks, "FoYVP")

Volunteers, it is great that you have volunteered for tree planting with us.

This is a note for new volunteers doing an activity on Parks Victoria land.

As well as general instructions below, there are some extra details for Friends of Yarra Valley Parks activities.

We work on Parks Victoria land and **Parks Victoria has two requirements of all volunteers**, namely:

1. You should **Get a Working with Children Check (WWCC)**.
  2. You should **Create an account on ParksVic's ParkConnect** website system.
- If this is **your first visit**, then you don't have to have ParkConnect or WWCC to attend. You can just attend and write all your contact details on the paper attendance sheet available at the activity. This covers you for insurance and emergency contacts.
  - **After your first visit**, if you expect to work on Parks Victoria land again, you should apply for a Working with Children Check (WWCC, see details below.) and create a ParkConnect account (see details on page 2).

Unfortunately, the Registration processes for WWCC and ParkConnect are a bit involved.

If you have any questions, please ask the leader of today's activity,

or email us at [info@yvfriends.org.au](mailto:info@yvfriends.org.au)

Thank you in advance for your patience in setting up WWCC and ParkConnect.

## 1 Apply for a Working with Children Check (WWCC)

- Because volunteers may be in contact with children on ParksVic land open to the public, it is a Parks Victoria and **Victorian law** requirement to get a WWCC.
- You can attend your first activity without having a WWCC, but then you must commit to applying for applying for WWCC ready for your next ParksVic activities.
- The easiest way to apply for a WWCC is via your **Service Victoria App**.
  - ParkConnect has some good instructions:
    - [How to apply for a WWCC using the Service Victoria App](#) (this is the easiest way), or,
    - [How to apply for a WWCC via the website](#) (this has more steps and you need to visit a Post Office)

## 2 Create an account on ParksVic's ParkConnect website system.

ParkConnect gives covers you for insurance and offers you online registration for future events.

You can also use ParkConnect to search for activities that appeal to you from the list of ParksVic upcoming volunteer activities around Victoria.

## 2.1 Register on ParkConnect

- a. If you haven't done so already, please create your account on the ParkConnect website via: <https://www.parkconnect.vic.gov.au/Account/Login/Register> and follow the prompts.
- b. After you have set up your account, future logins to ParkConnect are via <https://www.parkconnect.vic.gov.au/SignIn>

## 2.2 When your WWCC arrives later, upload it into ParkConnect as one of your Accreditations

- a. **Sign in** with your existing ParkConnect account: <https://www.parkconnect.vic.gov.au/SignIn>
- b. Then upload a photo of your WWCC <https://www.parkconnect.vic.gov.au/volunteer/uploadwwcc>

## 2.3 When you have your ParkConnect account, please 'Join Group' to subscribe to our group's email list within ParkConnect.

- This is so you receive email notifications of FoYVP's new or cancelled activities. You only have to do this once.

Please do:

- a. **Sign in** with your existing ParkConnect account.
- b. On that home page, click the box **Search Groups and Activities**
  - **Alternatively**, go to menu items **Volunteer > Search Groups and Activities**
- c. **Scroll down** to the **SECOND** section "Search Programs and Groups".
- d. Type into the **Group Name** box (without the quotes) "**\* yarra valley**"
- e. Then click **Search**.
- f. Then click on "**Friends of the Yarra Valley Parks**".
- g. You will see a description of this group and a "Join group" button.
  - (If you see "Leave Group" it means you are already Joined and you don't need to do anything more.)
- h. Click "**Join group**".
  - This allows FoYVP to email you about any late changes to activities, e.g. cancellations due to weather.
  - It also gives FoYVP's activity leader your details that simplify your attendance registration on the day.

## 2.4 Whenever you decide to go to an activity, please 'Join Activity'.

Please do:

- a. **Sign in** with your existing ParkConnect account.
- b. Go to menu items **Volunteer > Search Groups and Activities**
- c. **Scroll down** to the **FIRST** section "Search Volunteer Activities".
- d. Type into the **Group Name** box (without the quotes) "**\* yarra valley**" then click **Search**.
  - You will see a list of upcoming Activities for this group.
    - (It may be blank if there are no future activities entered into the system yet.)
- e. Then click on your chosen ACTIVITY.
- f. You will see a description of this activity and a "Join activity" button.
- g. Click "**Join activity**". Then return to the home page (Click the House-icon at the beginning of the top menu line)

To see FoYVP's future Sunday activities, please visit <https://www.yvfriends.org.au/>

If you have any questions, please email us at [info@yvfriends.org.au](mailto:info@yvfriends.org.au)