

BVSC Third Sector **Database**

The BVSC Third Sector Database was launched in February 2009 as a resource for voluntary and community organisations in Birmingham and for public sector agencies that work with the sector.

As well as holding contact data for organisations, the BVSC Third Sector Database houses important information about organisations' services and beneficiaries.

Additionally, 'mapping' information is available on a sample of organisations registered on the database.

Mapping data is a separate set of information collected on an annual basis that allows BVSC to build up a comprehensive picture of the state of Birmingham's third sector.



BVSC Third Sector Database

YOUR GUIDE TO GETTING STARTED

Why register?

Registering on the BVSC Third Sector Database is totally free of charge and will ensure that your organisation's details appear in any searches carried out by funders, public sector agencies, donors and the general public.

Not only that, it will mean that BVSC can contact you about a range of support services that could benefit your organisation.

So don't miss out! Check whether your organisation is registered by visiting www.bvscthirdsectordatabase.org and typing your organisation's name (or part of the name) in the **Quick Search** box. If you're not listed, registering is easy!

Registering your organisation

To begin the process of Registration click **Join Now** on the BVSC Third Sector Database home page. The registration process should take you about 15 minutes and will be much easier if you have all the necessary information to hand. The database will guide you through the following seven sections:

1 | Organisation's main details

Your organisation's public address, private address (if relevant), telephone, fax, email, etc.

2 | Contact details

Ideally this should be the contact details of the person who undertakes the registration process. Following registration this person will receive an email containing their unique login details. Data required includes the contact's position, telephone number and email address. There is an option to hide contact data from public view if you prefer not to show these details on the website. Within this section there is also the opportunity to subscribe to Update magazine.

3 | Projects

You can list any projects run by your organisation and add a description of each in a free text box.

4 | Background

The year your organisation was established, the sector that your organisation belongs to (eg: private, voluntary), legal status of your organisation (eg: registered charity), and charity or company numbers as relevant, and a brief description of your organisation's aims.

5 | Catchment area

The geographical area(s) in which you work. You can select the entire region or individual Birmingham wards.

6 | Services provided

Services are grouped under 12 headings (eg. Health and Social Care, Older People, etc). Tick the relevant boxes under each of these headings. If any section is irrelevant to your organisation you can skip through by clicking the **next** button.

7 | Client groups


Clients are also grouped under 12 headings (eg. beneficiaries, gender, age, etc). Tick the boxes under each of the headings, again skipping ahead where necessary, using the **next** button.

Editing and updating your data


Once you have submitted your details, a notification will be sent to the BVSC Third Sector Database Team for checking and verification. You will automatically receive a confirmation email informing you of the login procedure and your unique password.

When you log back into the database a number of functions will become available. We





suggest the first thing you do is change your password to something more memorable!



Your home page will list a number of messages informing you of BVSC services available to you. These include information about:

- Joining the Third Sector Assembly Birmingham
- Registering with the Volunteer Centre
- Becoming a BVSC Affiliate
- Joining the Mapping Project

Simply click on the links to find out more about these services.

The database will automatically set your user level as **organisation administrator**. This means you will have the ability to update your organisation's details and add and edit further contacts.

You will be able to set the user level for each new contact to either **organisation administrator** or **organisation user**. An **organisation user** will be able to access the Quick Search, Advanced Search (including mapping data) and edit their own contact details.

Quick Search

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Quick Search is available to all users, including the general public. Use the **Quick Search** when you know the name (or part of the name) of the organisation you are looking for.

You can also use **Quick Search** when you know the name of a contact at an organisation but not the organisation's name. The results will appear in a list, in alphabetical order. Simply click on each name to view the organisation's information.

Advanced Search

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Advanced Search is also available to all users, including the general public. The **Advanced Search** allows users to access filtering options to search for more specific data eg. organisations that provide mentoring and befriending services for young people aged 12-16 in Birmingham. There are six filter categories:

- **Organisation**
- **Background Details**
- **Catchment Area**
- **Services Provided**
- **Client Group**
- **Mapping Data**

Mapping information

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As an **Organisation Administrator** or an **Organisation User** you can search through the mapping data submitted by organisations involved in the Mapping Project.

Mapping information includes information on:

- **Staff**
- **Volunteers**
- **Trustees and Members**
- **Quality Standards**
- **Impact Assessment and Monitoring**
- **Policies and Procedures**
- **Public Service Delivery**
- **Infrastructure**
- **Infrastructure Support Needs**

When you use this filter you can tick a box to select criteria under each heading and another box to see this information in the search results.



Protecting your information

When you register on the database, you have the option to hide either all of your organisation's information or some of it (eg: Contact Names), so that it cannot be seen by any database users other than the BVSC Third Sector Database Team. You also have the option to choose a private address for your organisation, which again will only be visible to BVSC. The personal information that you ask to be kept private (Contact Name and Address) will only be used by the BVSC Third Sector Database Team to send you e-mail notifications which you have requested, to send you Update magazine (if you have requested it) and to deal with any enquiries made by you about the website. We won't give your personal information to any third parties for direct marketing purposes.

Looking ahead

It's our aim to register all third sector organisations (including charities, voluntary and community groups, social enterprises, faith groups) and partners from public bodies and private companies that work with the sector, on the database. However, we are aware this is a big job and will take some time to achieve. If you find that your searches return fewer results than you expected, it may be because organisations matching your criteria are not yet registered. The value of the database will increase as more organisations register.

Help us spread the word by encouraging others to register. Let's put the sector in the spotlight!

The BVSC Third Sector Database has been supported by Big Lottery Fund and Birmingham City Council

