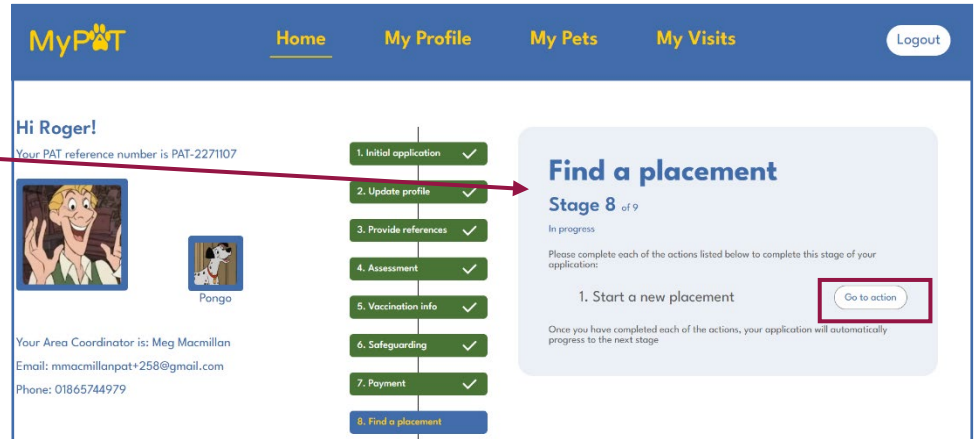


MyPAT: How do I find and create a placement

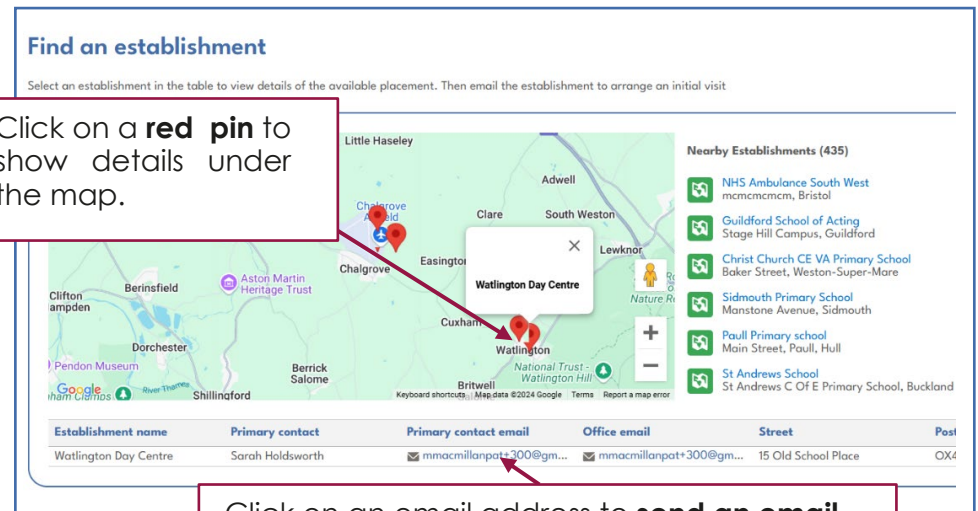
1. Log in to MyPAT

If it is your first placement, you will see the 'Find a placement' box.

2. Click on 'Go to action' which will take you to the My Visits page (also found in the banner at the top).



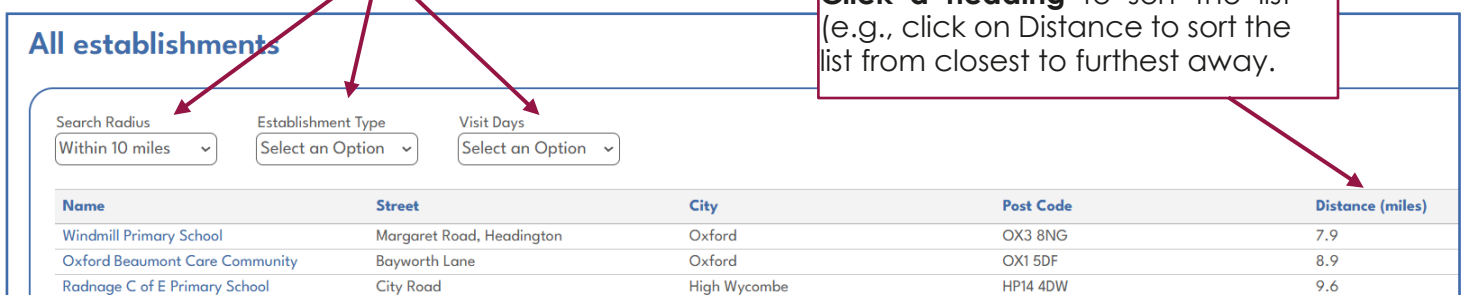
3. Scroll to 'Find an establishment' to see a map of the area where you live and nearby establishments.



4. Scroll to 'All Establishments' to see a full list of nearby establishments. Click on the name to go to their profile.

Use these drop down boxes to narrow your search.

Click a heading to sort the list (e.g., click on Distance to sort the list from closest to furthest away).



6. Contact the establishment to set up an introductory visit.

Establishment Profile

Use the "Contact from portal" window below to send an email to this establishment by editing our suggested template.

Alternatively, you can contact the establishment directly using their contact information below.

If you would like some support in communicating over the phone, select "View phone call script" to view an example phone script

View phone call script

Contact from portal

You can contact the establishment in the portal by editing the message below and clicking send. This will notify them and send them an email with your message.

Your email will be logged internally, so please don't share any sensitive information.

Alternatively, you can contact them directly using the contact information in the details tab.

Salesforce Sans | 12 | [Rich Text Editor Icons]

Hi,

I see that you are looking for a PAT volunteer to visit your establishment and would like to arrange a placement.

I have provided an outline of my availability below:

Please let me know if any of these days works for you.

Send email

Log external communication

*How did you contact the establishment

Phone call

Email

Please provide details of your communication

Log communication

Available visit times

<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday
<input type="checkbox"/> Morning	<input type="checkbox"/> Morning	<input type="checkbox"/> Morning	<input checked="" type="checkbox"/> Morning
<input type="checkbox"/> Afternoon	<input type="checkbox"/> Afternoon	<input type="checkbox"/> Afternoon	<input checked="" type="checkbox"/> Afternoon
<input type="checkbox"/> Evening	<input type="checkbox"/> Evening	<input type="checkbox"/> Evening	<input type="checkbox"/> Evening

Establishment details

Household or Establishment Name	Description
Warrington Day Centre	
Establishment Sector	Parent Household or Establishment
Other	
Reason for Closing Account	
Information Last Updated	
11/20/2024	
<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 45%;"> <p>▼ Contact details</p> <p>Manager's Name</p> </div> <div style="width: 45%;"> <p>Manager/Establishment E-mail</p> <p>wwwsc@kcpat-300@gmail.com</p> </div> </div>	

Use the **phone script** if you would like to phone the establishment.

Send an email to the establishment by **editing this suggested template** and clicking 'Send email'.

Please **log any communication** you have with the establishment here.

Under '**Available visit times**' and '**Establishment details**', you can view more details about the establishment and what they are looking for.

My Visits

Start a new placement

Once you have agreed the details with an establishment, enter them below to start a new volunteering placement

* Establishment

* Date of introductory visit

Frequency of visits

Submit

Home

Start visiting

Stage 9 of 9

In progress

Please complete each of the actions listed below to complete this stage of your application:

1. Log an introductory visit **Go to action**

Once you have completed each of the actions, your application will automatically progress to the next stage

My Visits

Log a visit

Select a placement from those listed below, then select "Next" to log a visit.

* Which location would you like to log a visit for?

Watlington Day Centre

Next

Your introductory visit

Location

* Date of Introductory Visit

* Time of introductory visit

* Will you be progressing to an active recurring placement?
 Yes
 No

Before the introductory visit

7. Log in to your MyPAT account. Go to your **My Visits** page. Find the 'Start a new placement' box and enter the establishment name and the date of the introductory visit. Click **submit**.

After the introductory visit

8. Log in to your MyPAT account. On the home page in the Start Visiting box, you will see '1. Log an introductory Visit'. **Click go to action** which will take you to your **My Visits** page.

9. Under Log a Visit, select the place you visited and click **Next**.

10. Add the date of the introductory visit and time of day you had the visit. If you decided not to go ahead with this placement, click No, otherwise **click Yes and then Submit**.

11. Please then read PAT Volunteer Visit Agreement in full and if you agree to abide by the agreement on every PAT visit, click in the box and then **click Next**.

Fantastic! Your placement is now created! We hope it is the start of a wonderful PAT experience for you and your PAT Pet.