

## Directions for VolunteerUP! Website

1. Click on the "Volunteer Application" link listed above.
2. This will open a calendar page. Locations, events or meetings appear across the top of the page, dates are listed on the left hand side of the page. Volunteers can register for any work with a **SIGNUP** box.
3. Click on **Log In**, located in the upper left hand side of the screen. This takes you to a **Log In** screen.
4. **If you are a new user:**
  - Click the **Register** button
  - Follow instructions for registering by creating a **User Name** and **Password**. (your user name and password can contain no spaces)
  - Complete the **Volunteer Profile**, and click **Register** at the bottom of the page
  - You will see at the top of the page: **Registration Information Added!**  
**Click Here to continue.**
  - This will take you to the **Volunteer Opportunities** or calendar page
5. Each column identifies a current project and the dates volunteer opportunities are available. Clicking on the project name will give you a description of the project.
  - The only dates that are available for volunteers have **Sign Up** in a box corresponding to a date (you may also see **Full, Reserved** or **Completed** – those dates are not available)
6. Select a date you are interested in and click on **Sign Up**.  
If you are registering as an individual:
  - Select your shift
  - Leave the number of guests at 0
  - Select a role
  - Select a timeframe for an email reminder
  - Click **Sign Up**  
If you are registering a group:
  - Choose your shift
  - Enter the number of guests you are bringing in addition to yourself
  - Select a role
  - Select a timeframe for an email confirmation
  - Click **Sign Up**
7. You will be brought to a **Sign Up Confirmation Page**. Choose either print or email confirmation. Click **return** button. Click **Log Out** (top left) or **Sign Up** for another day.
8. At anytime you can **Log In**, click on **My Info** at the top of the Volunteer Opportunities page, and select **My Profile** to change your volunteer info or to select **My Volunteer Schedule** to view your scheduled work dates.