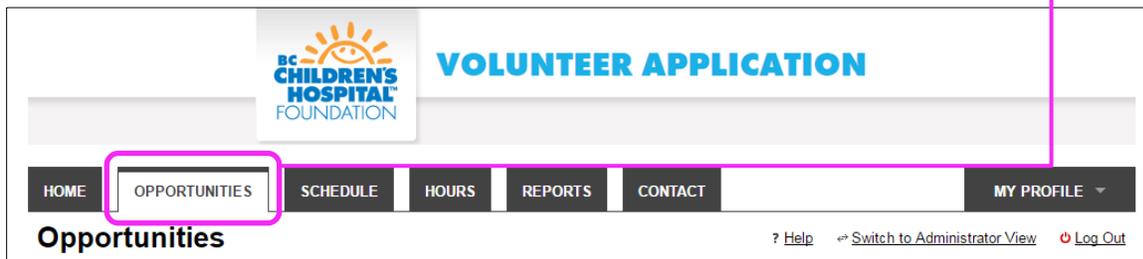


How to register with MyVolunteerPage.com:

1. Follow the link provided in the email to take you to this page:



2. If you already have a MyVolunteerPage account, fill in your username and password on the right hand side to start applying for shifts (skip to step 4)
If you're new to MyVolunteerPage, please create a username and enter in your email address to get started. Be sure to read over our organization's policies before proceeding.
3. Once you've successfully created an account, make sure to log back into your account to sign up for specific roles and shifts.
4. **Signing up for volunteer shifts** – click on the Opportunities tab on your volunteer homepage
 - All available volunteer shifts will be listed on this page
 - Select a shift from the list



EVENT DAY - RBC Run for the Kids - Sunday, June 5, 2016 - Bike and Gear Check

+ Add me to the back-up list in case you ever need extras

Share this   

Filters

DATE	START TIME	END TIME	Overlap	Openings	Actions
Sunday, June 05, 2016	7:00 AM	1:00 PM		4 / 5	+ Sign Up

Back to the top Select All

- Click the sign up box beside your preferred shift/role. It is not necessary to ‘confirm’ the shift at this time, but if you do that’s fine too.

Thank you for signing up. You have been automatically assigned! Please confirm your new assignment(s) below. ✕

This means your preference for this specific shift has been received. Once you’ve signed up for the shifts, our Volunteer Coordinators will confirm your role and provide an event package closer to event day. You will receive a notification on your Volunteer Homepage and via email with your schedule once your shift(s) is/are scheduled.

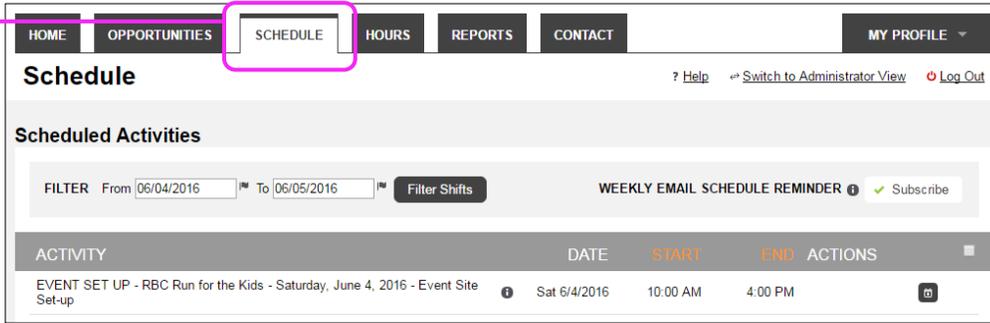
- If a shift is full, you can add your names to the back-up list if we have any cancellations and need to fill that spot
- If you can no longer make the shift or your schedule has since changed, you can login and ‘Withdraw’ your selection at any time.

DATE	START TIME	END TIME	Overlap	Openings	Actions
Saturday, June 04, 2016	11:45 AM	5:30 PM	Overlap	10 / 10	✕ Withdraw



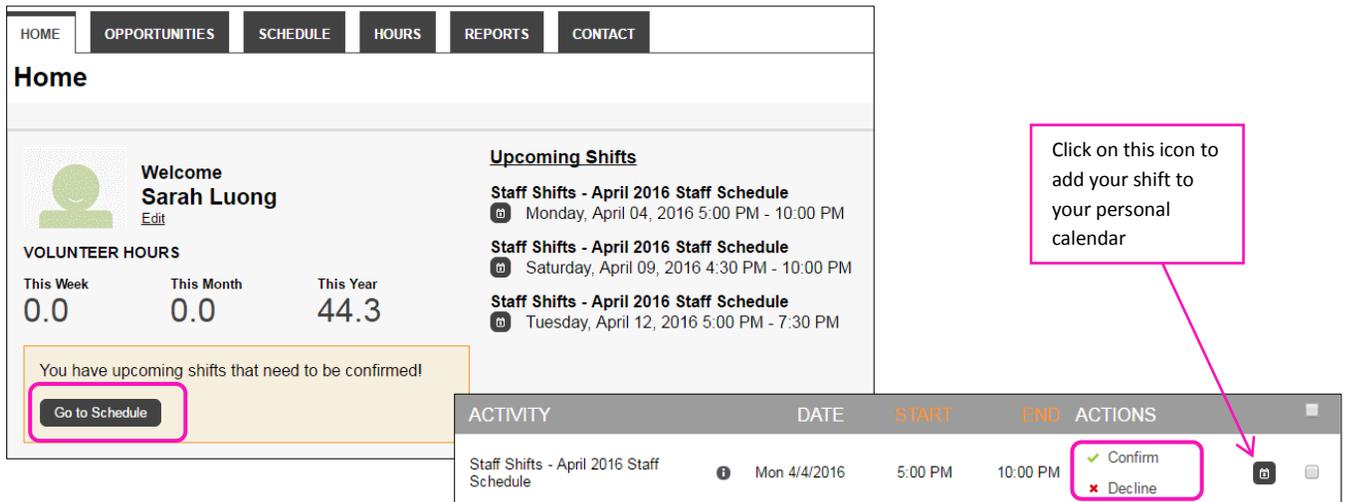
You’re all set if you’ve completed the above steps. You can close the browser at this time. Our Volunteer Coordinators will follow-up closer to your shift with your assignment details.

- Click on the 'Schedule' tab to view a summary of your requested shifts.



5. Roles will be assigned by the Volunteer Coordinators for you to login and confirm:

- You should receive an email notification once you've been assigned a volunteer shift. Alternatively login to your page to view your assigned shifts.
- Click on 'Go to Schedule' to confirm your shifts
- Make sure to review event documents (general event info, maps, etc.) prior to your scheduled volunteer shift, and it's recommended you print a copy for yourself.



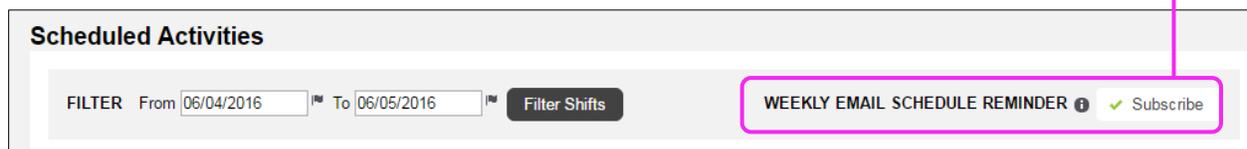
A Guide through your Volunteer Homepage

Opportunities Tab

- View all open volunteer opportunities and sign-up where you're available

Schedule Tab

- View all opportunities that you've signed up for
- Here you'll be able to indicate shifts you're not long to make
- You can also view your schedule in a monthly calendar format or export it and print it out
- **Subscribe to weekly email schedule reminders to make sure you attend your scheduled shift.**



The screenshot shows a section titled "Scheduled Activities". Below the title is a filter bar with the text "FILTER From 06/04/2016 To 06/05/2016" and a "Filter Shifts" button. To the right of the filter bar is a button labeled "WEEKLY EMAIL SCHEDULE REMINDER" with an information icon and a "Subscribe" link with a checkmark. A pink line connects the text in the list above to the "Subscribe" link in the screenshot.

My Profile Tab

- Update your personal information
- Change your password
- Update your general availability
- View all organizations you've volunteered with using MyVolunteerPage