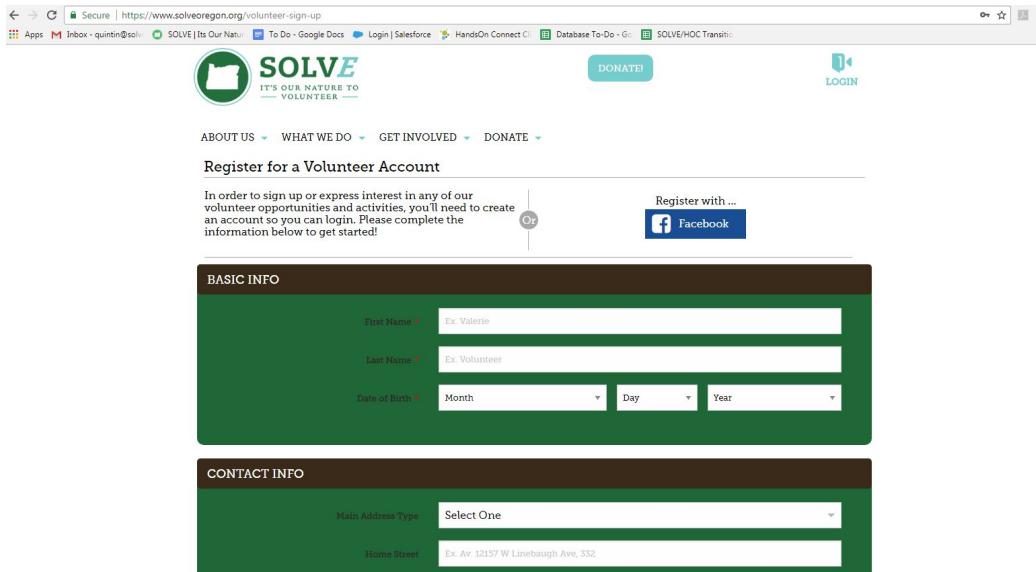


How to Sign Up a Volunteer Group on the New SOLVE Website

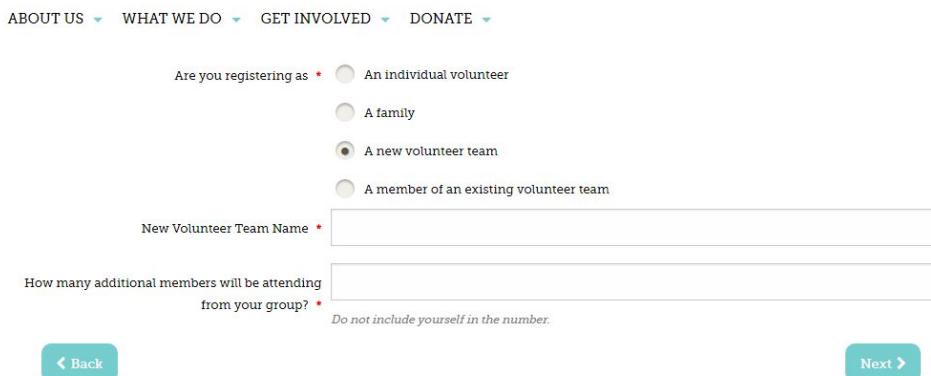
Reminder: All volunteers including group leaders and group members must have a volunteer account setup on the SOLVE website. Volunteers can set up their account using the online form located here:
<https://www.solveoregon.org/volunteer-sign-up>



The screenshot shows the SOLVE website's volunteer sign-up page. At the top, there is a navigation bar with links for 'ABOUT US', 'WHAT WE DO', 'GET INVOLVED', 'DONATE', and a 'REGISTER' button. Below the navigation is a section titled 'Register for a Volunteer Account'. It contains instructions for creating an account to login, with options to 'REGISTER WITH...' or 'Facebook'. The main form is divided into two sections: 'BASIC INFO' and 'CONTACT INFO'. In the 'BASIC INFO' section, fields include 'First Name' (Ex: Valerie), 'Last Name' (Ex: Volunteer), and 'Date of Birth' (Month, Day, Year). In the 'CONTACT INFO' section, fields include 'Main Address Type' (Select One) and 'Home Street' (Ex: Av. 1234 W Linetbaugh Ave, 332). The SOLVE logo is visible at the top left, and a 'DONATE' button is at the top right.

Signing up a new volunteer group

To sign-up a new volunteer group, first visit the project page for the event you want to sign-up for and click the “Sign-Up” button. Remember that you must be logged-in to your account in order to sign-up. After clicking the sign-up button you will want to select “A new volunteer team”



The screenshot shows the 'Are you registering as' section of the sign-up form. It includes radio buttons for 'An individual volunteer', 'A family', 'A new volunteer team' (which is selected), and 'A member of an existing volunteer team'. Below this is a field for 'New Volunteer Team Name' with a placeholder box. Underneath is a field for 'How many additional members will be attending from your group?' with a placeholder box and a note: 'Do not include yourself in the number.' At the bottom are 'Back' and 'Next' buttons.

Then you will fill in your volunteer team name. You can type anything you want that describes your team. You will then fill in how many additional team members will be attending from the group (you are already counted as 1 volunteer). Keep in mind that this will fill up spots at the event, so try to be as accurate as possible. If necessary, it is better to overestimate than to underestimate. If you need to update the number of volunteers in your group, please contact SOLVE and let them know right away. We can then open up spots for additional volunteers to attend the event.

Click the “Next” button, complete the volunteer waiver form, and you are done! You will need to do this for every event that the group would like to sign up at, the group is not saved for future events.

Signing up members of an existing volunteer group

Once you have completed the steps above to add a new group, you can let your team members know that they can sign-up as well and complete the volunteer waiver online. This step is not required, the spots will be held for the volunteers in your group, but it will save time on-site as those that do not register online ahead of time will need to complete a paper waiver form.

Group members should be provided two links:

1. Volunteer sign-up form -
<https://www.solveoregon.org/volunteer-sign-up> - to be completed by those who do not have an existing SOLVE volunteer account on our website, and the other link to the
2. Direct link to the project registration page - this link will be specific to the project, but should be in the general format of:
<https://www.solveoregon.org/opportunity/a0C1I000005PordUAC>

After group members have created a volunteer account and visit the project page, they should click on the “Sign Up” button. On the following screen they will select “A member of an existing team” and fill in the name of your

team. If the group member is bringing members of their family, they can put that number down here as well, just make sure that those were part of the total group size entered when you created the event or contact a SOLVE staff person to have them increase that number.

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Are you registering as * An individual volunteer
 A family
 A new volunteer team
 A member of an existing volunteer team

Existing Volunteer Team Name *

If bringing family members, how many will attend?
Do not include yourself in the number. All adults will need to complete a waiver form on-site.

[◀ Back](#) [Next ▶](#)

[!\[\]\(a0eef730b3b4a22497288ba41caafa68_img.jpg\)](#) [!\[\]\(3cfe8cf8af4b11d09edd36ec455dd31f_img.jpg\)](#) [!\[\]\(1de20955e93debc731ddd17bff5f2d06_img.jpg\)](#) [!\[\]\(2defd2c26ef56d63c571e181504daf92_img.jpg\)](#)

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Click the “Next” button, complete the volunteer waiver form, and sign up is complete!