



## Signing Youth Up for Family Teams on [VOiCEupBerks.org](http://VOiCEupBerks.org)

We have found that for kids/teens it is easiest for the parent to create an account for themselves and then create a "family team" with the names of their children and spouses. The person chosen as "team captain" for their team will be the point person for receiving emails regarding volunteer opportunities. (Teens can also make member profiles themselves using their own email addresses if they so choose. Having you sign-up your child for a team will not conflict in anyway.)

Here's how to do it...

1. If you do not already have one, create an account for yourself on [VOiCEupBerks.org](http://VOiCEupBerks.org). (Go to "For Volunteers" -- "Become a Member" -- "Sign-up/Registration" and follow the instructions.)

To Create a Team: 2. Log into your account on [www.voiceupberks.org](http://www.voiceupberks.org). 3. Go to For Volunteers -- My Account -- My Teams 4. Click the button that says "**Create a New Team**". (You can create as many different teams as you would like but for this exercise it will just be for your family) 5. Enter your team name and the names of your family members who might volunteer with you. Every team member must either have an email address or a phone number. If your child does not have their own email address, OK to use either their cell phone or your house phone number. (The same email address cannot be used by multiple individuals on our system although the same phone number can.) 6. Make sure you check the box that makes you the team captain (then correspondence will go to you for your team activities). 7. Once you have created a team, go to the "For Volunteers" tab on our home page and click on "Opportunity Calendar". Click on the event and register by using the button that says "sign up with a team." Choose your child's name and submit. (Ignore the page that comes up after you hit submit because there are a few errors on the page that we are trying to get fixed...such as the time of the opportunity and the hyperlinks).

One last thing, we will need for you to sign a parent waiver for your child for us to keep on file for all the volunteer work they do with us before they turn 18! :) The waiver can be found at the bottom of the Youth Volunteer Corps page on our website. (There is a hyperlink in the "ATTENTION YOUTH VOLUNTEERS" sentence at the bottom of the page.) The good news is that our site will track all of your child's volunteer hours throughout their high school careers so that they can use that info when applying for college! We are also trying to become a official validating agency for Presidential Volunteer Awards. If/when that happens, we will be able to award kids for their service hours! :)

