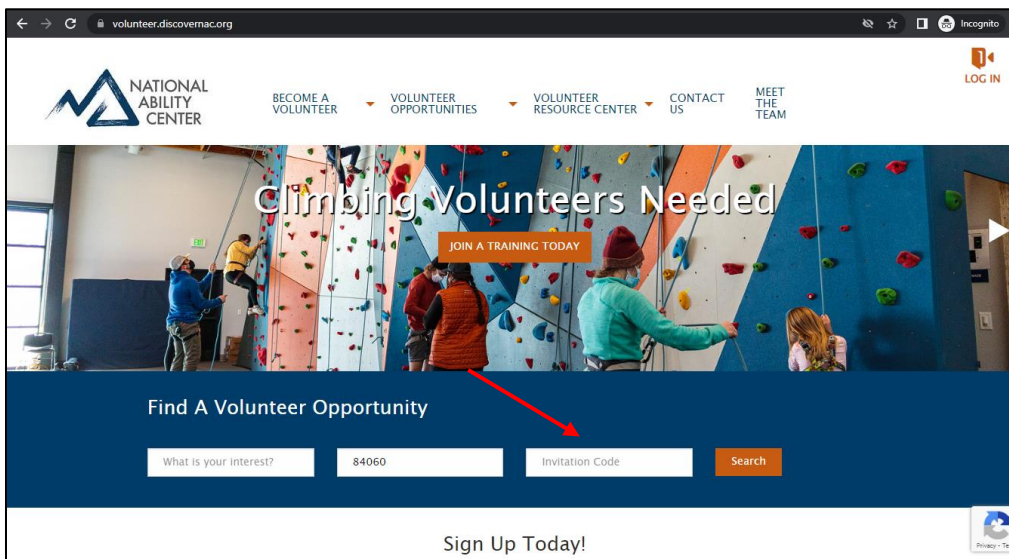


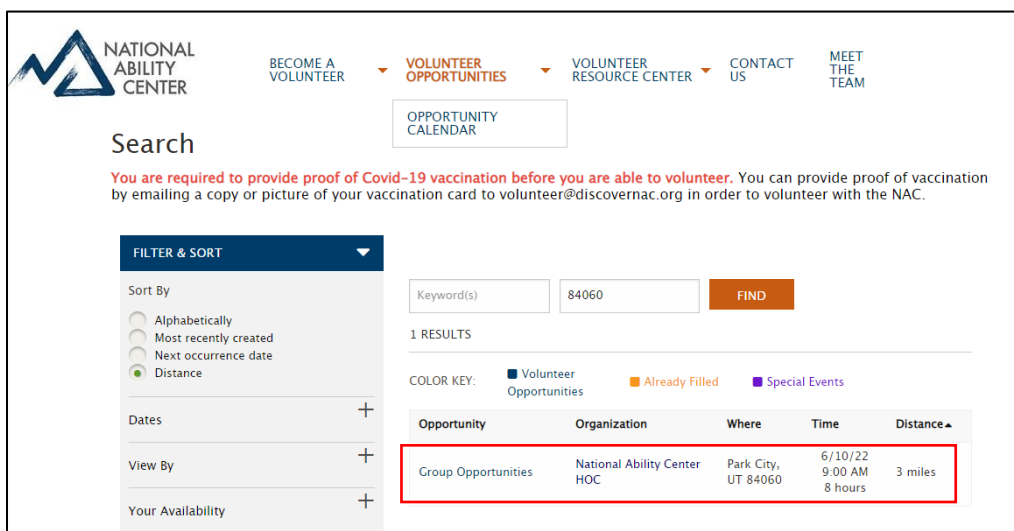


Group Sign Up-Group Code How-To

- 1) Go to the NAC volunteer website at <https://volunteer.discovernac.org>
- 2) Type the invitation code provided by your organization into the Invitation Code Box on the home screen and press search.



- 3) Select Group Opportunities



4) Find your Group Name and Date and select Sign up with a Team

Note: Use the + sign in the right side of the blue box to expand that date

NATIONAL ABILITY CENTER

BECOME A VOLUNTEER VOLUNTEER OPPORTUNITIES VOLUNTEER RESOURCE CENTER CONTACT US MEET THE TEAM

Opportunity Details

Group Opportunities

Sign-up with your group name and date.

ISSUE AREA(S)
Groups
REQUIREMENTS
Age Minimum (with Adult): 12+
Minimum Age: 16+

Sign Up

THURSDAY, MAY 26, 2022 FROM 12:00 PM - 3:00 PM
MY BUSINESS OR ORGANIZATION

Location: Park City, UT 84060

Volunteer Limit: 20 | Spots Remaining: 20

Full opportunity address and directions will be sent to you by e-mail after you sign up.

SIGN UP WITH A TEAM

5) Log In to your account if you have volunteer before **OR** Register if you do not have an account.

VOLUNTEER OPPORTUNITIES VOLUNTEER RESOURCE CENTER CONTACT U

Log in or Register

In order to register for this opportunity you must log in to an existing account or register to create a new account.

LOG IN **REGISTER**

6) **Complete the registration** if necessary

*Note: You are only required to fill out the fields marked with a *, all other fields are optional.*

The screenshot shows the top navigation bar with the National Ability Center logo and links for 'BECOME A VOLUNTEER', 'VOLUNTEER OPPORTUNITIES', 'VOLUNTEER RESOURCE CENTER', 'CONTACT US', and 'MEET THE TEAM'. The main heading is 'Volunteer Application'. Below the heading, there is a welcome message and instructions to create an account. Registration options for Google, Facebook, and Apple are provided. A red notice states: 'You are required to provide proof of Covid-19 vaccination before you are able to volunteer. You can provide proof of vaccination by emailing a copy or picture of your vaccination card to volunteer@discovernac.org in order to volunteer with the NAC.' A note indicates that fields marked with an asterisk (*) are required. The form section is titled 'NAME AND DATE OF BIRTH' and includes fields for Salutation (dropdown), First Name (*), Last Name (*), and a 'SELECT' button.

7) **Choose a Team** if you have already built one OR **Create a Team**

The screenshot shows the 'Group Opportunities' section for the National Ability Center HOC. It presents two options: 'OPTION 1: CHOOSE ONE OF YOUR TEAMS' and 'OPTION 2: CREATE A NEW TEAM'. Option 1 includes a 'Choose a Team:' dropdown menu with 'SELECT' and 'OR' below it. Option 2 includes the instruction 'Put together your own team of people to work with on this opportunity.' and a 'CREATE TEAM' button. Red arrows point to the 'SELECT' and 'CREATE TEAM' buttons.

8) Create a Team Name, Team Description, and Add Members

Note: You will automatically be made the team captain. You may indicate other team captains who will be able to manage the team.

Step 1: Enter Basic Team Information

Team Name * My Business Team

Team Description ? * My Business group of volunteers.

Company/Group Affiliation

Step 2: Add Team Members

* Age only required for minors.
* A team cannot be larger than 99 team members including yourself.

	First Name *	Last Name *	E-mail	Phone	Age	Team Capt.
	Tommy	Volunteer	crowhop4+tomm		23	<input checked="" type="checkbox"/>
1.	Sally	Volunteer	sally@gmail.com			<input type="checkbox"/>
2.	Sammy	Volunteer	sammy@gmail.coi			<input type="checkbox"/>

9) Select Team Members that will attend the opportunity

Choose a Team: My Organization

SELECT

My Organization

Step 2: Select Team Members for This Opportunity:

<input type="checkbox"/>	First Name	E-mail	Phone
<input checked="" type="checkbox"/>	Tommy Volunteer (C)	+tommy@gmail.com	+14356493991
<input checked="" type="checkbox"/>	Sally Volunteer	-sally@gmail.com	
<input checked="" type="checkbox"/>	Sammy Volunteer	+sammy@gmail.com	+14356493991

There are no additional questions at this time. Please click submit below.

Submit

10) **Congrats!** The team has been successfully added to your volunteer event.

Success!

Your team has been signed up and scheduled to attend this opportunity. You will soon receive a confirmation email that will include additional information about your project including project address, driving directions, and contact information for the coordinator of this opportunity.

Please Note: Any volunteer under the age of 18 will need a signed parental consent form to participate.

Opportunity Details: Group Opportunities on Thursday, May 26, 2022 from 12:00 PM - 3:00 PM [Add to Calendar](#)

The following team members were signed up:

- Tommy Volunteer
- Sally Volunteer
- Sammy Volunteer



For more information on managing your team, please see the [How to Manage Volunteer Teams on the Volunteer Resource Center](#)