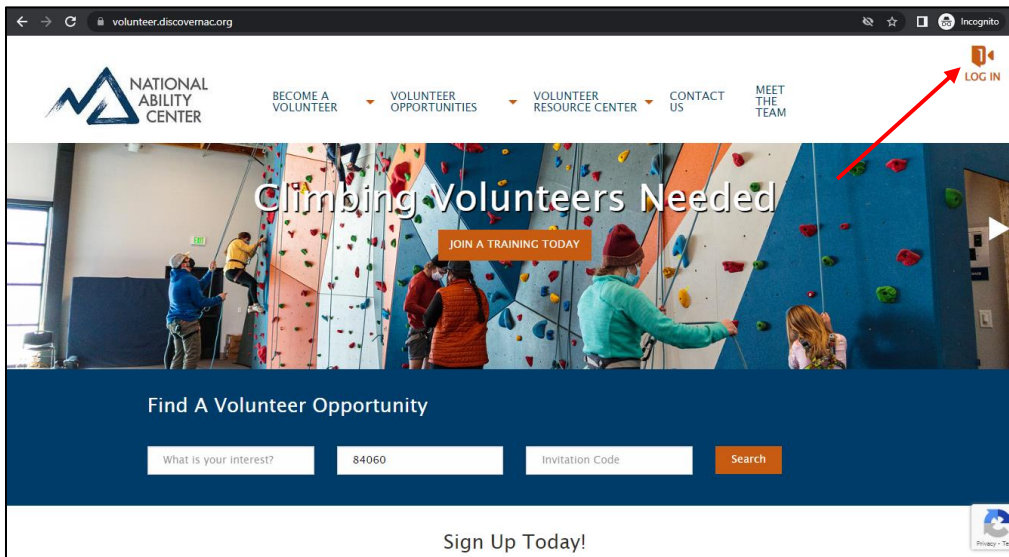




How to Manage Team Sign Ups

- 1) Go to the NAC volunteer website at <https://volunteer.discovernac.org> And Log In



- 2) Select My Teams under My Account

Opportunity	Occurrence Name	Organization	When	Action/Status
Group Opportunities	My Business or Organization	National Ability Center HOC	5/28/2022 12:00 PM	-Team Opportunity -Participants -Remove Team -Location -Add to Calendar

3) **Select Team** by clicking the + button

Team Information For


Tommy Volunteer

Use this page to view and manage all your team activities. If you are a team captain you can:

- Modify who on your team is signed up for upcoming opportunities by clicking on the "Participants" link for an upcoming volunteer opportunity.
- Add or update your team membership by clicking on the 'Manage Team' button.
- Remove your entire team from an upcoming opportunity by clicking on the 'Remove Team' link.

[CREATE NEW TEAM](#)

I am Captain of These Teams

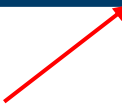
[MY ORGANIZATION](#) 

I am Member of These Teams

[CREATE NEW TEAM](#)

Captain of:
1 teams

Member of:
0 teams



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.

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

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

5) Select Participants (Step 7) to add or remove participants or Select Remove Team to cancel the team from the opportunity. Select Manage Team (Step 6) to manage, add, or remove volunteers to your team.

Note: You must add team members in the manage team page before you can add team members to an opportunity.

MY ORGANIZATION

MANAGE TEAM

Number of members: 3
Upcoming Volunteer Opportunities: 1

Total Hours Served by Team: 0:00
Other Captain(s):

Opportunity	Organization	When	Signed Up	Action/Status
Group Opportunities	National Ability Center HOC	05/28/2022 12:00 PM 3 Hours	3 of 3	<ul style="list-style-type: none">Assigned CaptainParticipantsRemove Team

- 6) **Add or remove team members** to your team using the manage teams button
Note: You also have the ability to make individuals captains and email team members from this page.

TEAM MEMBER LIST FOR MY ORGANIZATION

ADD NEW MEMBERS

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

EMAIL MEMBERS REMOVE MEMBERS MAKE CAPTAIN

- 7) **Add or remove team members** using the blue checkbox

Participants

Select which team members are participating in this opportunity.

<input type="checkbox"/>	Name ▲	Main Phone	Email Address
<input type="checkbox"/>	Adam Parker		adamp@discovernac.org
<input checked="" type="checkbox"/>	Sally Volunteer	+18047639483	crowhop4+sally@gmail.com
<input checked="" type="checkbox"/>	Sammy Volunteer	+14356493991	crowhop4+sammy@gmail.com
<input checked="" type="checkbox"/>	Tommy Volunteer	+14356493991	crowhop4+tommy@gmail.com

SUBMIT

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.co			<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](#)