

Lyell McEwin Regional Volunteer Association

How to register 'on-line' for an Information Session

Registering to attend one of our Information Sessions is the first step to becoming a Lyell McEwin Volunteer, and it is easy to do online, by following the following instructions.

If you are a regular computer user, you'll find the sign up system straight forward and will probably not need these instructions at all.

Once you click on the 'SIGN ME UP FOR AN INFORMATION SESSION' link on our website you'll be taken to a page which asks you if you have an existing Username and Password (see screenshot 1 below)

Click NO



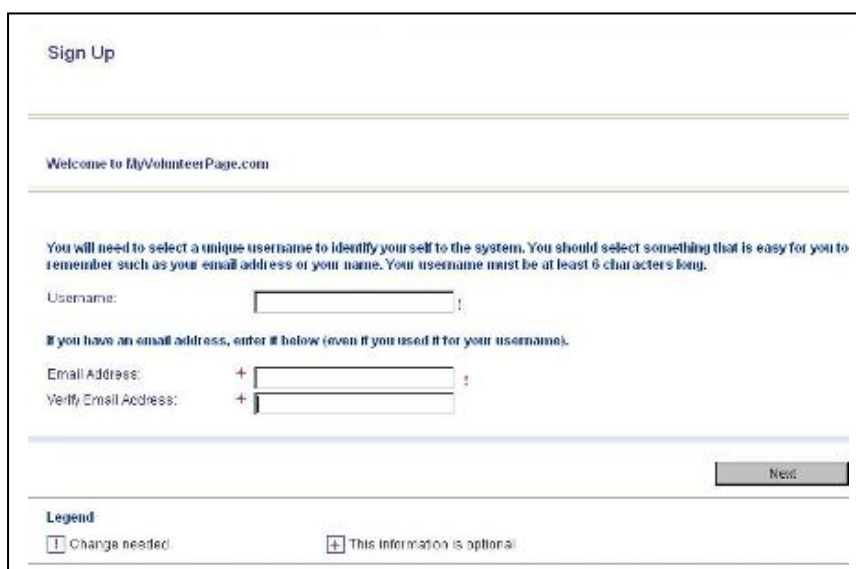
The screenshot shows the 'Sign Up' page of the Lyell McEwin Regional Volunteer Association. It features the association's logo at the top left. Below the logo, the text reads 'Sign Up' and 'Welcome to MyVolunteerPage.com'. A message states: 'The following pages will help walk you through the process of creating your own volunteer profile and filling in a volunteer application form for: Lyell McEwin Regional Volunteer Association Inc'. A question is posed: 'Do you have an existing MyVolunteerPage.com username and password?'. There are two buttons: 'Yes' and 'No'. At the bottom, there is a link: 'To view the MyVolunteerPage.com privacy policy, click here.'

Screenshot 1

You'll then be taken to our 'SIGN UP' page (see screenshot 2 below) where you will be asked to nominate a **USERNAME** for yourself. Your user name should be at least 6 digits long and something you'll remember

If you have an **EMAIL ADDRESS** you will also be asked to enter that at this point

Once you have entered these details click on the **NEXT** button



The screenshot shows the 'Sign Up' page with input fields. It includes the 'Sign Up' title and 'Welcome to MyVolunteerPage.com'. A message states: 'You will need to select a unique username to identify yourself to the system. You should select something that is easy for you to remember such as your email address or your name. Your username must be at least 6 characters long.' There is a 'Username:' field with a red exclamation mark icon. Below it, a note says: 'If you have an email address, enter it below (even if you used it for your username)'. There are two 'Email Address:' fields, one with a '+' sign and a red exclamation mark icon, and another with a '+' sign. At the bottom right, there is a 'Next' button. A 'Legend' section at the bottom left shows a red exclamation mark icon for 'Change needed' and a '+' icon for 'This information is optional'.

Screenshot 2

The next page you will encounter asks you to enter some basic **CONTACT INFORMATION** which we can use to contact you in relation to your attending the Information Session and for any subsequent dealings we will have with you as we work through the process of you becoming a Lyell McEwin Volunteer (*see screenshot 3 below*)

You will also be asked to create for yourself a **CONFIDENTIAL PASSWORD**. This will allow you to log into your own personal information and schedules if you are accepted as a volunteer with our agency

Please rest assured that any information you give is treated with the strictest confidentiality

Screenshot 3

Welcome to MyVolunteerPage.com

The information you fill in below (create your username and password) will be submitted to: **Lyell McEwin Regional Volunteer Association Inc**

Username:

Password:

Verify Password:

user name and password must be at least 6 characters

Title:

First Name:

Middle Name:

Last Name:

Suffix (Mr, Sr, III):

Email Address:

Language:

Address 1:

Address 2:

City:

Province/State:

Country:

Postal/Zip Code:

Home Phone:

Work Phone:

Cell Phone:

Fax:

Phone Preference:

Your application must include an email address or a phone number. Both are only used related to your volunteer work with us.

Once you have pressed the 'SAVE and CONTINUE' button, you will be taken to another page which asks you to tell us how you found out about our organisation. We also ask here for you to list a few of your skills, hobbies and interests. This is important information for us as we seek to match you to the roles we have available at Lyell McEwin Volunteers (*see screenshot 4 at right*)

Once you are done please press the 'SAVE and CONTINUE' button

[http://www.lyellmcewinvolunteers.com.au](#)

Sign Up - Additional Info

If the item is underlined, you can read more details by clicking on it.

Account Setup - Step 2 of 4

Additional volunteer application information for Lyell McEwin Regional Volunteer Association Inc

VOLUNTEER INFORMATION

[We are interested to know how you found out about us?](#)

If you specified "OTHER" above, please provide details here

[Please tell us a little about your skills, hobbies and interests](#)

Lyell McEwin Regional Volunteer Association Incorporated

Sign Up - Please Read

Account Setup - Step 3 of 4

On the next page you find a list of volunteer opportunities. Your next and final step is to indicate which ones you are interested in.

On the next page (*see screenshot 5 at left*), all you need to do is click on the button which says 'TAKE ME TO THE VOLUNTEER OPPORTUNITIES'

The next page which you will come to is our 'ACTIVITY SIGN UP SHEET' ([see screenshot 6 at right](#))

This page lists all of our scheduled Information Sessions for the coming months

Please click on the name of next Information Session which YOU ARE AVAILABLE TO ATTEND

My Activities - Activity Signup

Click on the activity names below to read more about activities that might be of interest to you.

In addition to a description of the activity you will find check boxes that if you check, will indicate your interest and/or availability in the activity.

If you work for more than one organization, a drop down menu will appear giving you a way to choose which organization's activities you would like to view.

Sort activities by:
 Group activities by category:

Lylell McEwin Regional Volunteer Association Inc.

INFORMATION SESSIONS

Date	Time	Status
01 May 7th, 2009 - Volunteer Information Session	9:30 AM	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
01 June 4th, 2009 - Volunteer Information Session	10:00 AM	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
01 July 2nd, 2009 - Volunteer Information Session	2:00 PM	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
01 August 8th, 2009 - Volunteer Information Session	6:00 PM	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
01 September 3rd, 2009 - Volunteer Information Session	7:00 AM	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
01 October 1st, 2009 - Volunteer Information Session	1:00 PM	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
01 November 6th, 2009 - Volunteer Information Session	5:00 PM	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
01 December 1st, 2009 - Volunteer Information Session	3:00 PM	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

You will now be directed to the second part of the 'ACTIVITY SIGN UP' process

This page ([see screenshot 7 at right](#)) gives you a description of the Info Session you are registering for

All you need to do on this page is place a ✓ in the box which says 'I am available to perform this activity and would like to be assigned to it'

Press the NEXT button

My Activities - Activity Signup

Check the boxes related to your interest and/or availability in this activity and then click "Save".

INFORMATION SESSIONS - 01 May 7th, 2009 - Volunteer Information Session

Description: Information Sessions are held on a regular basis at the Lylell McEwin Hospital in order to give potential volunteers additional information about the types of work they may be able to be involved in as a Lylell McEwin volunteer and the process for joining our team.

With volunteers working in more than 30 program areas, we encourage those interested in volunteering for us to join us for one of these informal sessions.

This particular session will be held from 9:30am until approximately 11:30am at the Lylell McEwin Hospital. Please report to volunteer information desk in Heydown Road entrance when you arrive.

Schedule Summary: This activity occurs on: Thursday, 7 May 2009 - between 9:30 AM and 11:30 AM

I am available to perform this activity and would like to be assigned to it.
 In general, I am interested in performing this activity and would like to be contacted if additional volunteers are needed in the future.

Screenshot 8 ([at right](#)) shows the next page which will appear.

All you need to do here is press the button which says 'CLICK HERE TO GO TO SCHEDULE PAGE AND CONFIRM'

My Activities - Activity Signup

Step 1 of 2 Complete: The next step is to confirm

You have been automatically assigned to this activity by our system, so please go to your schedule page to confirm that we can count on you to do this.

[Click here to go to the schedule page and confirm.](#) If you wish, you can do this at a later time.

[Click here to return to the activity signup page.](#)

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The final step in the sign up process is simply to place a ✓ in the 'CONFIRM' box on this page and press 'SAVE'

See screenshots 9 and 10 at right

YOU ARE NOW SIGNED UP FOR YOUR NOMINATED INFORMATION SESSION AND AN EMAIL WILL BE SENT TO YOU TO CONFIRM YOUR REGISTRATION

We look forward to meeting you at the session and invite you to call us if you have any difficulties in attending on 8182 9651

My Activities - Schedule

Here is your list of activities. There is a 'confirm' button on the page because you have just been added to the system.

When you get assigned an activity that you have indicated you are available to do, I will show up on this page and you will have the option of confirming that you will do the work or, if you are no longer available, declining it. Click "Save" at the bottom once you are done and ready.

To view your schedule for dates other than the ones shown, change the dates in the boxes below and click "Refresh Schedule".

View scheduled activities from: to:

Scheduled activities from 7/05/2009 to 13/05/2009

Activity	Organization	Start Time	End Time	Save Action
INFORMATION SESSIONS - 01 May 7th, 2009 - Volunteer Information Session	Lylell McEwin Regional Volunteer Association Inc.	9:30 AM	11:30 AM	<input type="checkbox"/> Confirm <input type="checkbox"/> Decline

Activity	Organization	Start Time	End Time
INFORMATION SESSIONS - 01 May 7th, 2009 - Volunteer Information Session	Lylell McEwin Regional Volunteer Association Inc.	9:30 AM	11:30 AM