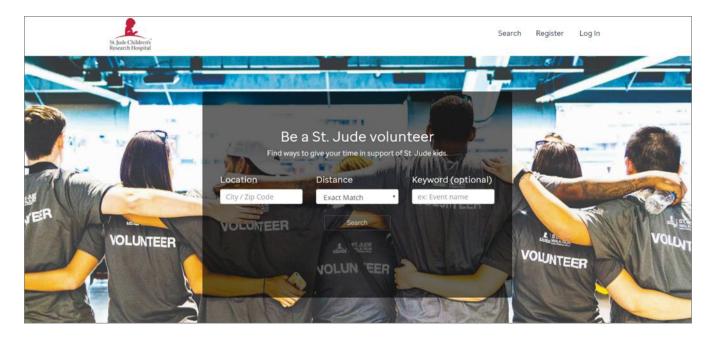
Volunteer Portal Guide

Welcome to the ALSAC/St. Jude Children's Research Hospital Volunteer Portal. This document provides guidance on how to set-up a volunteer profile, search and sign-up for opportunities, and reserve multiple volunteer shifts for a group.

Visit <u>https://volunteer.stjude.org</u> to access the Volunteer Portal.



Setting up a volunteer profile

STEP	ACTION	SCREEN
1	In the upper-right-hand corner of the screen, click Register.	Statution Singular Ling in Volunteer Registration - Indicationsee Personal information The *information South Well *information South
2	Type all information in the corresponding text fields.	block metric by parameters and end by parameters and a register of the contractions of parameters and a register of the contractions of the parameters and a register of the contractions of the parameters and a register of the contractions of the parameters and a register of the contractions of the parameters and a register of the contractions of the parameters and a register of the contractions of the parameters and a register of the contractions of the parameters and a register of the contractions of the parameters and a register of the contractions of the parameters and a register of the contractions of the parameters and a register of the contractions of the parameters and a register of the contractions of the parameters and a register of the contractions of the parameters and a register of the contractions of the parameters and a register of the contractions of the parameters and a register of the contractions of the parameters of the paramete
3	Scroll to complete the form. All fields with a red asterisk (*) must be completed.	*Serve attains 1 To serve attains 2 *Op *Sine *Spreak *Op *Sine *Spreak *Op *Sine *Spreak *Spreak
4	Click Waiver Agreements to open the Release and Waiver of Liability page.	e de la constanti da la consta

5	Read the Release and Waiver of Liability in its entirety to make an informed decision. To agree, click the checkbox at the bottom of the request to agree.	By checking below, I express my understanding and intent to enter into this Release and Waiver of Liability willingly and voluntarily. Colley * I agree to the release and waiver of liability and code of conduct Submit application	<u>Site I</u>
6	Click Submit Application.		
7	The system will confirm your profile creation.	Helio, Leigh St, lab Cultura" Recerch Hospital	
8	Exit the Volunteer Portal or click Volunteer Dashboard to personalize your profile.	Thank you for registering as a volunteeri <u>Volunteer Dashboard</u>	

Searching for volunteer opportunities

STEP	ACTION	SCREEN
1	Click the Location field, and type the name of the city or ZIP code where you would like to volunteer.	Volunteer for St. Jude Q bettaad Loost =
2	Click the down-arrow in the Distance field and select a desired distance.	Be à St. Jude volunteer reverse van van keiner vor die ander De Lance Volunteer Volunteer Volunteer Volunteer
3	Click Search.	
4	The portal will return a list of volunteer opportunities in the requested area.	
5	If no opportunities are listed, select the Back to Volunteer Home hyperlink located at top right of the screen to start over.	Volunteer for St. Jude Search Register Log In Opportunity Search Image: Search Register Log In Request a New Search Vew results to at a visit at the search of the source search or results to diplay please modify your search. Interests • Event Type •

1	Scroll to identify the opportunity that you are interested in.	Volunteer for St. Jude Helio, Leigh St. Jude Collarest Recevent Height Image: Collarest Collare
2	Click on the volunteer opportunity name to learn more about the role.	 Interests Event Type Skillset
3	After reviewing the role information, click on Sign Up to register for this role as an individual. Note: If you are the leader of a group wanting to volunteer together, please see "Signing up for volunteer opportunities as a group leader".	View Control (1) Automatical (1)

Signing up for volunteer opportunities as an individual

Signing up for volunteer opportunities as a group leader

1	Scroll to identify the opportunity that you are interested in.	State Columnia Volunteer for St. Jude Hello. Leigh State Columnia Q Databbaard Loogout View results as at Int Calendar Mail Request a New Search Search Results for: Citr memorits 0
2	Click on the volunteer opportunity name to learn more about the role.	Request a New Search Search Results for: City memphis: O Keywords Q Hide full opportunities Displaying 3 of 6 total opportunities Interests + Event Type + Skillset +
3	After reviewing the role information, click on Sign Up and then With Group to reserve multiple volunteer shifts for a single group.	Image: Schedule Slots 1 Schedule Slot available! FEB Event Prep 10:00 am - 2:00 pm Stat Showing all results

4	In the screen that pops up, select the name of your group. If your group is not listed, you can create it.	for Step 1 Step 2 Step 3 Step 1 Step 2 Step 3 Choose the group you want to sign up with. You are not associated with any groups. Join or create a new group by searching below. Group Name (existing groups will be listed) eg: Boyscout Troop 100 Order Phi Beas Sigma Phi Delta Chi Sigma Gemma Reo
5	Click Next to continue.	Tau Kaopa Golion Tri Delta Ver Nor Nor Cancel Sign Up
6	Indicate the number of volunteer shifts you would like to reserve.	for Image: Step 1 Step 2 Step 3 step Specify the number of openings to reserve. E Group Size (How many are coming?) yt o
7	Click Next to continue.	Max available 15 Cancel Sign Up Prov Reput
8	Confirm the information is correct and click Reserve and Invite to complete.	Image: Step 1 Step 2 Step 3 Image: Step 1 Step 2 Step 3 Image: Confirm invite information. Image: Step 3 Image: Step 3 Image: Image: Image: Step 3 Image: Step 3 Image: Step 3 Image: Image: Image: Image: Image: Step 3 Image: Step 3 Image: Step 3 Image: I
8	Copy and paste the URL Note: Share with the members of your group via email or social media so that they can register for one of the shifts you have reserved.	Invite Information Lash Note All selected participants will be scheduled for the soft, as well as receive an enable confirm the placement. Additional participants can be informed via the methods below. Be sure to not exceed your group size. Image: State on Facebook Share on Facebook entiday Share on Facebook Share on Facebook entiday Share UL: Mit Show up share UL: http://jouga.stam/tan.com/custom/S15/#/popdetaily/22137
9	Click Done to close the window.	• featments
10	Return to the Opportunity Details page to make any updates or changes to your groups' information.	Opportunity Detail Opportunity Detail Comportunity Detail Address and address anddress and address and address anddress and address and add