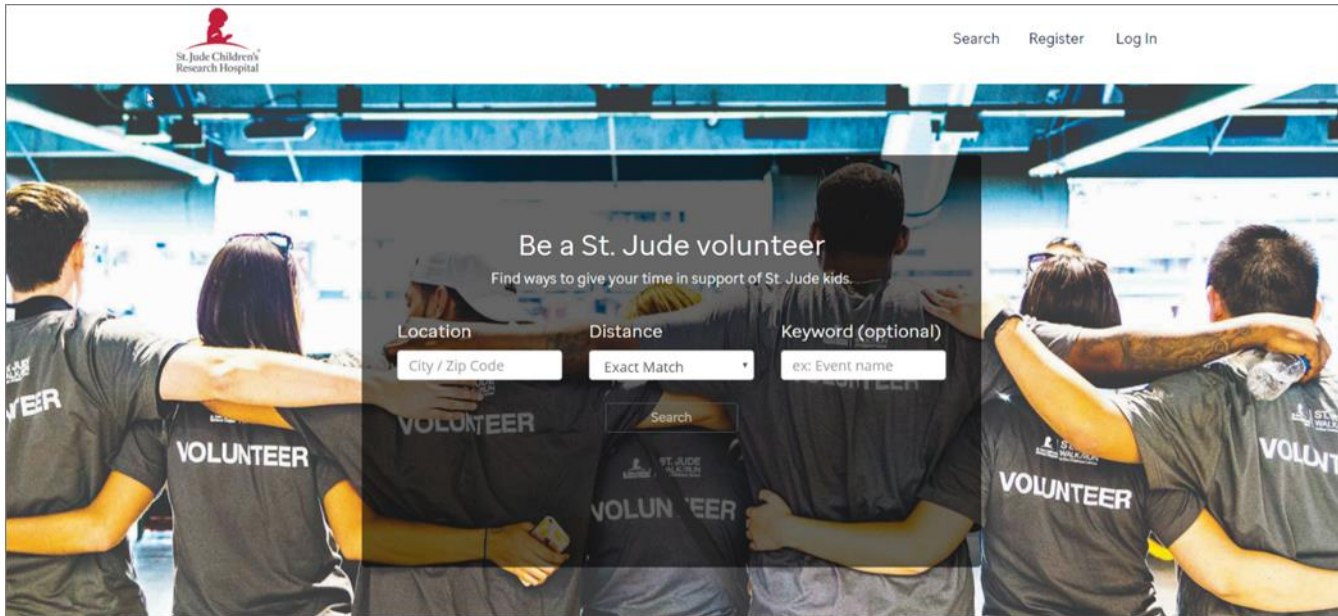


# Volunteer Portal Guide

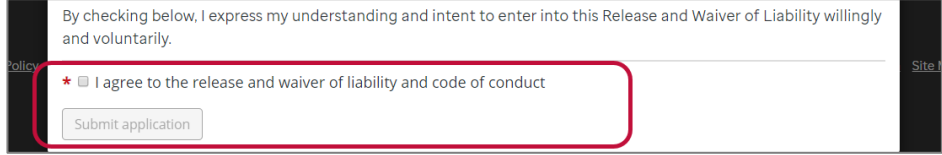
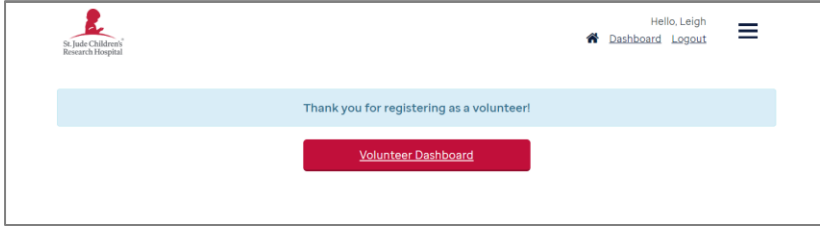
Welcome to the ALSAC/St. Jude Children’s Research Hospital Volunteer Portal. This document provides guidance on how to set-up a volunteer profile, search and sign-up for opportunities, and reserve multiple volunteer shifts for a group.

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


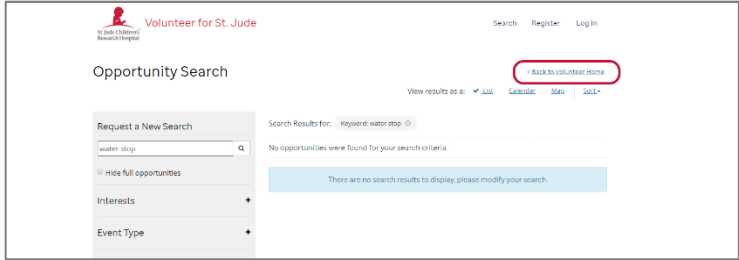


## Setting up a volunteer profile

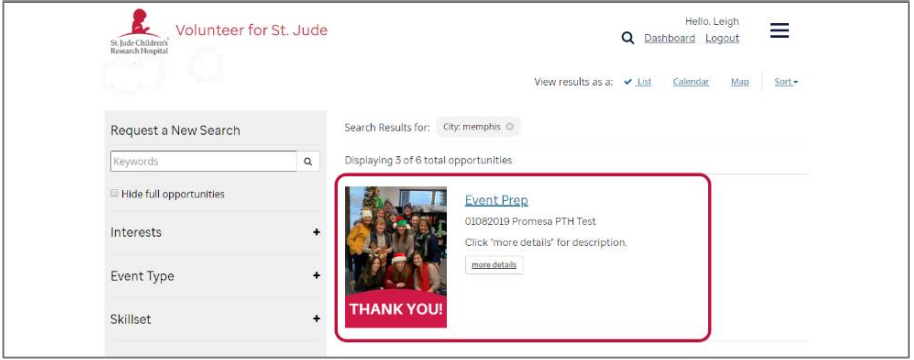
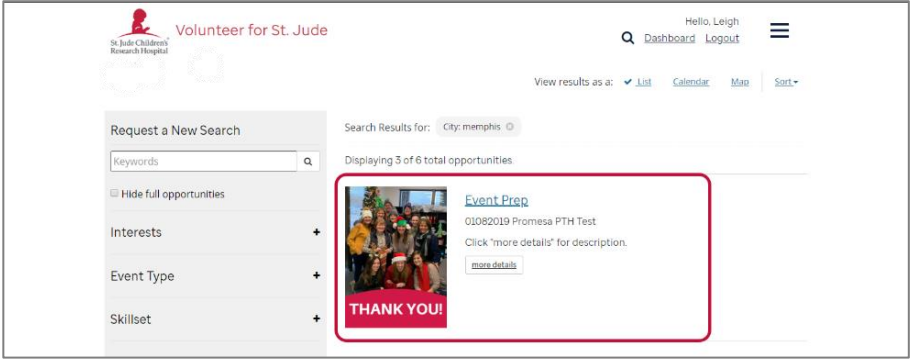
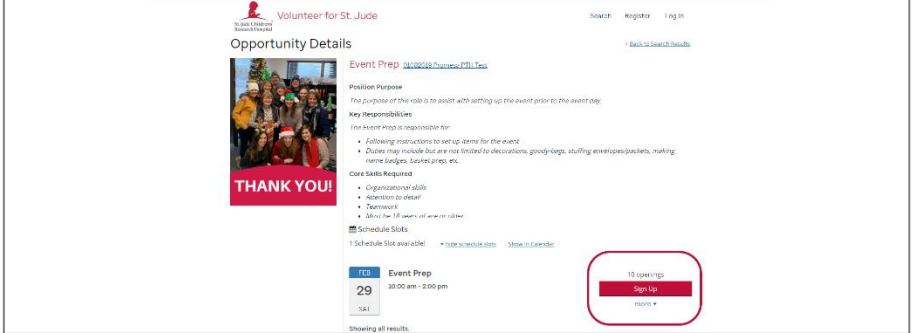
STEP	ACTION	SCREEN
1	In the upper-right-hand corner of the screen, click <b>Register</b> .	
2	Type all information in the corresponding text fields.	
3	Scroll to complete the form. All fields with a red asterisk (*) must be completed.	
4	Click <b>Waiver Agreements</b> to open the Release and Waiver of Liability page.	

5	Read the Release and Waiver of Liability in its entirety to make an informed decision. To agree, <b>click the checkbox</b> at the bottom of the request to agree.	
6	Click <b>Submit Application</b> .	
7	The system will confirm your profile creation.	
8	Exit the Volunteer Portal or click Volunteer Dashboard to personalize your profile.	

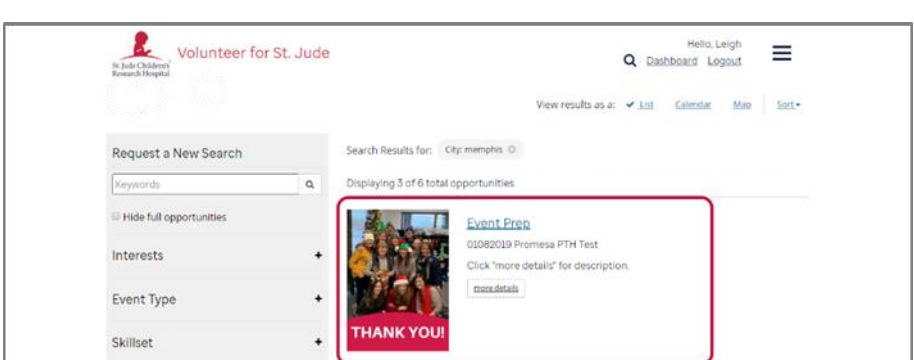
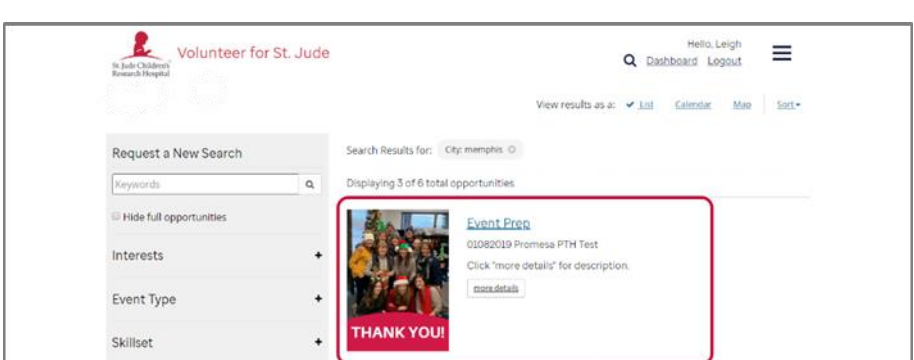
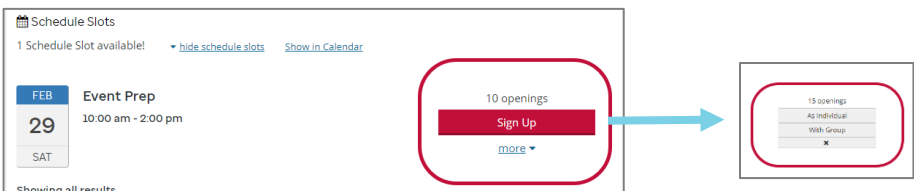
## Searching for volunteer opportunities

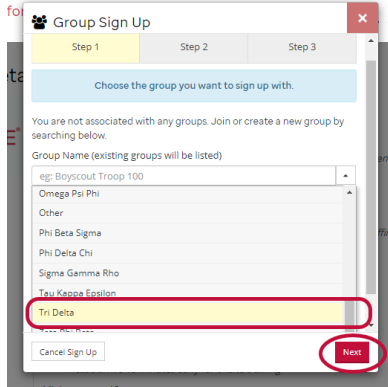
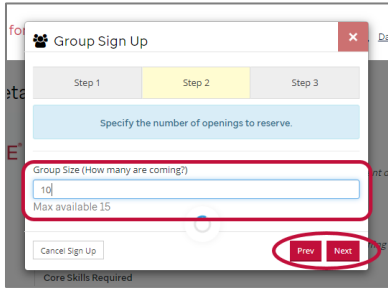
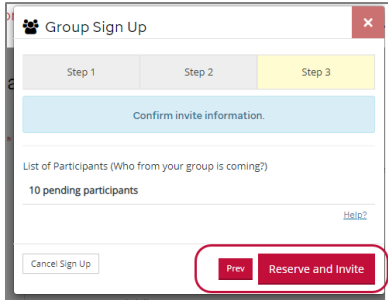
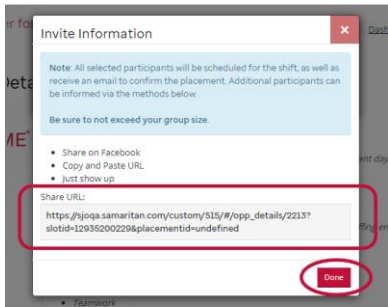
STEP	ACTION	SCREEN
1	Click the <b>Location</b> field, and type the name of the city or ZIP code where you would like to volunteer.	
2	Click the down-arrow in the <b>Distance</b> field and select a desired distance.	
3	Click <b>Search</b> .	
4	The portal will return a list of volunteer opportunities in the requested area.	
5	If no opportunities are listed, select the <b>Back to Volunteer Home</b> hyperlink located at top right of the screen to start over.	

## Signing up for volunteer opportunities as an individual

<p><b>1</b></p>	<p>Scroll to identify the opportunity that you are interested in.</p>	
<p><b>2</b></p>	<p>Click on the volunteer opportunity name to learn more about the role.</p>	
<p><b>3</b></p>	<p>After reviewing the role information, click on <b>Sign Up</b> to register for this role as an individual. <i>Note: If you are the leader of a group wanting to volunteer together, please see "Signing up for volunteer opportunities as a group leader".</i></p>	

## Signing up for volunteer opportunities as a group leader

<p><b>1</b></p>	<p>Scroll to identify the opportunity that you are interested in.</p>	
<p><b>2</b></p>	<p>Click on the volunteer opportunity name to learn more about the role.</p>	
<p><b>3</b></p>	<p>After reviewing the role information, click on <b>Sign Up</b> and then <b>With Group</b> to reserve multiple volunteer shifts for a single group.</p>	

4	In the screen that pops up, select the name of your group. If your group is not listed, you can create it.	
5	Click <b>Next</b> to continue.	
6	Indicate the number of volunteer shifts you would like to reserve.	
7	Click <b>Next</b> to continue.	
8	Confirm the information is correct and click <b>Reserve and Invite</b> to complete.	
8	Copy and paste the URL <i>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.</i>	
9	Click <b>Done</b> to close the window.	
10	Return to the Opportunity Details page to make any updates or changes to your groups' information.	