

# ROTARY LIGHTS VOLUNTEER GROUP REGISTRATION INSTRUCTIONS

November 27th - December 31st Login

Email

Password

Login Forgot Password? New User

Your initial password will be your first name. Unless otherwise specified when you setup your account.

WELCOME TO THE ROTARY LIGHTS VOLUNTEER PORTAL! PLEASE USE THE INSTRUCTIONS TO GUIDE YOU THROUGH THIS PROCESS.

SiteLock SECURE Verified Aug 25

Volunteer4Festival

This is the Login Page.

If your group is new to Rotary Lights please click "New User"

If your group has helped in the past, please use the email and password that was used before. Should you have problems locating this information, please contact Sarah at [sarahdahlike@charter.net](mailto:sarahdahlike@charter.net)

This program was designed for individuals and not groups; we are working around that, so please use the following to help you fill out your "Profile":

**First Name:** Enter in your Organization/Group Name

**Last Name:** Enter in \*

**Address:** Enter in the address of your organization.

**Primary Phone:** Enter in Organization/Group Phone Number (if there is no main number please enter in 111-111-1111)

**Email Address:** Enter in the contact person's email

**Gender:** Enter in contact person's gender

**Emergency:** Enter in contact person's information.

**General Comments:** Feel free to add any information that you would like us to know while making your group's assignment. \*\*Note: on the next page you will be choosing indoors, outdoors, weekday, weekend etc.\*\*

**CLICK THE NEXT BUTTON AT THE BOTTOM**

November 27th - December 31st New Profile

Click Next to continue to the availability page. [Click here for the user guide](#)

First Name:  Birth Month:

Last Name:  Day:

Street:  Year (YYYY):

Street2:  Age:

City:  Gender:

State:  Emergency First Name:

Zip Code:  Emergency Last Name:

Primary Phone:  Emergency Home Phone:

Alternate 1 Phone:  Emergency Cell Phone:

Alternate 2 Phone:

Email Address:

Driver's License:

General Comments:

This is the place where you may tell us:

- 1) if there are other volunteers, friends or family you'd like to be scheduled with,
- 2) any other information you think may be helpful to us when scheduling you.
- 3) Special needs we should be aware of (sun exposure, standing for extended periods of time, lifting, walking, allergic to bee stings etc.)

We are unable to make any guarantees here, we will try our best to accommodate.

We are new this year and ready to help. Our group is made up of strong minds and strong hearts - just not strong backs. Please call me with any questions]

After saving your information you will receive an email message. If you do not receive an email shortly, please check your email address to make sure it is correct. Once you receive the email, click the link provided to complete your registration. Thank you!

Next

The next part is very important. This is where you are going to tell our team what your **three** preferences are for assignments and when you would be able to work. Please read through the following before making your selection. Getting groups to work weekends is relatively easy, getting groups to work days always presents a challenge. Therefore, those groups willing to put together a workforce during weekday hours are rewarded at a higher level. Set-up outdoors is generally harder work than working inside so the outdoor groups earn more fundraising monies.

### Indoor October Preparation

There are four shift options for this job:

- Weekday Daytime
- Weekend Only - Saturday
- Weekend Only - Sunday
- Weeknight

### Outdoor Park Work

There are three shift options for this job:

- Weekday Daytime
- Weekend Only - Saturday
- Weekend Only - Sunday

### Takedown

January :

- 1st
- 2nd
- 3rd
- 4th

Your choices need to correspond with the choice headings at the top. Let's say your first choice is the Indoor Oct Prep, second choice is Takedown, and your third is Outdoor Park Work. Indoor and Outdoor are Weekday Daytime as first choice with second choice being Weekend Only - Saturday and Takedown is January 2nd.

For Indoor Oct Prep, you would use the "Day" drop-down box and select Indoor October Preparation. Next you move over to the "Shift" drop-down box and select the option listed below *Choose (in this case: Indoor October Preparation)*. Finishing this action will make another line appear below (and will do so each time you pick a new option from the "Day" and "Shift" drop down boxes).

Drop down to the new line and under choice 1 select Weekday Daytime then under choice 2 select Weekend Only - Saturday. The same process would then be repeated for the Takedown and Outdoor Park options.

\*\* Read rest of document and there will be a screen shot of an example of how yours might look at the end.\*\*

After all that is done, we need to know more about your group so that we can assign appropriate jobs. Is your group made up of men, women or a mix of both? Do this by repeating the same steps you used for selecting your job preference but only put answers in Choice 1. For number of people, this needs to be considered as the number of people that are over age 16 volunteering at one specific point in time.

For example, let's say you have picked a weekend day where the Rotary Lights shift is 9am to 3pm and you have decided to split it into two shifts, 9am to noon and 12pm to 3pm for your group. You will have some people who will be able to work all day and others who pick one or the other shift. During each of the individual shifts, you will have ten representatives from your group there, so you would select 10 from the drop-down box under Choice 1. This is the minimum but close to actual number that you are committing your group to have there at any given time.

It is wise to actually sign up a couple more people each shift in the event that one of your volunteers is not able to make it on your assigned day. You will be required to have the number of people there to fulfill your obligation.

Remember to select the orientation as it is required that one person from each group attend. You will be given more information on the specifics of this meeting from the volunteer coordination team.

Welcome - New User Example \*

## November 27th - December 31st Availability

Help Profile Page Logout

Add shifts by selecting a day and shift. Day  Shift

**Click FINISH below when you have completed your list. If you do not, you will not be in the volunteer list for scheduling.**

When are you available?	Choice1	Choice2	Choice3
Indoor October Preparation	<input type="text" value="Weekday Daytime"/>	<input type="text" value="Weekend Only - Saturday"/>	<input type="text" value="Choose"/>
Outdoor Park Work	<input type="text" value="Weekday Daytime"/>	<input type="text" value="Weekend Only - Saturday"/>	<input type="text" value="Choose"/>
Takedown	<input type="text" value="January 2, 2015"/>	<input type="text" value="Choose"/>	<input type="text" value="Choose"/>
Group Make-Up **Required - Select** Fill in Choice 1	<input type="text" value="Both Men &amp; Women"/>	<input type="text" value="Choose"/>	<input type="text" value="Choose"/>
Number of People **Required - Select** Fill in Choice 1	<input type="text" value="06"/>	<input type="text" value="Choose"/>	<input type="text" value="Choose"/>
Orientation Meeting **Required - Select** Fill in Choice 1	<input type="text" value="Orientation Meeting - October 5th"/>	<input type="text" value="Choose"/>	<input type="text" value="Choose"/>

Click Finish when done

**Remember to click Finish when done!**

Due to the high volume of applications that we receive for participation with Rotary Lights, we are not able to guarantee that a completed application will result in an assignment. The more availability that your group has, the better the chances of finding a task for your group to do. Our final schedule will be completed by October 1.

Please keep the following information for your records:

Login: \_\_\_\_\_ Password: \_\_\_\_\_