**Volunteer Signup Direction**

**Individual Volunteer:**

* Volunteers will go to the Volunteer Lebanon Portal at the bottom of the Day of Caring page page on the United Way of Lebanon County website.



* Click on the Volunteer Portal



* Sign up and fill out the informational prompts to the best of your ability and it will build your personal Volunteer Lebanon account.
* Volunteer opportunities on the left hand side is where the Day of Caring opportunities are posted from each agency:



* + Once you click on a volunteer opportunities, you will go to “Filter By” and click “initiatives”. Once you click initiatives, you will then select “Day of Caring 2024”





* + Once you have the volunteer opportunities aligned with Day of Caring 2024 you can select the opportunity you want by clicking on “View Details”



* + Once you click on view details in the top right corner there will be a button that says “Respond” in the top right corner.



* + There will be a prompt that allows volunteers to add additional information if they would like. Once finished, volunteers will then select “Submit Volunteer Opportunity Response”



* + Once the volunteer response has been submitted, your spot has been saved and there will be a confirmation email sent out thanking you for registering for this volunteer opportunity.

**Volunteer Team Signup Direction**

**Team Signup:**

* [**https://center.freshdesk.com/support/solutions/articles/36000434278-teams-a-guide-for-volunteers#Creating-a-new-team**](https://center.freshdesk.com/support/solutions/articles/36000434278-teams-a-guide-for-volunteers#Creating-a-new-team)
* Make sure all team members are signed up on volunteer Lebanon with their own account. If they are not and you add them as a group member they will be prompted to create an account through the email you use.
* Click on the volunteer opportunity that you would like to sign up a group for and click on the “Respond as a Team”

****

* + Add Each Team members name and current email used for their volunteer account.
* Once you add team members, there will be an option to make someone (yourself or whoever) a team leader.

****

****

* Once all members of the Team have been added click “Finish” and your spots will be reserved and your team is registered.

**Thank you for signing up for United Way of Lebanon County’s 2024 Day of Caring!**