

TRAIL OF LIGHTS 2017

VOLUNTEER APPLICATION GUIDE

STEP 1: Go to <http://bit.ly/tolvolapp2017>. Here you can review team descriptions by clicking on activity names and shift times. When ready to submit an application, click “Fill in an application”.



The Trail of Lights Foundation

Fun Run

Activity	Shifts	Start	End
2017 Fun Run Volunteer	1	12/2/2017	12/2/2017
Packet Pick-up 2017	5	11/30/2017	12/2/2017

Holiday Activations

Activity	Shifts	Start	End
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I would like to volunteer

[Fill in an application](#)

Already use MyVolunteerPage.com to volunteer with this organization?
[Log in to your account](#)

Get Social

Share this

Step 2: Create a username and password or log in with an existing account. Review the organization's policies by clicking "View Policy". Once reviewed, agree to volunteer policies and "Save and Continue".



Application Form - The Trail of Lights Foundation

I am new to MyVolunteerPage.com

You will need to enter 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 a least 6 characters long. If the name you enter is already in use by someone else, you will be prompted to choose another username.

Username

Email Address

Verify Email Address

I agree with the organization's policies

[View Policy](#) [Save and Continue](#)

I already have a username.

If you have signed up with this organization before, or are a member of another organization that uses MyVolunteerPage.com, you can use the same login to access all organizations with which you volunteer.

Username

Password

I agree with the organization's policies

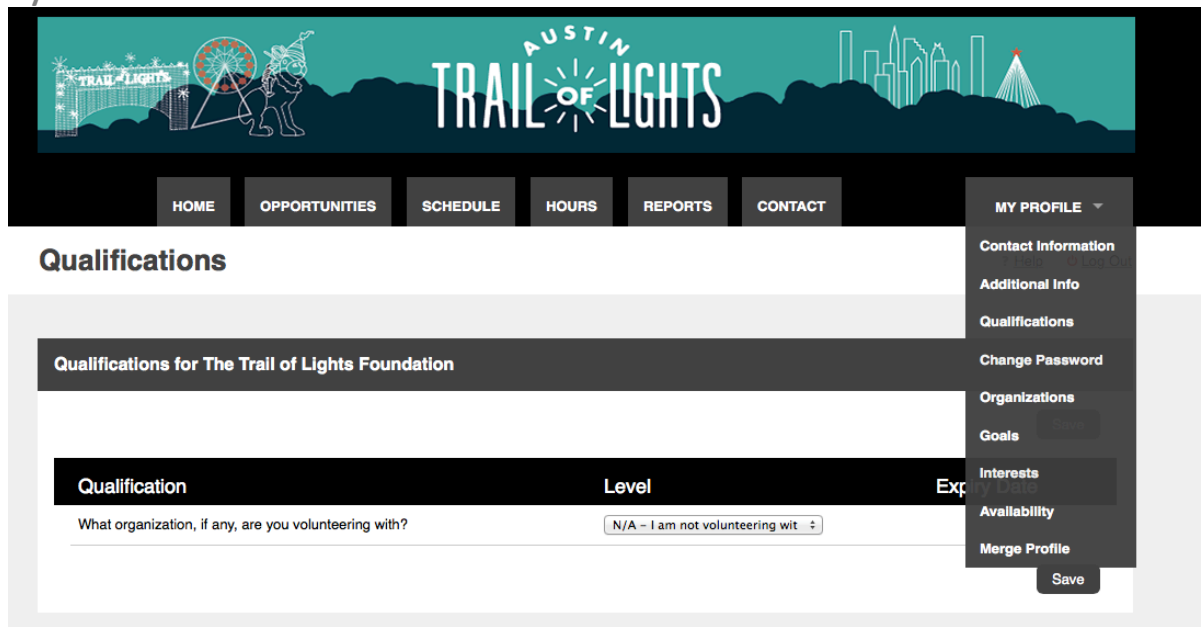
[View Policy](#) [Login and Continue](#)

Already use MyVolunteerPage.com to volunteer with this organization?
[Go to volunteer login](#)

STEP 3: You will be prompted to complete your profile, beginning with your contact information. Returning applicants should update their profile with current information.

Then you will be prompted to complete the “Qualification” section. **NOTE: If volunteering with a group, be sure to select the organization you are joining here. This is how we’ll know to place you with your group.**

Then complete the “About Me” section. Be expressive in your answers, so we can learn about you!



Click “SUBMIT APPLICATION” at the bottom left hand side of the page.

STEP 4: Visit the “Opportunities” tab to sign up for shifts. From the “Application Complete” page, click the “Go to the opportunities page” link.



Application Form - The Trail of Lights Foundation

Application Complete

Based on the information you have provided us, there are volunteer opportunities that you can sign up for right away. Click one of the options below.

[Go to the opportunities page](#) [Log out](#)

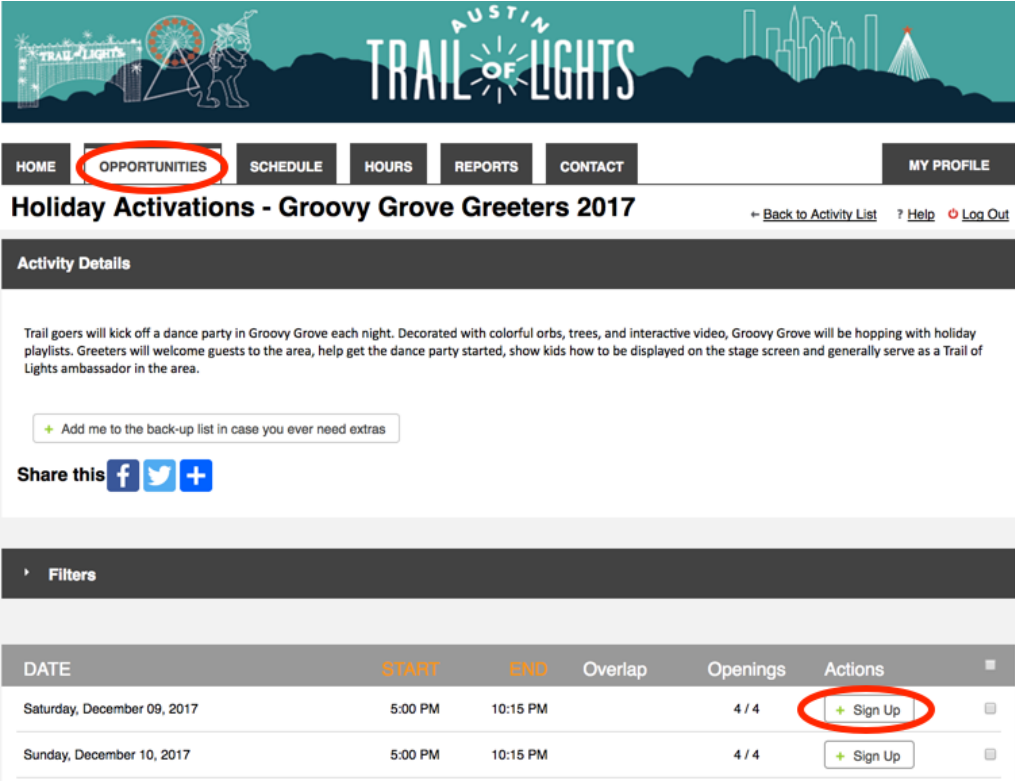
Be sure to check your email for some important information from us. Thank you for your interest in volunteering.

MyVolunteerPage.com

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IMPACT

Step 5: Review teams and sign up for your ideal shifts by clicking the “Sign Up” button next to the shifts you’d like to join!

- Review team descriptions and times by clicking on the activity name (example: Groovy Grove Greeters 2017).
- Sign up for all of the shifts you are able to join. Note: The volunteer recruiter will do her best to assign desired shifts. If assigned, you will have a final opportunity to confirm or decline your shifts.



The screenshot shows the website interface for the Austin Trail of Lights. The navigation menu includes 'HOME', 'OPPORTUNITIES' (circled in red), 'SCHEDULE', 'HOURS', 'REPORTS', 'CONTACT', and 'MY PROFILE'. The main heading is 'Holiday Activations - Groovy Grove Greeters 2017'. Below this, there is a description of the activity and a 'Sign Up' button. A table of shifts is displayed below, with 'Sign Up' buttons circled in red.

DATE	START	END	Overlap	Openings	Actions
Saturday, December 09, 2017	5:00 PM	10:15 PM		4 / 4	+ Sign Up
Sunday, December 10, 2017	5:00 PM	10:15 PM		4 / 4	+ Sign Up

THANK YOU!

That's all for now! Once you've completed these steps, you will immediately receive an email stating that we've received your application. The volunteer recruiter reviews applications as they are received. If selected to join, you will be sent a confirmation email with instructions to confirm your assigned shifts.

Thank you for your interest in joining the Trail of Lights!

Contact volunteer@austintrailoflights.org with questions.