

How to Sign Up for a Volunteer Activity

- Visit www.CatholicCharitiesDC.org/Volunteer
- Click the “One-Time” volunteer button to see the upcoming volunteer activities
- On the Calendar, click the activity where you’d like to volunteer
- Read the Event Description on the next page and click the “Sign up here!” link
- On the next screen, click the green “Fill in an application” button to the right and follow the prompts to sign up →
- If you’re new to the Volunteer Portal, create a username and click “Save and Continue”
- If you already have a username and password, enter them and click “Login and Continue”
- Complete the Contact Information page of your volunteer application and click “Save and Continue” (if you are a returning user, you will skip this step and be taken directly to the step below)
- Answer the additional questions on the next page of the volunteer application and click “Submit Application” at the bottom of the screen
- On the next screen, scroll down to select a shift and click the “+ Sign Up” button next to your desired shift to register
- If you want to sign up a group of volunteers
 - Check below that there are enough openings available for your group
 - Register yourself
 - Enter the number of volunteers that will be part of your groupOR
 - If you aren’t asked how many volunteers are in your group, send an email to volunteer@CC-DC.org with your name, the name of your group and the number of people you want to register
- If you have any additional questions, contact us at volunteer@CC-DC.org. Please provide us with your name and phone number and we’ll be in touch.

How to Sign Up for an Ongoing Volunteer Role

- Visit www.CatholicCharitiesDC.org/Volunteer
- Click the “Ongoing” volunteer button to see the current volunteer roles where your help is needed
- Click “Apply Here” next to the Volunteer Opportunity that interests you
- On the next screen, click the green “Fill in an application” button to the right →
- Complete both sections of your application (the contact information and additional information pages)
- Be sure to click “Save and Continue” at the bottom of the Contact Information page
- Be sure to click “Submit” at the bottom of the additional information page
- The helpful tips below will help troubleshoot issues you may have while signing up
- If you have any additional questions, contact us at volunteer@CC-DC.org. Please provide us with your name and phone number and we’ll be in touch.

*****Helpful Tips*****

- Complete both sections of your Application (the contact information and additional information pages) in one sitting. We won’t know you want to volunteer until you press “Submit” at the end of your application!
- Before beginning your application, have contact information (name, phone number, and email) ready for 3 references and one emergency contact

How to Sign Up for a Volunteer Shift as a Returning Volunteer with that Program

- Log in to your volunteer account at www.myvolunteerpage.com
- Click the “OPPORTUNITIES” tab at the top of this page
- Scroll down the page to find and click on the Volunteer Activity that interests you
- You will be directed to an Activity Details page. Scroll down to the bottom to see a list of volunteer shifts
- Click the “+ Sign Up” button next to your desired shift to register
- If you have any additional questions, contact us at volunteer@CC-DC.org. Please provide us with your name and phone number and we’ll be in touch.

How to Sign Up for a New Volunteer Opportunity from your Volunteer Account

(if you *already* have a username and password)

- Log in to your volunteer account at www.myvolunteerpage.com
- Click the “Search for Opportunities” button to the right →
- Use the Search categories on the left side of the screen to find a volunteer opportunity that interests you
- Click on the Opportunity that interests you
- On the next screen, fill out a new application by clicking the green “Fill in an application” button to the right →
(a new application is required to get involved with a new volunteer opportunity; information you’ve already submitted will populate in the new form)
- If you have any additional questions, contact us at volunteer@CC-DC.org. Please provide us with your name and phone number and we’ll be in touch.

How to Update Information on Your Volunteer Application After You've Hit "Submit"

- Log in to your volunteer account at www.myvolunteerpage.com
- Click the "MY PROFILE" drop down menu on the right side of your screen
- Select the category of information you'd like to edit
- Change and Add information to your profile