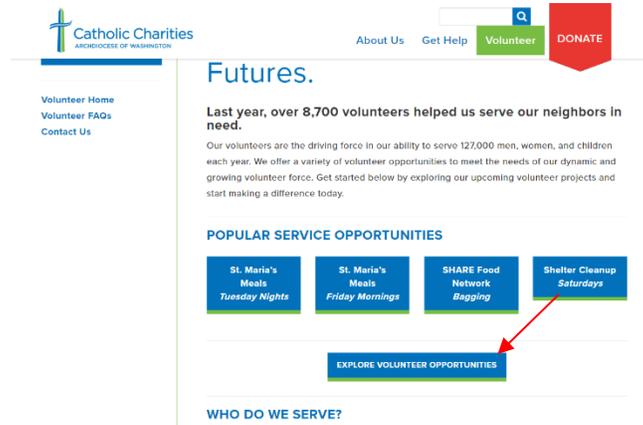




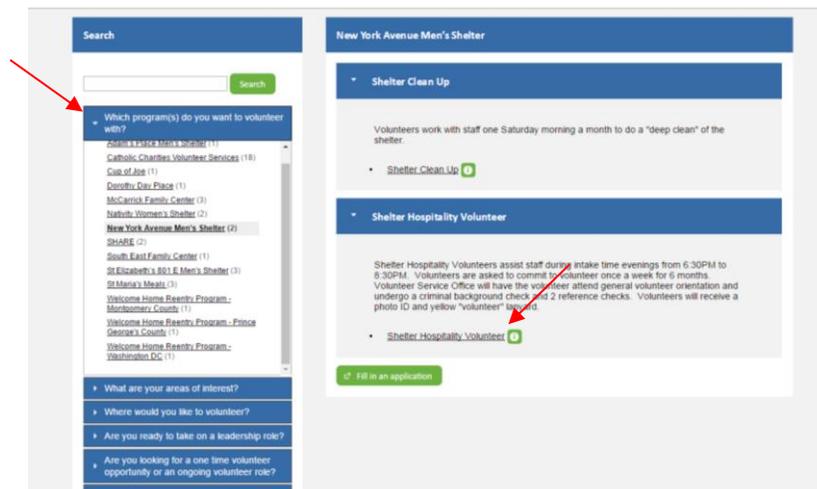
**How to Submit Your Volunteer Application
&
How to Edit Your Application *After* It Has Been Submitted**

How to Submit a Volunteer Application

1. On the Volunteer Homepage (www.CatholicCharitiesDC.org/Volunteer), click the [EXPLORE VOLUNTEER OPPORTUNITIES] button to navigate to the Volunteer Portal.



2. Use the search menus on the left side of the page to search for volunteer opportunities. Click on the opportunity to learn more and apply.



3. Click the green [Fill in an Application] button.

The screenshot shows the 'Catholic Charities ARCHDIOCESE OF WASHINGTON Volunteer Portal' for the 'New York Avenue Men's Shelter'. The page title is 'Shelter Hospitality Volunteer - Shelter Hospitality Volunteer'. On the right side, there is a blue box titled 'I would like to volunteer' with a green button labeled 'Fill in an application' highlighted by a red arrow. Below this button, there is a link: 'Already use MyVolunteerPage.com to volunteer with this organization? Log in to your account'. At the bottom of the page, there are social media sharing options for Facebook, Twitter, and a plus sign for more options.

4. Create a username and click the [Save and Continue] button.

The screenshot shows the 'Application Form - New York Avenue Men's Shelter' with two columns. The left column is titled 'I am new to MyVolunteerPage.com' and contains a form with fields for 'Username', 'Email Address', and 'Verify Email Address', all containing the value 'Julie.Bodnar2@CC-DC.org'. A green 'Save and Continue' button is at the bottom of this column, highlighted with a red arrow. The right column is titled 'I already have a username' and contains fields for 'Username' and 'Password', both empty. A 'Login and Continue' button is at the bottom of this column.

5. Fill out your contact information.

The screenshot shows the 'Contact Information' section of the application form. It includes a blue header 'Contact Information' and a blue box with instructions: 'You need to complete all fields flagged () as required on this page and on the next one. If you don't fill in all required fields and click save on the next page, your application will not be submitted to New York Avenue Men's Shelter.' Below this, there are 'NAME FIELDS' including 'Username' (filled with 'Julie.Bodnar'), 'Password', and 'Confirm Password'. A blue box states 'Passwords must be a minimum of 6 characters'. There are also fields for 'Title' (filled with 'Mr, Ms, Sir, Mrs'), 'Legal First Name', 'First Name', and 'Middle Name'.

6. Click the [Save and Continue] button.

The screenshot shows a web form with the following sections:

- Work Phone:** (202) 72-4300
- Cell Phone:** (empty)
- Phone Preference:** Not Specified
- ONLINE PRESENCE:**
 - Twitter Username:** @ (empty)
 - LinkedIn Profile URL:** (empty)
- MISC FIELDS:**
 - Date of Birth:** 08/14/1986
 - Region:** English (USA)
- reCAPTCHA:** I'm not a robot (checked)

A blue banner at the bottom of the form contains the text: "You need to complete all fields flagged () as required on this page and on the next one. If you don't fill in all required fields and click save on the next page, your application will not be submitted to New York Avenue Men's Shelter." A red arrow points to the "Save and Continue" button in the bottom right corner.

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7. Fill out your application.

The screenshot shows the "Catholic Charities Volunteer Portal" for the "ARCHDIOCESE OF WASHINGTON". The page title is "Application Form - New York Avenue Men's Shelter".

A blue banner at the top contains the text: "Please note that your application will not get submitted until you fill in all fields flagged () as required on this page and click the Submit Application button. You'll know your application was successfully submitted if when you click the 'Submit Application' button, it takes you to another screen. If you stay on this screen, it means you missed a required field and your application has not yet been submitted."

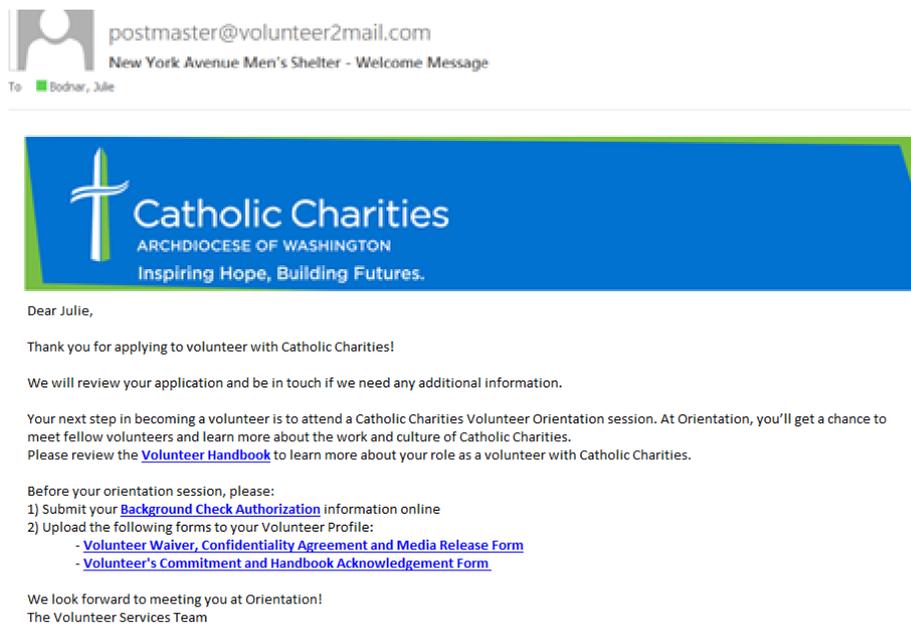
The form section is titled "General Availability" and asks: "Please let us know when you are available to volunteer."

	<input type="checkbox"/> Mornings	<input type="checkbox"/> Afternoons	<input type="checkbox"/> Evenings	<input type="checkbox"/> Nights
<input type="checkbox"/> Monday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Tuesday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Wednesday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Thursday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Friday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Saturday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Sunday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

8. Don't forget to fill out your reference information (name, email address & phone number)! Then, click the [Submit Application] button. Family members cannot act as references.

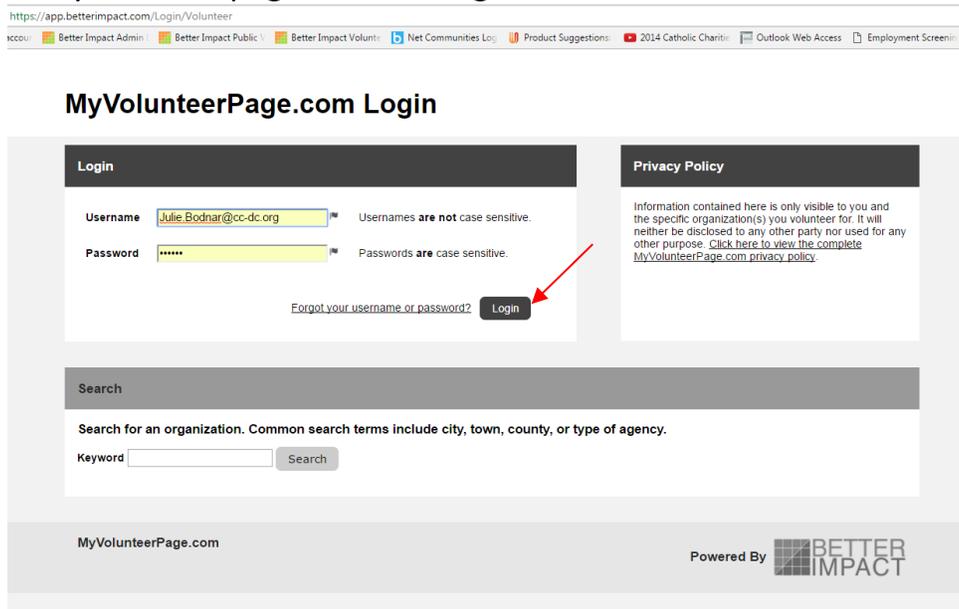
The screenshot shows a web form for submitting a volunteer application. It includes fields for 'Email' (Margaret.ONeill@CatholicCharitiesDC.org), 'Third Reference Name' (Grace Hegarty), 'Telephone Number' (202-772-4300), and another 'Email' (Grace.Hegarty@CatholicCharitiesDC.org). Below this is a section titled 'Emergency Contact Information' with fields for 'Name' (Linda Bodnar), 'Phone' (574-229-3626), 'Alternative Phone', 'Address' (1618 East LaSalle Avenue, South Bend, IN 46617), and 'Relationship to You' (Parent). A blue banner at the bottom contains a warning: 'Please note that your application will not get submitted until you fill in all fields flagged() as required on this page and click the Submit Application button. You'll know your application was successfully submitted if when you click the "Submit Application" button, it takes you to another screen. If you stay on this screen, it means you missed a required field and your application has not yet been submitted.' A green 'Submit Application' button is located at the bottom right.

9. You will receive a confirmation email once your application is submitted.



How to update your submitted application

1. Go to www.myvolunteerpage.com and login.



2. You will be directed to your volunteer page. Click the "MY PROFILE" menu on the right side of the page. Select either "Contact information" or "Additional Information" to update your application.

