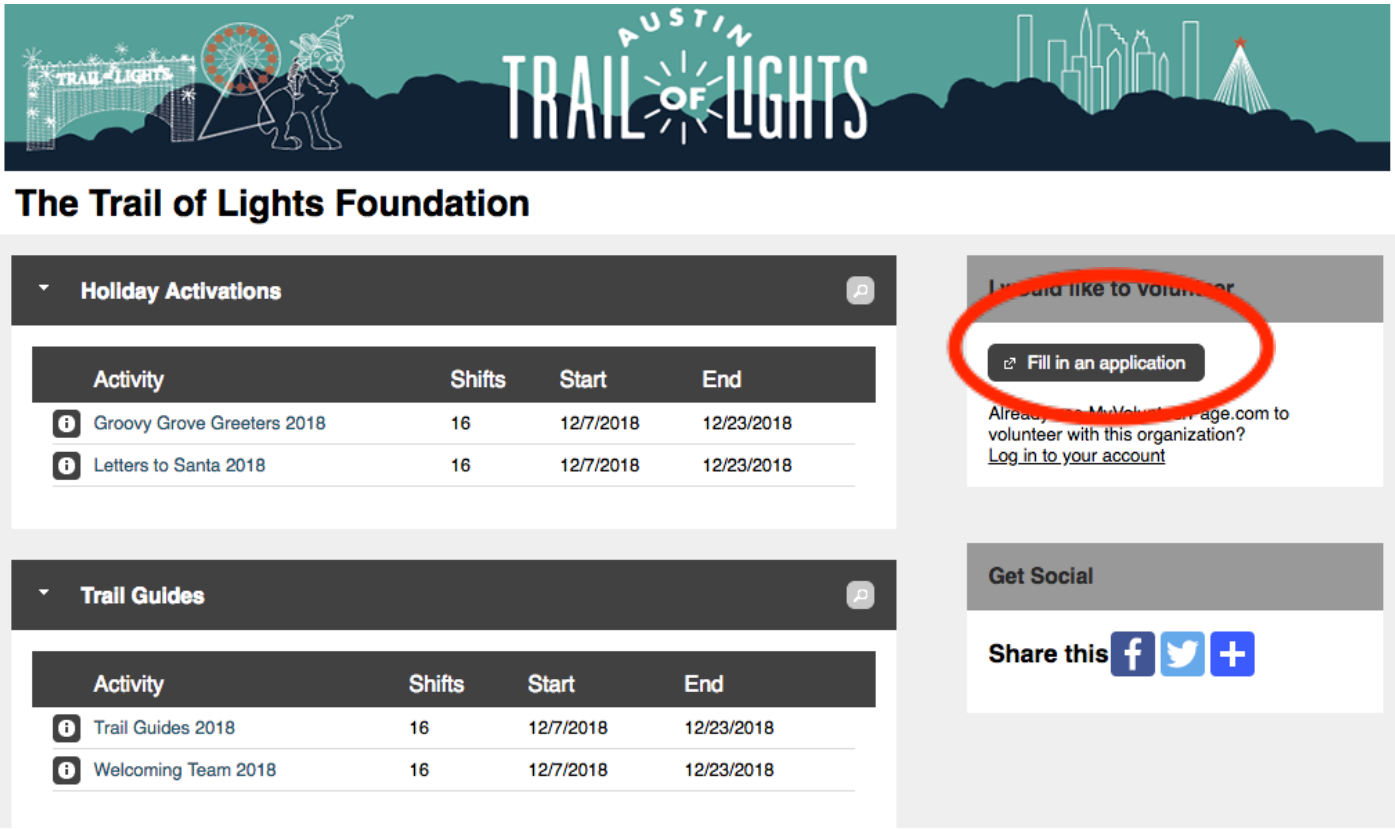
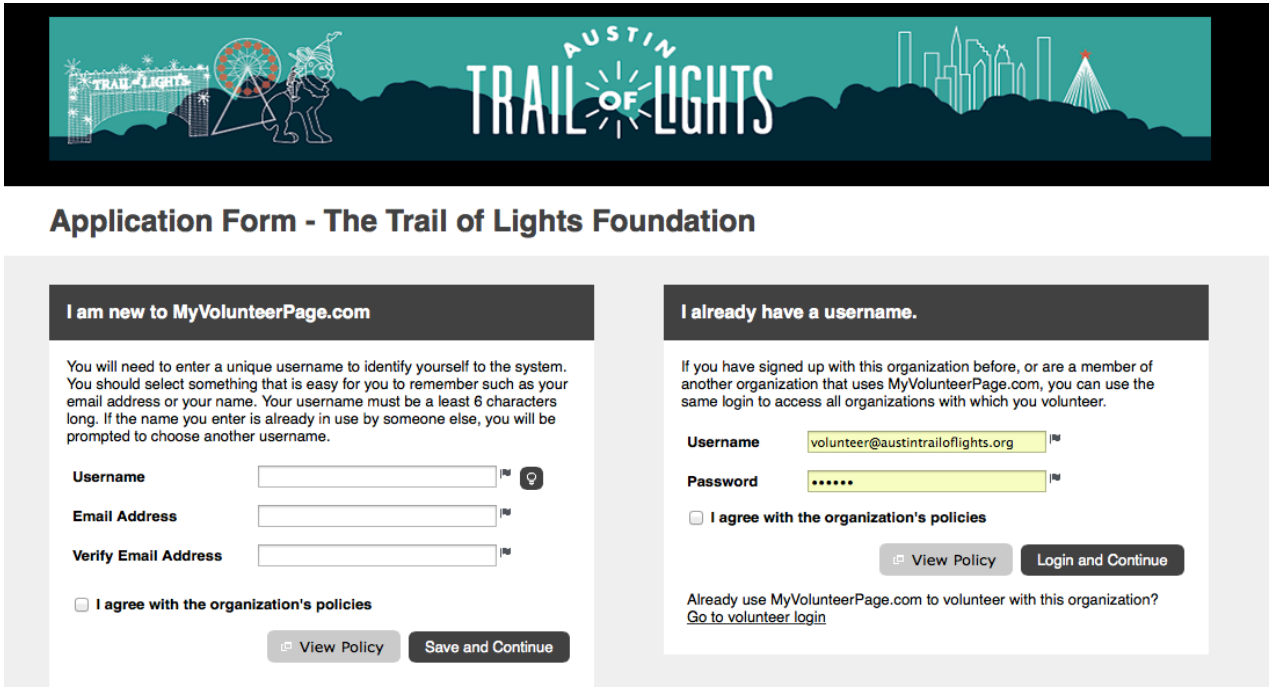
TRAIL OF LIGHTS 2018

VOLUNTEER APPLICATION GUIDE

STEP 1: Go to the volunteer registration page at http://bit.ly/tolvolapp18. 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”.



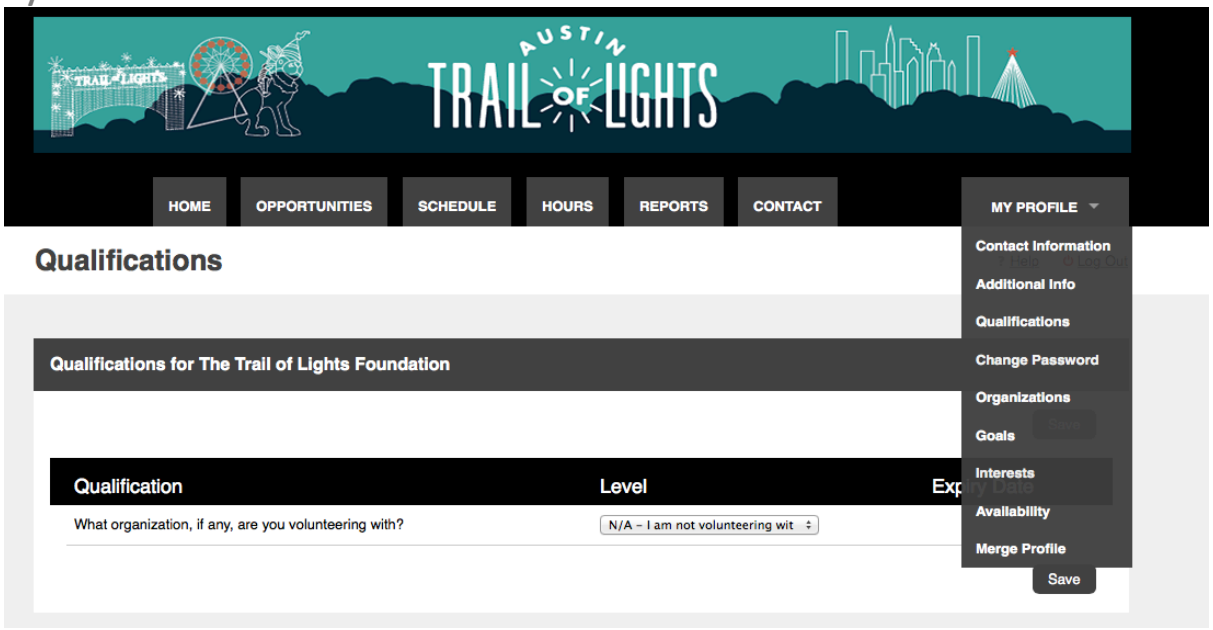
Step 2: Create a username and password or log in with an existing account. If you would like to review the organization's policies, you can by clicking "View Policy". Once reviewed, agree to volunteer policies and "Save and Continue".



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.**

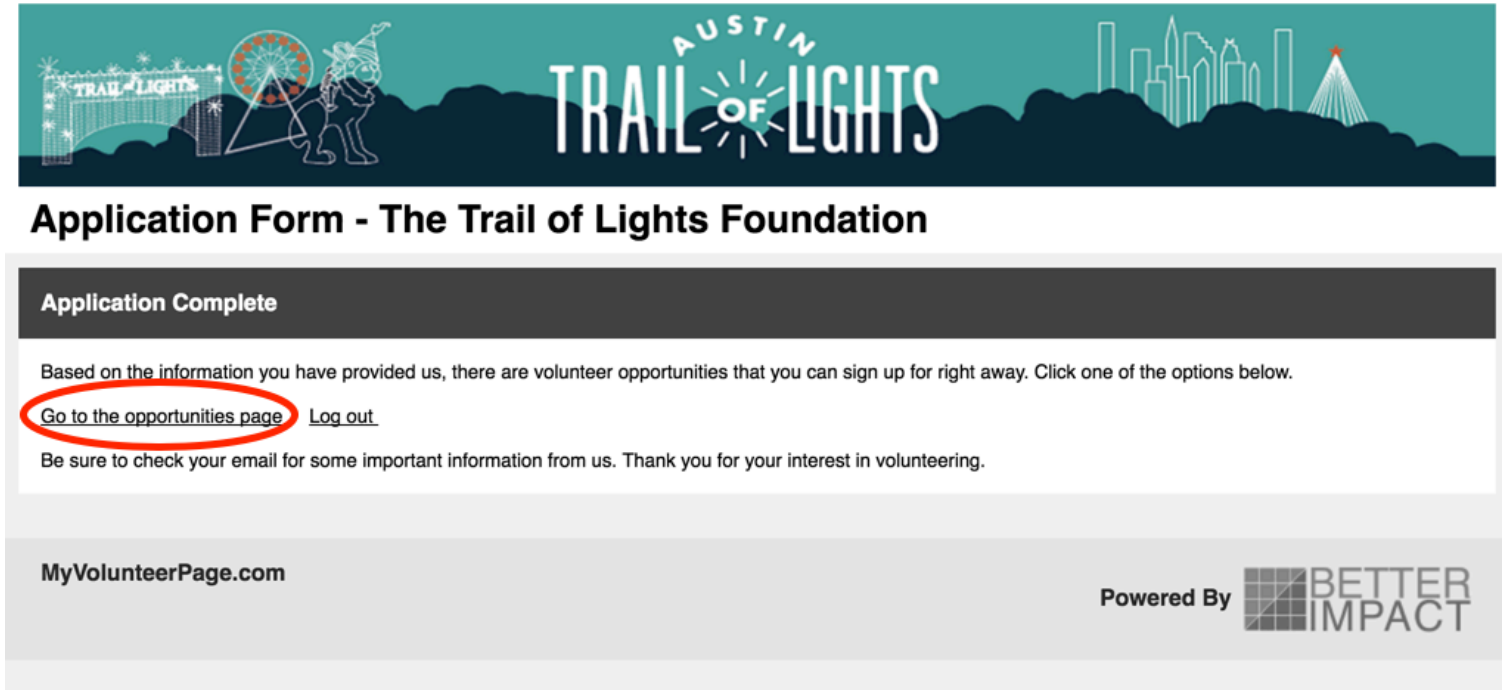
Then complete the “About Me” section. Be expressive in your answers, so we can learn about you!



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

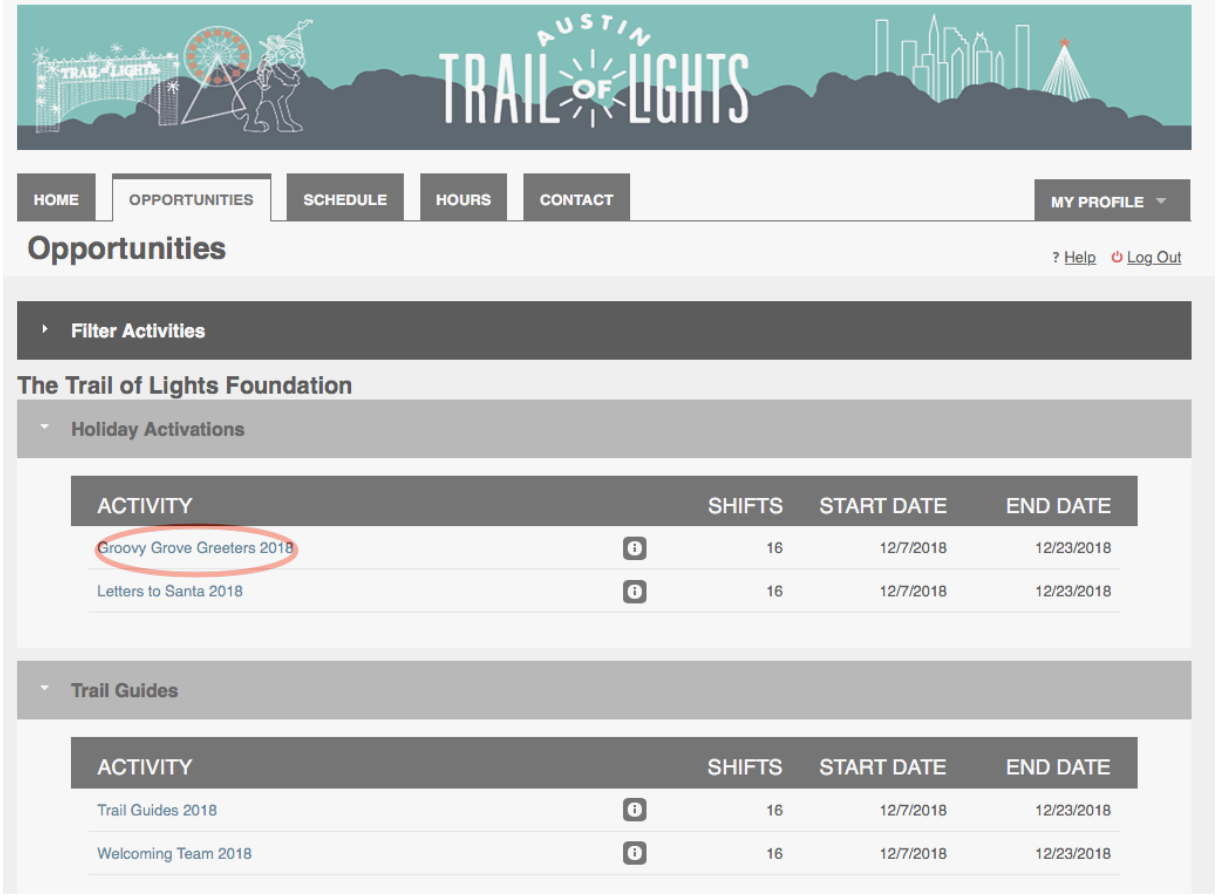
STEP 4: Visit the “Opportunities” tab to sign up for shifts.

From the “Application Complete” page, click the “Go to the opportunities page” link.



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 2018).
- 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.



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.