

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”.



The Trail of Lights Foundation

▼ **Holiday Activations**

Activity	Shifts	Start	End
Groovy Grove Greeters 2018	16	12/7/2018	12/23/2018
Letters to Santa 2018	16	12/7/2018	12/23/2018

▼ **Trail Guides**

Activity	Shifts	Start	End
Trail Guides 2018	16	12/7/2018	12/23/2018
Welcoming Team 2018	16	12/7/2018	12/23/2018

I would like to volunteer

Fill in an application

Already on 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. 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".



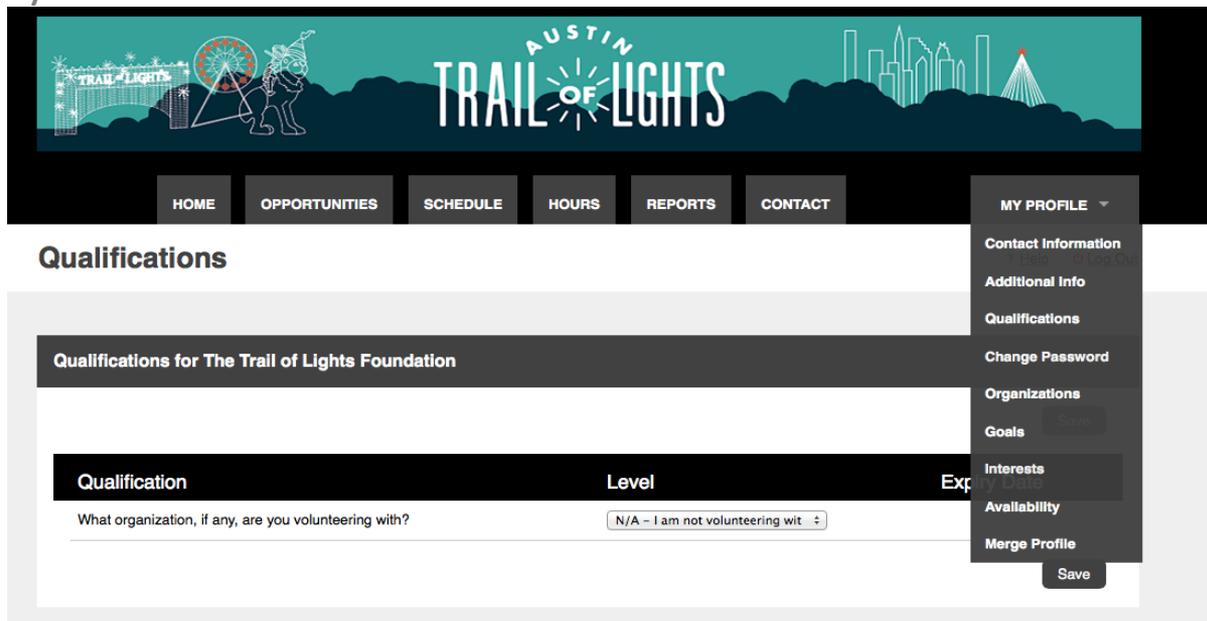
Application Form - The Trail of Lights Foundation

<p>I am new to MyVolunteerPage.com</p> <p>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.</p> <p>Username <input type="text"/></p> <p>Email Address <input type="text"/></p> <p>Verify Email Address <input type="text"/></p> <p><input type="checkbox"/> I agree with the organization's policies</p> <p>View Policy Save and Continue</p>	<p>I already have a username.</p> <p>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.</p> <p>Username <input type="text" value="volunteer@austintrailoflights.org"/></p> <p>Password <input type="password" value="*****"/></p> <p><input type="checkbox"/> I agree with the organization's policies</p> <p>View Policy Login and Continue</p> <p>Already use MyVolunteerPage.com to volunteer with this organization? Go to volunteer login</p>
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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](#)

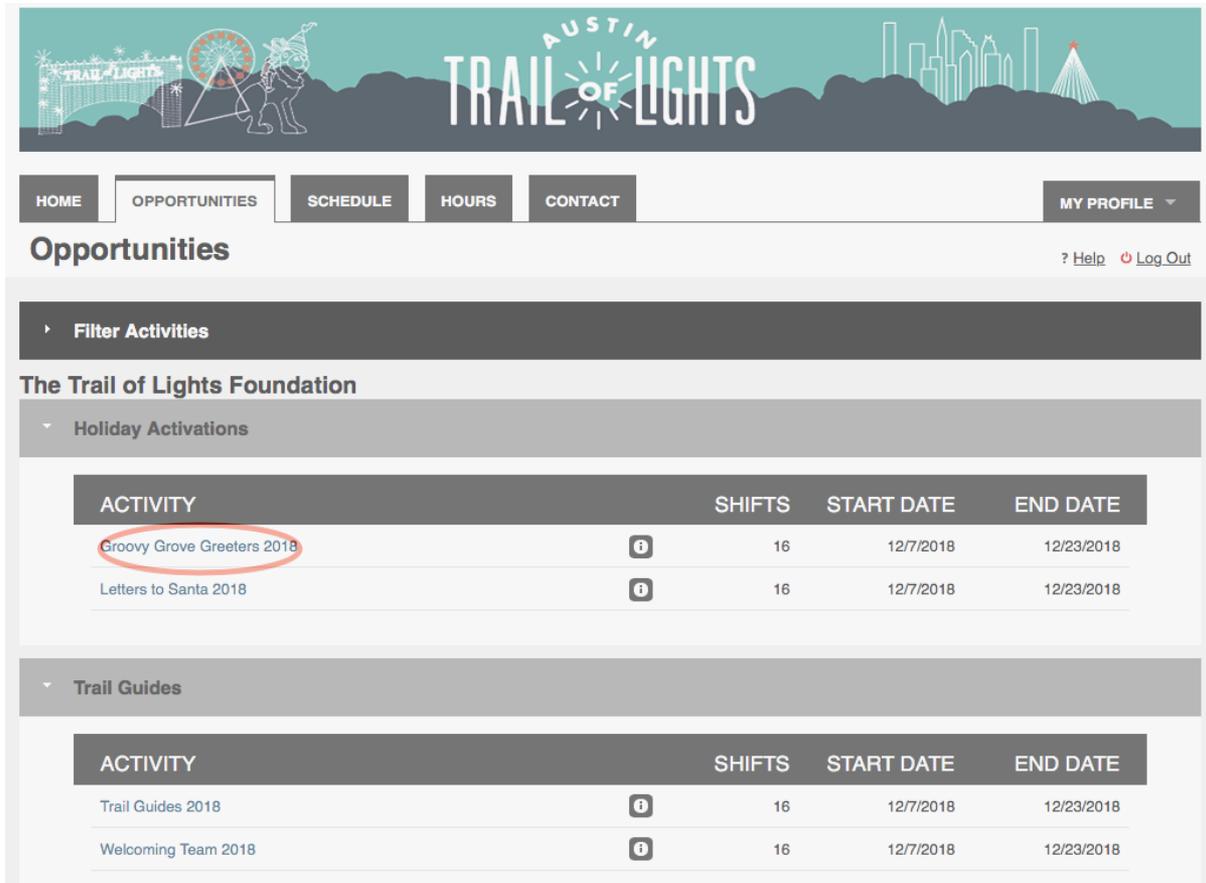
Be sure to check your email for some important information from us. Thank you for your interest in volunteering.

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 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.



The screenshot shows the website for the Austin Trail of Lights. The header features a banner with the text "AUSTIN TRAIL OF LIGHTS" and illustrations of a bridge, a person with a light, and a city skyline. Below the banner is a navigation menu with buttons for HOME, OPPORTUNITIES, SCHEDULE, HOURS, CONTACT, and MY PROFILE. The main content area is titled "Opportunities" and includes a "Filter Activities" section. Under "The Trail of Lights Foundation", there are two expandable sections: "Holiday Activations" and "Trail Guides". Each section contains a table of activities with columns for Activity, Shifts, Start Date, and End Date. The "Groovy Grove Greeters 2018" activity is circled in red.

Opportunities [? Help](#) [Log Out](#)

▸ Filter Activities

The Trail of Lights Foundation

▾ Holiday Activations

ACTIVITY	SHIFTS	START DATE	END DATE
Groovy Grove Greeters 2018	16	12/7/2018	12/23/2018
Letters to Santa 2018	16	12/7/2018	12/23/2018

▾ Trail Guides

ACTIVITY	SHIFTS	START DATE	END DATE
Trail Guides 2018	16	12/7/2018	12/23/2018
Welcoming Team 2018	16	12/7/2018	12/23/2018

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.