# TRAIL OF LIGHTS 2022 VOLUNTEER APPLICATION GUIDE

STEP 1: Go to the volunteer registration page at <u>http://bttr.im/ura8u</u>. 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					I would like to voluntee
Activity	Shifts	Start	End		♂ Fill in an application
Groovy Grove Greeters 2019	13	12/10/2019	12/22/2019		Already use MyImpactPage.
Santa's Workshop 2019	14	12/6/2019	12/22/2019		Log In to your account
Trail Guides					Get Social
Activity	Shifts	Start	End		Share this f У
Trail Guides 2019	14	12/6/2019	12/22/2019	_	

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**

#### I am new to MyImpactPage.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 at 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		Q M					
Email Address		) Ref					
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 MyImpactPage.com, you can use the same login to access all organizations with which you are associated.

Username	volunteer@austintrailo						
Password	•••••						
Forgot your username or password?							
I agree with the organization's policies							
	View Policy	Login and Continue					
Already use MyImpactPage.com to volunteer with this organization? Go to volunteer login							

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

You will first be prompted to complete the "Qualifications" section. Then complete the "About Me" section. Click "SUBMIT APPLICATION" at the bottom left hand side of the page



#### **Application Form - The Trail of Lights Foundation**

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.					
Qualification	Level				
2019 Which organization, if any, are you volunteering with?	N				
Additional Info					
About Me					
Have you volunteered at Trail of Lights in the past?	N 3				
Why would you like to volunteer at Trail of Lights?		let			

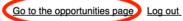
STEP 4: Visit the "Opportunities" tab to sign up for shifts. From the "Application Complete" page, click the "Go to the opportunities page" link.



## 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.



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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Step 5: Review teams (click team name) 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: Trail Guides 2022).
- Sign up for all of the shifts you are able to join. Note: The volunteer recruiters will do their best to assign desired shifts. If assigned, you will have a final opportunity to confirm or decline your shifts.

# **Opportunities**

<u>b Log Out</u> ? <u>Help</u> <sup>∠?</sup> ↔ <u>Switch to Administrator View</u>

Filter Activities				
Guest Services				
ACTIVITY		SHIFTS	START DATE	END DATE
Trail Guides 2022	0	17	12/2/2022	12/23/2022
Welcoming Team 2022	0	18	12/2/2022	12/23/2022
Holiday Activations				
ACTIVITY		SHIFTS	START DATE	END DATE
Candy Land Elves 2022	0	20	12/2/2022	12/23/2022

DATE	START	END	OVERLAP	OPENINGS	ACTIONS	
Friday, December 02, 2022	4:45 PM	10:15 PM		6/6	+ Sign Up	
Sunday, December 04, 2022	4:45 PM	10:15 PM		6/6	+ Sign Up	
Thursday, December 08, 2022	4:45 PM	10:15 PM		32 / 32	+ Sign Up	
Friday, December 09, 2022	4:45 PM	10:15 PM		32 / 32	+ Sign Up	
Saturday, December 10, 2022	4:45 PM	10:15 PM		32 / 32	+ Sign Up	
Sunday, December 11, 2022	4:45 PM	10:15 PM		32 / 32	+ Sign Up	
Monday, December 12, 2022	4:45 PM	10:15 PM		6/6	+ Sign Up	
Tuesday, December 13, 2022	4:45 PM	10:15 PM		6/6	+ Sign Up	
Wednesday, December 14, 2022	4:45 PM	10:15 PM		6/6	+ Sign Up	
Thursday, December 15, 2022	4:45 PM	10:15 PM		32 / 32	+ Sign Up	
Friday, December 16, 2022	4:45 PM	10:15 PM		32 / 32	+ Sign Up	
Saturday December 17 2022	1.15 DM	10.15 DM		30 / 30	L Qian Lin	

# 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.