

TRAIL OF LIGHTS 2019

VOLUNTEER APPLICATION GUIDE

STEP 1: Go to the volunteer registration page at <http://2019VolLink>. 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 Activities**

Activity	Shifts	Start	End
Groovy Grove Greeters 2019	13	12/10/2019	12/22/2019
Santa's Workshop 2019	14	12/6/2019	12/22/2019

▼ **Trail Guides**

Activity	Shifts	Start	End
Trail Guides 2019	14	12/6/2019	12/22/2019
Welcoming Team 2019	14	12/6/2019	12/22/2019

I would like to volunteer

[Fill in an application](#)

...room 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

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

Email Address

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

Password

[Forgot your username or password?](#)

I agree with the organization's policies

[View Policy](#)

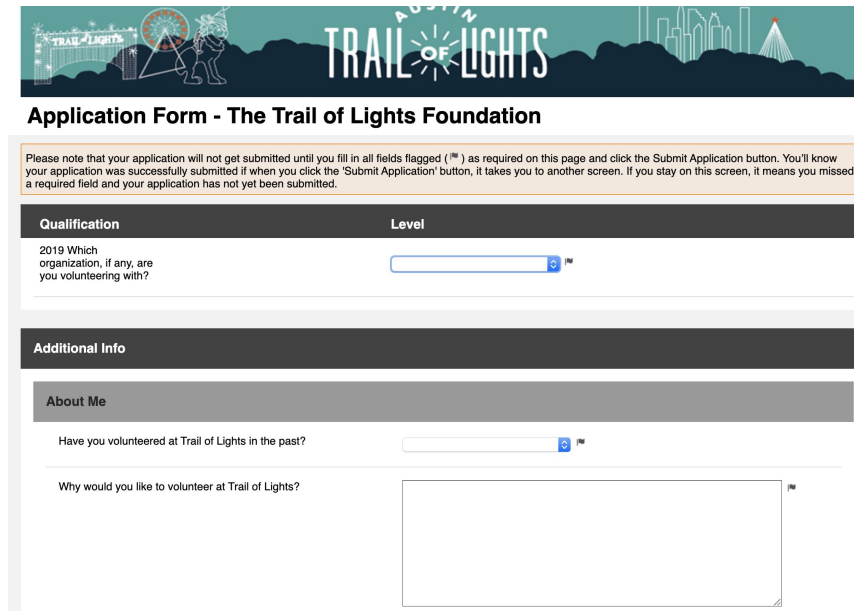
[Login and Continue](#)

Already use MyImpactPage.com to volunteer with this organization?
[Go to volunteer login](#)

STEP 3: You will be prompted to complete your profile, 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!



The screenshot shows the 'Application Form - The Trail of Lights Foundation'. At the top is a banner with the 'TRAIL OF LIGHTS' logo and 'AUSTIN' text. Below the banner is a note: '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 is divided into sections: 'Qualification' with a dropdown menu for '2019 Which organization, if any, are you volunteering with?' and 'Additional info' with a sub-section 'About Me' containing two questions: 'Have you volunteered at Trail of Lights in the past?' and 'Why would you like to volunteer at Trail of Lights?'. The 'Why would you like to volunteer...' question has a large text area for the answer.

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 2019).
- 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 Trail of Lights Foundation

▼ Holiday Activations

Activity	Shifts	Start	End
 Groovy Grove Greeters 2019	13	12/10/2019	12/22/2019
 Santa's Workshop 2019	14	12/6/2019	12/22/2019

▼ Trail Guides

Activity	Shifts	Start	End
 Trail Guides 2019	14	12/6/2019	12/22/2019
 Welcoming Team 2019	14	12/6/2019	12/22/2019

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.