



## STEPS TO SIGN UP TO VOLUNTEER FOR THE SHAREFEST WORKDAY

Thank you for your willingness to partner with ShareFest's 7th Annual Workday on Saturday, May 1, 2010!

To volunteer for the Annual Workday, please register online at:  
<http://register.sharefestinc.org/volunteer>.

*Note: If your organization has its own web address (URL) for registration, please use it instead.*

### STEP 1 - Register Yourself:

- ✓ First, create a personal login by entering your Email, Password and First and Last name. Additional contact info is also helpful, but not mandatory.
- ✓ Click on "Continue" once you fill in the required information.

### STEP 2 - Show Us Your Skills:

- ✓ Next, select your skill levels; these are typical skills needed on a ShareFest Workday project.
- ✓ Click on "Update My Skills" when done.

### STEP 3 - Volunteer at a Project:

- ✓ Next review the available projects, click on the Project name to see the details. When you see a project you want to volunteer at, click on the 'Sign up to Volunteer' button in the project profile.
- ✓ Under the 'Your Information' section, if you are associated with one of the organizations in the dropdown, select it.
- ✓ Click on the times you are available to work. If you are bringing another person/s, click on the "Add Person" button and fill in their Name, Age and T-Shirt size. You may add multiple people at the same time.

Please note that all volunteers under the age of 18 will need to have a waiver signed by a parent or guardian on the workday. Waivers will be available on our website and at the Workday site.

- ✓ Finally, click on the "Sign Up" button.

**Congratulations, you have successfully registered to volunteer with ShareFest!**

**On the Thank You screen you will see ways of supporting our Workday - including a new option to create a pledge drive to involve your friends and family in our Workday.**

### Updating Your Profile:

You can always change the information you have entered later on.

- ✓ Click on "My Profile" in the upper left hand corner.
- ✓ Click on "Edit My Profile" to add to or make changes to your information. Hit "Update Profile" when done.
- ✓ Click on "Edit My Skills" to update skill levels on the typical skills needed in a ShareFest project. Click on "Save Changes" when done.

If you need technical support with the online application, please email [workday@sharefestinc.org](mailto:workday@sharefestinc.org).

## CONTACT SHAREFEST FOR ADDITIONAL INFORMATION

### *Project and funding information:*

**Chad Mayer - Managing Director**  
[chad@sharefestinc.org](mailto:chad@sharefestinc.org)  
310.626.8106 ext. 109

**Community Relations**  
**Susan Yamashiro**  
[susan@sharefestinc.org](mailto:susan@sharefestinc.org)  
310.626.8106 ext. 117

**Together we can do more!**