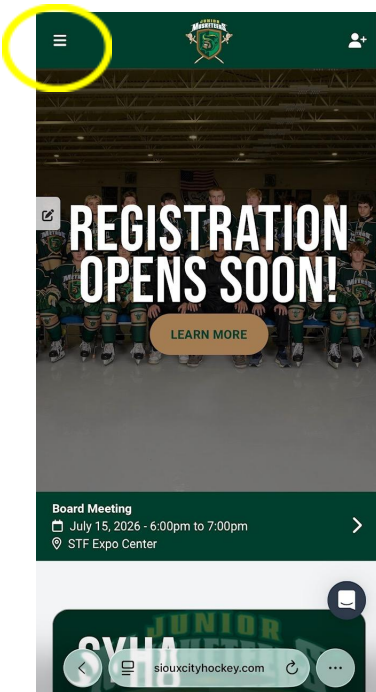
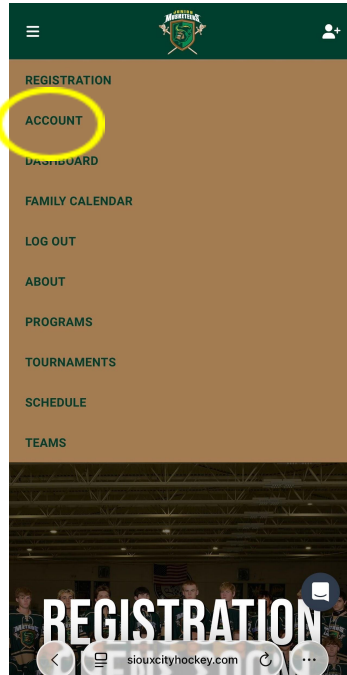


How to Sign Up for Volunteer Opportunities - Phone

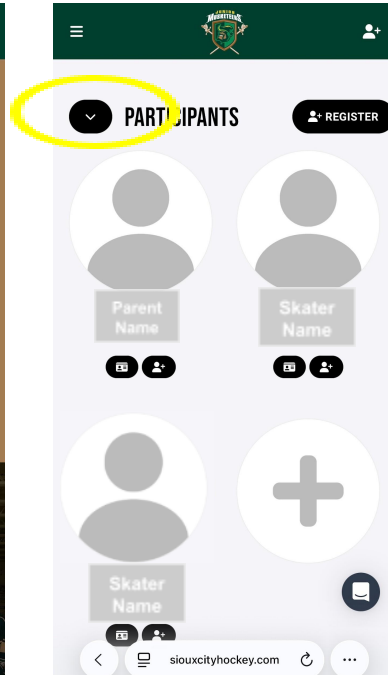
1. Click on the **3 LINES**.



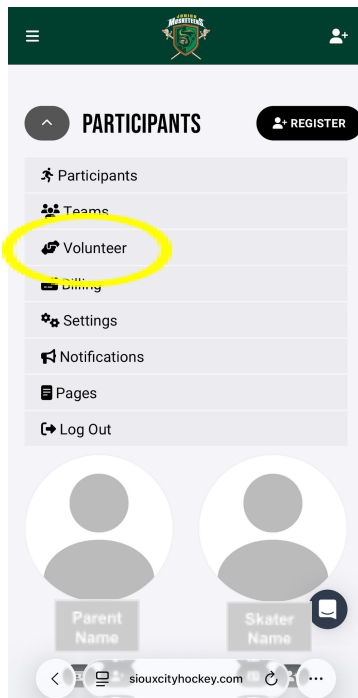
2. Click on **ACCOUNT**.



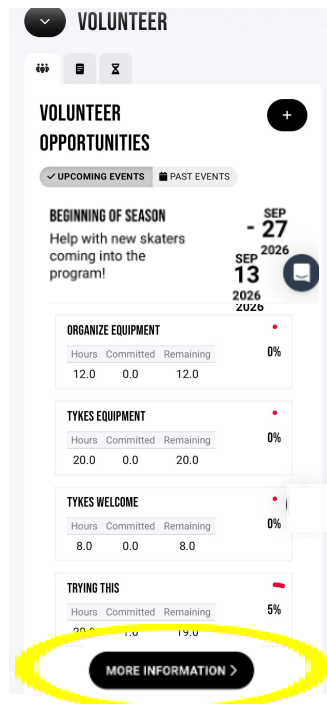
3. **PLUS** - add volunteers, if needed.
Click the **DOWN ARROW**.



4. Click on **VOLUNTEER**.



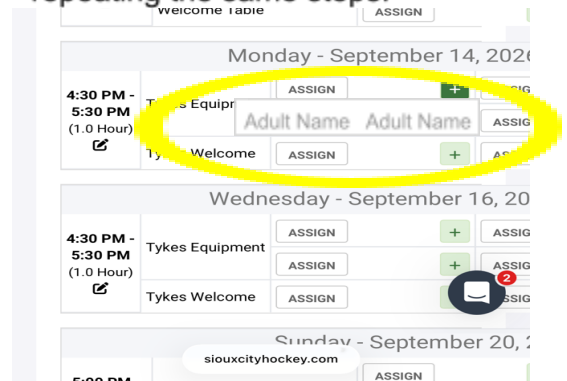
5. Click **MORE INFORMATION**.



6. Find an opportunity that works for you, and **CLICK THE PLUS SIGN**.

Your list of adults will show. **SELECT THE PERSON** filling the slot.

You can sign up for multiple slots by repeating the same steps.



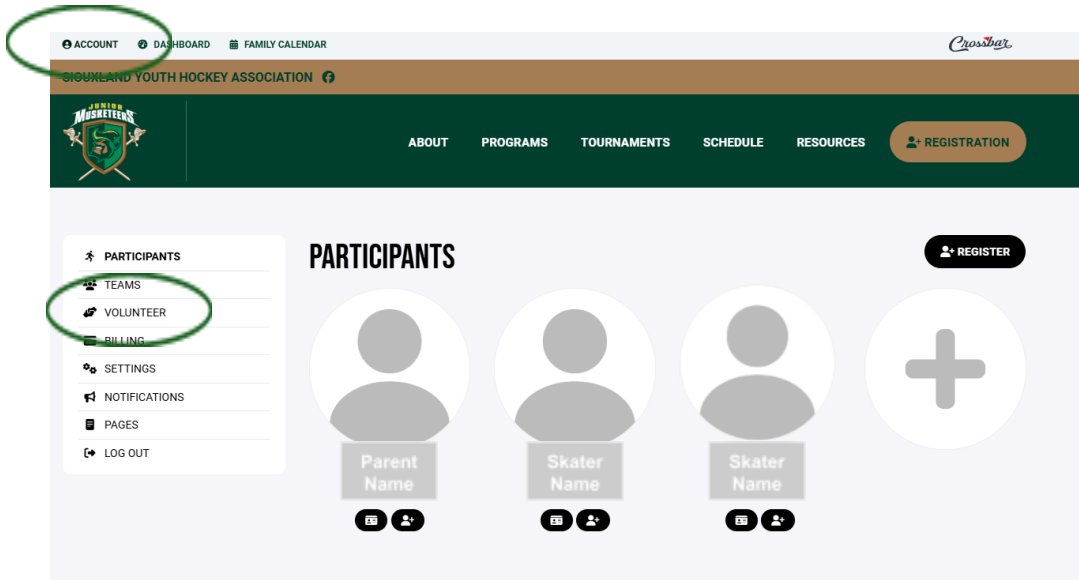
When finished signing up for slots, click on **SESSIONS** or **THE PEOPLE ICON** to return to the main menu. Your shifts will all be listed. If you need to cancel a slot that you signed up for, follow the same steps except click on the minus sign. If this option is no longer available, you'll need to find someone to cover. The volunteer coordinator can update the assignment in the system.

See the [Volunteer Policy](#) for details. Direct questions to aejimpinn@gmail.com or text Erin at 712-898-1097 for last minute issues.

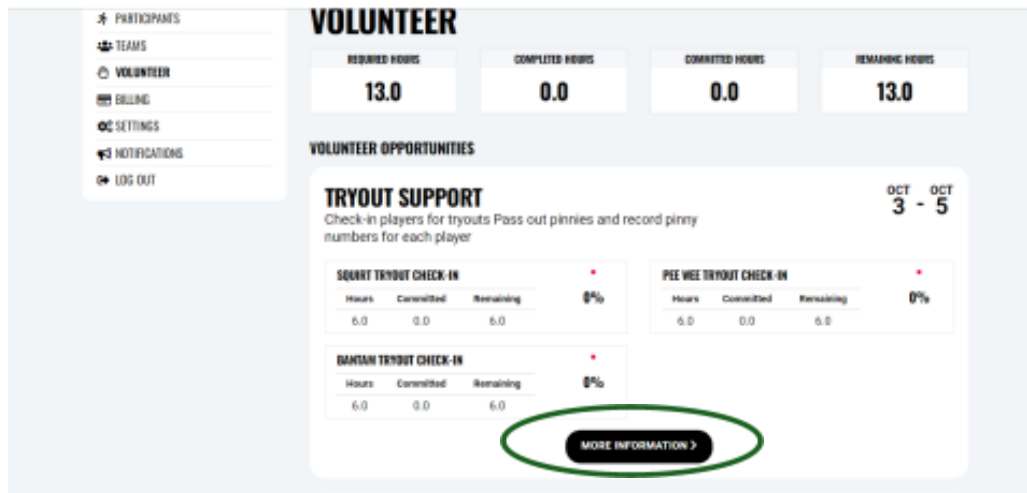
How to Sign Up for Volunteer Opportunities - Computer

Click on the word **ACCOUNT** in the upper left corner of your screen and log into your Crossbar account if not already logged in.

Once logged in, click on **VOLUNTEER** on the menu on the left side of the screen. Use the PLUS sign to add any other adult family members who may volunteer for your family.



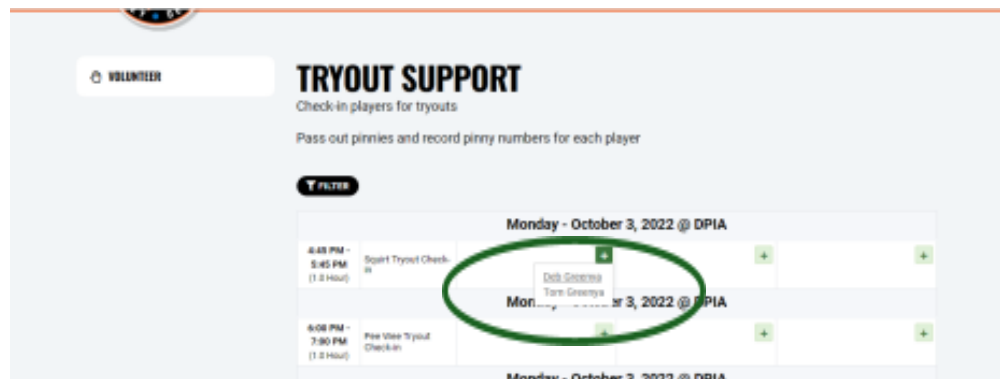
Click on **MORE INFORMATION**.



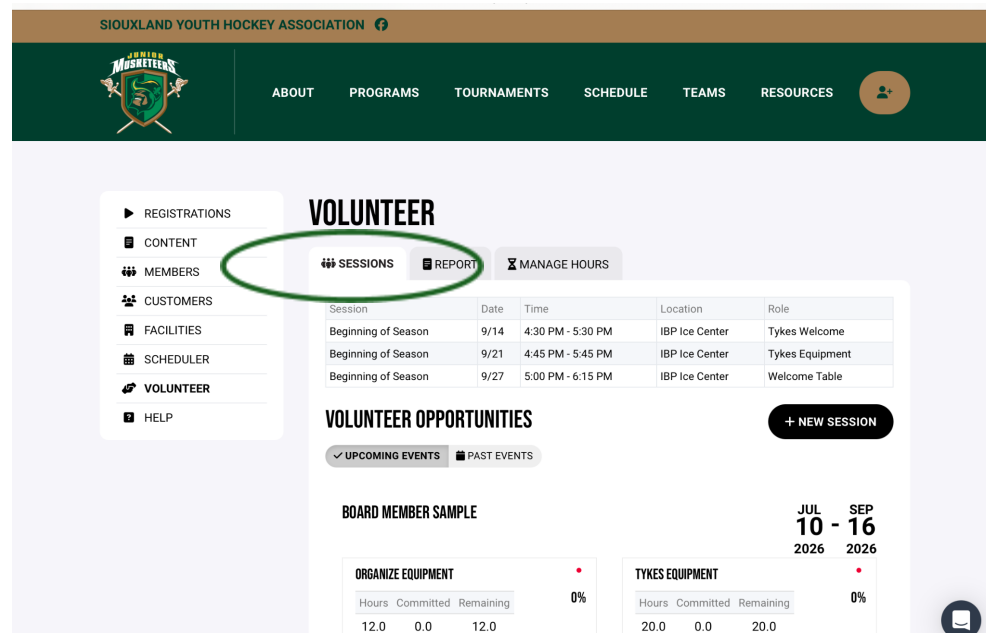
Find an opportunity that works for you, and **CLICK THE PLUS SIGN** to sign up.

Your list of adults will show. **SELECT THE PERSON** filling the slot.

You can sign up for multiple slots by repeating the same steps.



When finished signing up for slots, click on **SESSIONS** to return to the main menu. Your shifts will all be listed.



If you need to cancel a slot that you signed up for, follow the same steps except click on the minus sign. If this option is no longer available, you'll need to find someone to cover. The volunteer coordinator can update the assignment in the system.

See the [Volunteer Policy](#) for details. Direct questions to aeimpinn@gmail.com or text Erin at 712-898-1097 for last minute issues.