



Community Development

## STEPS TO SIGNING UP YOUR PROJECT FOR THE SHAREFEST WORKDAY

Below are instructions on how to register your organization with ShareFest and submit a project for our 7<sup>th</sup> Annual Workday on Saturday, May 1<sup>st</sup>, 2010. Please go to [www.sharefestinc.org](http://www.sharefestinc.org) and click on the "Volunteer" button on the left side of the home page or just click here: [www.sharefestinc.org/volunteer](http://www.sharefestinc.org/volunteer). Next, click on the "Register Your Work Project" link to get started.

### STEP 1 - Register Yourself:

- ✓ In order to register your project with ShareFest we need you to create a personal login providing us with your email and first and last name. Additional contact info is also helpful, but not mandatory.
- ✓ Hit "Continue" once you fill in the required information.

### STEP 2 - Register Your Org.:

- ✓ Next, click on "Find an Organization" from the Home page and search for yours. If FOUND, click on "Join Organization".
- ✓ If NOT FOUND, click on Home and register your organization with ShareFest by providing us with your organization Type (school, city, non-profit), Name and Physical Address.
- ✓ The sign up URL is a link that can be given out to volunteers to sign up through your organization to volunteer at this project.

- ✓ Hit "Continue" once you fill in the required information

### STEP 3 - Create Your Project:

- ✓ Now it's time to create your project. You can be creative and name your project. Please provide a brief overview of the needs that your project will address if completed by ShareFest. Also indicate your start and stop dates and provide us with your site information. An example of the site owner would be the school district you belong to if your project is at a school site. Inputting your site description is also helpful to the volunteer organization that will be considering adopting your project.
- ✓ Hit "Continue" once you fill in the required information.

### STEP 4 - Outline Your Project:

- ✓ This next step is where you begin to outline the scope of your project into what we call "Work Activities". Your ShareFest Project will have a parent relationship with many work activities that fall under it. Many volunteer organizations like to see a variety of things they could complete at your site so please break your overall project into pieces. Note: you may only get some of your Work Activities adopted.
- ✓ You may need to describe a particular Work Activity or let a volunteer organization know that you have materials or funding. You can do this through the "Special Instructions" section of this page
- ✓ The "Materials Needed" section allows you outline what materials you think are needed for volunteers to bring or donate. Please input this information in this section

- ✓ Please consider uploading before, during and after pictures of your project. This helps document the work that needs to be done and will show volunteer organizations the tangible need at your site.
- ✓ Hit "Submit" once you fill in the required information.

**Congratulations, you have successfully submitted your project to ShareFest. Unfortunately, not every project gets adopted by a Partnering ShareFest Volunteer Organization. If your project does get adopted, you will be notified either by email or a phone call from a Project Manager. Should you have any questions or want additional information, please contact us at [info@sharefestinc.org](mailto:info@sharefestinc.org)**

Thank you for your willingness to partner with ShareFest in 2010!

To exit the web application click on the "logout" link in the upper right hand corner of the screen. To log back into our system go to <http://register.sharefestinc.org>

### CONTACT SHAREFEST FOR ADDITIONAL INFORMATION

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**Together we can do more!**

*Updated 2/5/10*