



Community Development

STEPS TO SIGNING UP YOUR VOLUNTEER ORGANIZATION FOR THE SHAREFEST WORKDAY

Below are instructions on how to register your organization with ShareFest and adopt a project for our 7th Annual Workday on Saturday, May 1, 2010. Please go to 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. Next, click on the "Businesses, Organizations, Clubs" link to get started.

STEP 1 - Register Yourself:

- ✓ In order to register your organization with ShareFest, we need you to create a personal login providing us with your Email, Password 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 (business, corporation), Name and Physical Address.

- ✓ The sign up URL is a link that can be given out to your volunteers to sign up through your organization to volunteer at your adopted project/s.
- ✓ Hit "Continue" once you fill in the required information

STEP 3 - Review Available Projects:

- ✓ Click on "Home" in the upper left hand corner.
- ✓ Click on "View a List of Upcoming Projects".
- ✓ To review the available projects, click on the Project name.
- ✓ When you have selected a project to adopt, bring up that project from the list and select the work activities and hit the "Adopt" button.

STEP 4 - Invite Other Leaders:

- ✓ Click on "Invite Leader" to send an invitation email to other leaders in your organization that will be involved with ShareFest in that capacity.
- ✓ Provide their Email, First and Last Name.
- ✓ Hit "Invite Leader" once you fill in the required information.
- ✓ You can do this several times.

STEP 5 - Update Your Profile:

- ✓ 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 record skill levels on the typical skills needed in a ShareFest project.
- ✓ Hit "Save Changes" when done.

Congratulations, you have successfully registered yourself and your organization at ShareFest. Should you have any questions or need technical support with the online application, please contact Jason Gallagher at jvgallag@gmail.com.

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

Project Management & Training
Tatyana Ngai
tatyana@sharefestinc.org
310.383.0938

Project and funding information:
Chad Mayer - Managing Director
chad@sharefestinc.org
310.626.8106 ext. 109

Community Relations
Susan Yamashiro
susan@sharefestinc.org
310.626.8106 ext. 117

Together we can do more!