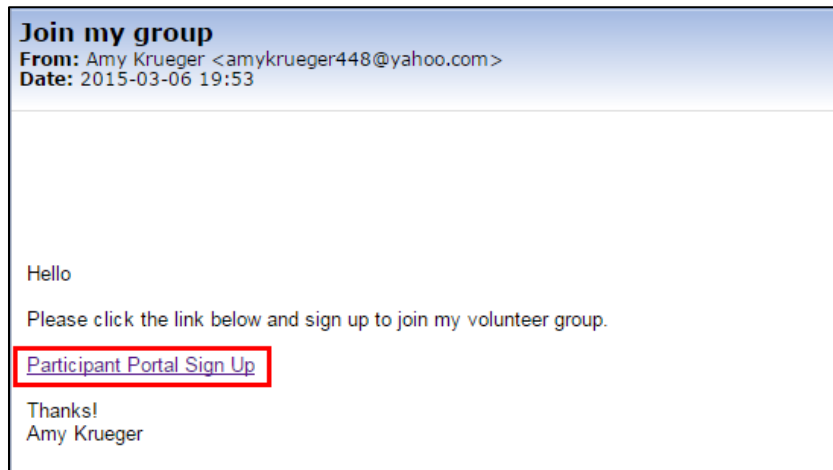


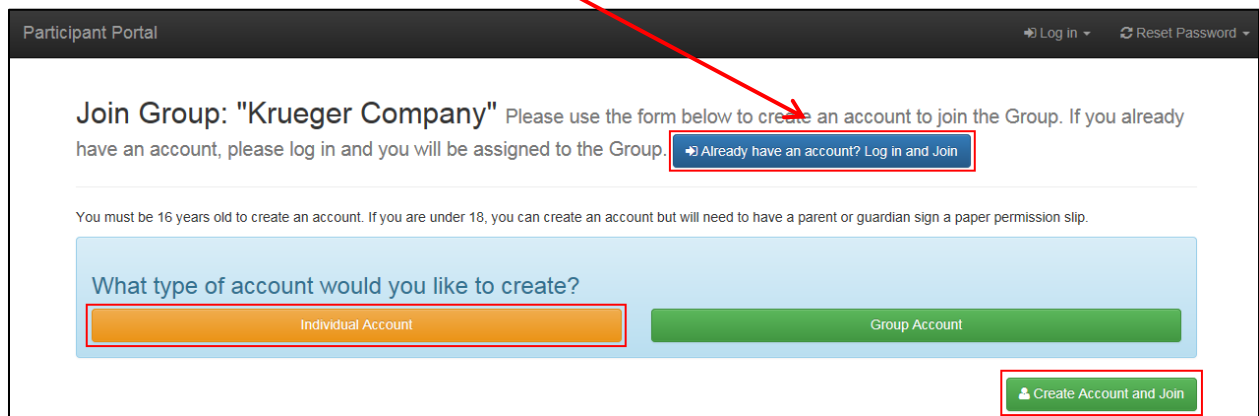
## Group Volunteering Process: Volunteer Group Members

"I received an invitation to join a volunteer group. What do I do next?"

Click the [Participant Portal Sign Up](#) link in the email that you received.

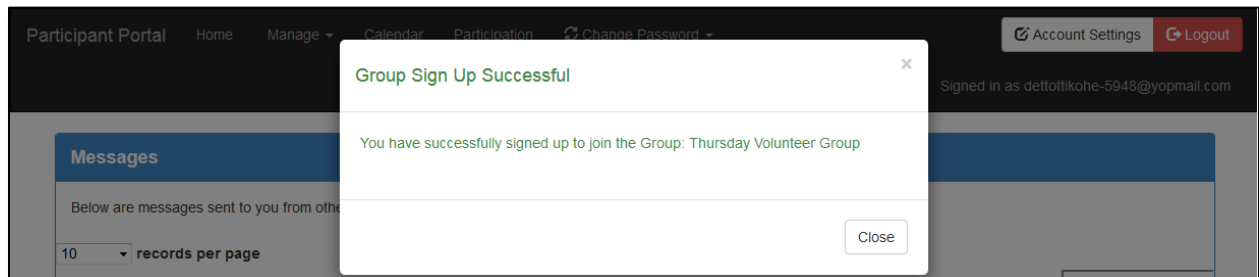


If you already have an account, click the blue button.

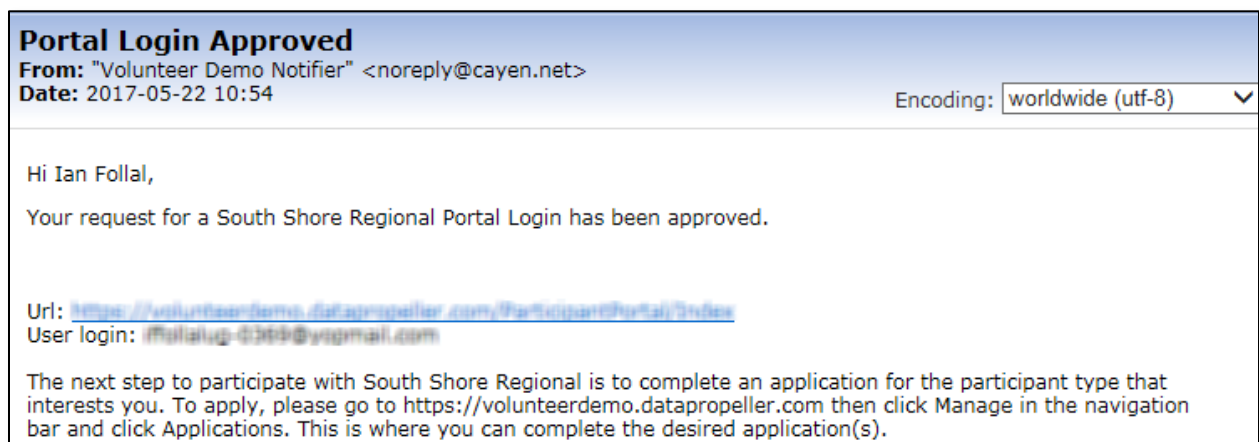


If you do not have an account, select Individual Account, complete the sign-up form and click [Create Account and Join](#).

If you clicked **Already have an account? Log in and Join**, the Group Sign Up Successful window will appear when you log in to the Volunteer Portal.

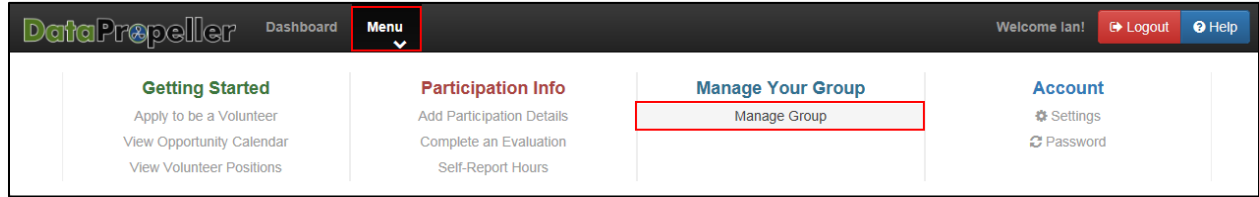


If you clicked **Create Account and Join**. You will receive an email that includes the url to the site and your login.



**Group Details**

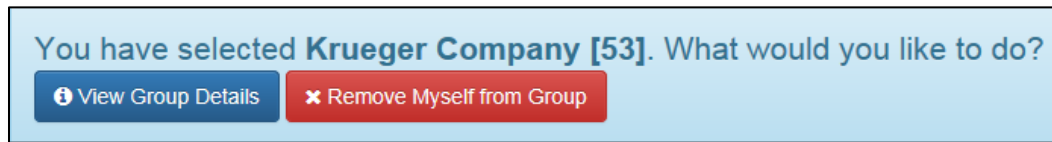
You can view information about the people that are in a group that you belong to. Click Menu and select Manage Group.



Click Select next to the group.

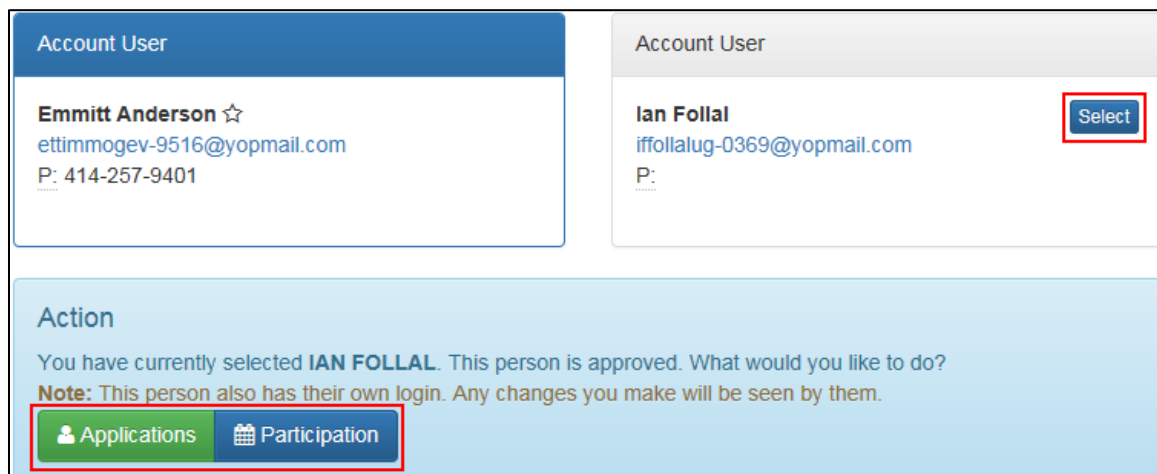
Actions	Group Name [Group ID]	Member Count	Date Created
<a href="#">Select</a>	Krueger Company [53]	2	5/22/2017

To view information on other members in the group, click View Group Details. If you do not wish to be a member of this group, click Remove Myself from Group.



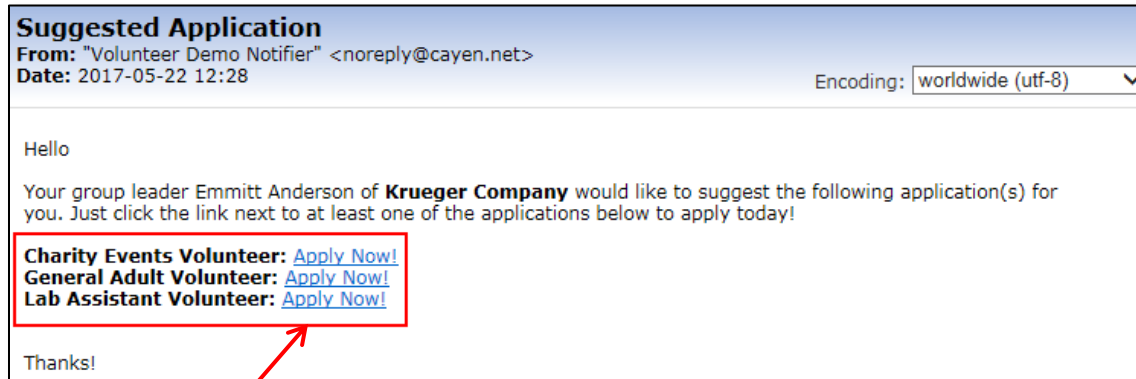
A card view of the group members will appear with contact information for the group members. A star will appear next to the group leader’s name and their card will be outlined in blue.

Click Select next to your name to open the Action menu. Click the Applications button to Apply for Volunteer Positions or click Participation to view participation information and reports.



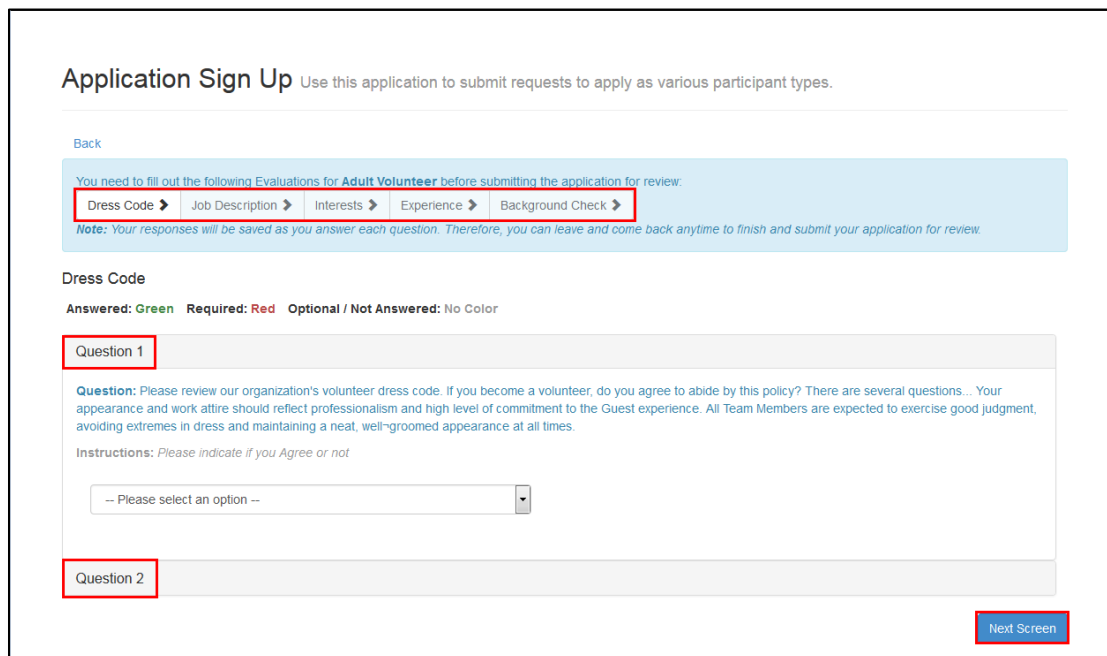
## Complete Suggested Application

As part of a group, you may receive an email and a message on the Message Board from the Group Leader suggesting that you complete an application. This application is required by the organization that the group would like to volunteer for.

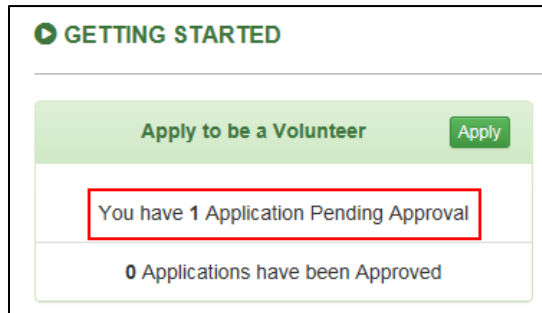


Click "Apply Now!" and you will be directed to the application screen. You may need to log into the Volunteer Portal if you were not already logged in.

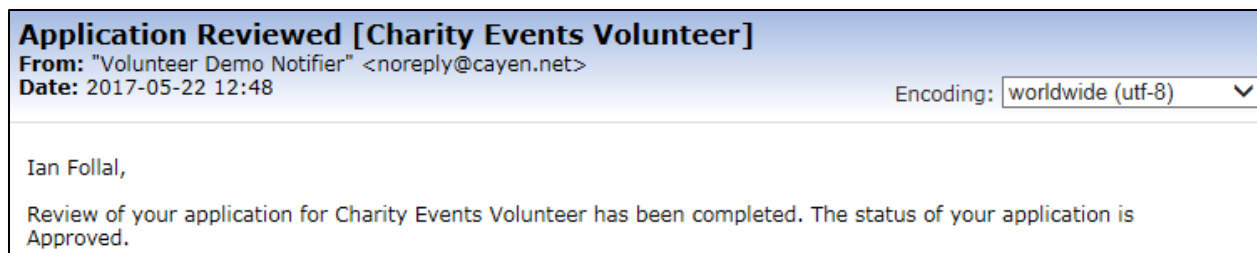
Complete the application and submit it for review. Note there may be multiple sections to complete. Read each section carefully and answer all questions. Click **Next Screen** at the bottom of each page to advance to the next section. Once all sections are completed, click **Submit** at the bottom of the screen.



You can view the status of your application(s) on the Dashboard.

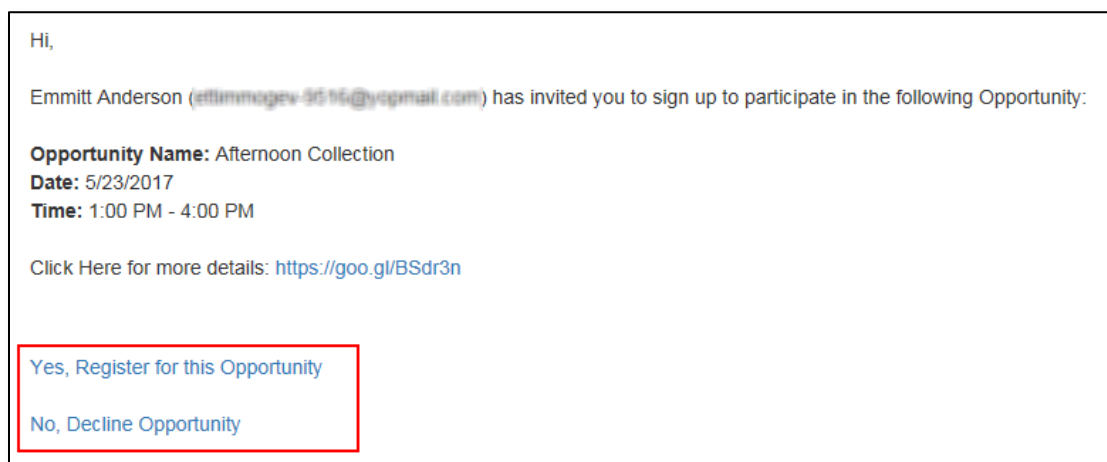


The agency Volunteer Coordinator will review and Approve or Deny each application and send notification of the review (approval or denial) to you via message on Portal Home screen as well as an email or text (text feature coming soon).



### Invitations to Opportunities

The final step in volunteering for the group is that the Group Leader will send you an invitation to sign up for an opportunity on a certain date.



Click the appropriate link.

If you click [Yes, Register for this Opportunity](#) the Volunteer Portal will open, you may need to login, and you should see a message similar the following.

Thank you for accepting this invite for opportunity Soup Kitchen Days available on 3/26/2015.

If you click [No, Decline Opportunity](#) the Volunteer Portal will open, you may need to login, and you should see a message similar to the following.

We are sorry to hear that you will be unable to attend this Opportunity available on 3/19/2015. Hope to catch you at the next one!