

## Instructions for NEW Christmas group sign up:

1. The Group Manager creates a volunteer profile in the system (If you already have one, skip to step 5)
2. In the drop down box at the top of the page select CREATE A NEW GROUP which is highlighted in green
3. Name your group (*Please use names that would be associated with your company or community organization for example: **Bank of America – Harris***) Bank of America is the group and the leaders last name is associated with the group name.
4. Once your group name has been created please contact Beth Butchino to get a reservation code for your slot.
5. Once you receive your reservation code, please ask your team members to create their own profile in the system so that you as the group leader can then add them to your group and then use the reservation code assigned to your group to claim your reserved spots. **If your volunteers do not create a profile before they arrive at the Christmas Center they will be asked to create a profile the day they show up to volunteer.**
6. If your teammates have volunteered with us before there is a possibility that they already have a profile in the system. In order to search and add your teammates to your group use the drop down box and select Add member to my Group.

Please email: [Beth.Butchino@uss.salvationarmy.org](mailto:Beth.Butchino@uss.salvationarmy.org) for information on getting your group registered.