Step by Step Instructions For New Volunteers

To become a volunteer at Tuacahn you are required to complete four (4) tasks before the 2021 season.

- 1. Watch the Volunteer Video Orientation
- 2. Read and sign the Volunteer Waiver form
- 3. Read and sign the Sexual and Other Forms of Illegal Harrassment or Discrimination form
- 4. Read thoroughly the General Section of the COVID document`

The screenshot below shows the home page of the Tuacahn Volunteer website. Please click on the blue button that read "Register Now"

Home Privacy		Register Logit
	Well dane! You are now logged out.	
	Hi, we're glad you are here. Let's do something awesome together.	
	Errer Erreit Errer Password Errer Pa	
	Login Fire or parameter?	

The next screen will ask you to fill out the boxes as its show below

Home Privacy			Register Login
	Let's create a new account Please enter your first name First Name Please enter your last name Last Name Please enter your email	:]]	
	Email Choose your password (8 character minimum) Password Confirm your password		
Tuacahn Center for the Arts Volunteer Portal			

Once you fill in the fields with your information be sure to write down your password! Once you do, click the "Create Account" blue button.

ne Privacy		Register
	Let's create a new account	
	Please enter your first name	
	Tut	
	Please enter your last name	
	Calu	
	Please enter your email	
	house@tuacatin.org	
	Choose your password (8 character minimum)	
	Confirm your password	
	Create Account	

With the email you used to create an account, check the inbox to complete the account activation. It will look like the below screenshot. Click the blue link to complete this step.

	Tuacahn House Management - Please verify your email address Indoc N
-	Tuacahn House Management ⊲house@tuacahn.org> to me ≠
	Dear User,
	Please click on the activation link below to verify your email address
	https://volunteer.tuacahn.org/users/confirm_email/056b6760315193027185ccf320db1e76
	After you have clicked the link, you may login to access your account.
	Thank you, Tuacahn House Management
	Reply Forward

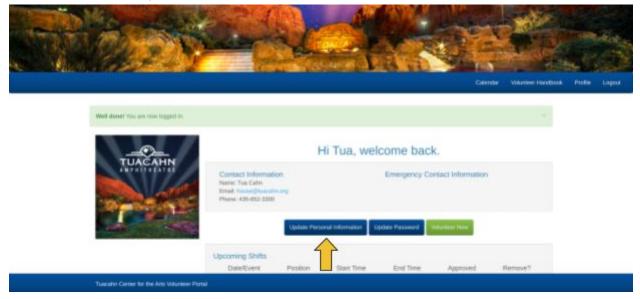
Once clicking the blue link, it will direct you back to the Tuacahn Volunteer website home page as seen below

Home Privacy				Register	Login
		Hi, we're glad Let's do something a Enter Email Enter Password Login Forgot password?			
Tua	cahn Center for the Arts Volunteer Portal				

Type in your email address and your password that you wrote down earlier and click the blue button that reads "Login"

Harte Privacy	- Well doned this are now logged exa:	Raginiar Logar
	Hi, we're glad you are here. Let's do something awesome together.	
	boxee@tascatruorg Dom't have an account yet? Register Now	
	Login Proper passesses?	

It will then take you to your profile. As this is your first time signing up as a Tuacahn volunteer, we need to collect a little bit of information from you. Please click on the blue button that reads "Update Personal Information"



In case of emergency, we ask that you provide a name and number of a person we can reach out to in case of an emergency.

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	Hi Tua, let's keep in touch.	
	Emergency Contacts	Contact Information Please enter your first name
	Add Drengency Contact Stilling First Name Lost Name	Tun
	123-123-1234 Add Context	Please enter your last name
		Catri
		Please enter your email
		house@tuxoshr.org
		Please enter your phone number
		435-652-3300
	Clanost Update Information	
	General Disclaimer: Tuscalm volunteer software is primarily imended for the use of volunteer manageme	et.
	Tuazatri volunieer tobware can only be used for internal purposes and to contact volunieers for volunieer opportunities. The database ca services, call for donatans, advertise, or send spare or inappropriate missiages. Accounts may also be closed at any time at the discrete	
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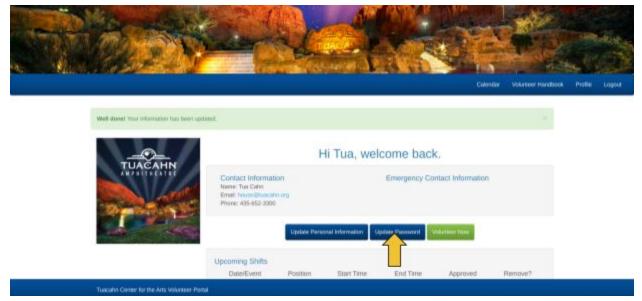
Once you filled that out, please ensure that a good contact number is provided in case we need to reach you should a concert cancel last minute.

Emergency Contacts Add Emergency Contact				Contact Information Please enter your first name
	inst Name	Last Name		Tim
123-123-1234			Add Context	Please enter your last name
				Cahn
				Please enter your email
				house@tuxcahn.org
				Please enter your phone number
				435-652-3300
		10.00		
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	Jeneral Disclaimer: Tuacah	n volunteer software is prima	ly intended for the use of volunteer man	general.
Tuacatin volumeer software can o services, call for donations, adve	by be used for internal purp tion, or send space or interp	oses and to contact voluntee aroginate messages. Accounts	s for volunteer opportunities. The databa may also be closed at any time at the do	se cannot be used to solicit sales, promote screllion of Tuncahn House Management.

Before completing this section, be sure that you have a reliable in case of emergency contact and a good number for us to contact you. Once you have done so, please click on the blue button that says "Update Information". Note: should you need to update a new phone number or change your in case of an emergency contact, this will be the same method in doing so.

Emergency Contacts				Contact Information Please enter your first name
Add Emergency Contact Storing	First Name	Last Name		Ten
123-123-1234			Add Context	Please enter your last name
				Catri
				Please enter your email
				house@tuncate.org
				Please enter your phone number
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	General Disclainier:	Lucates volunteer softwale is p	inwity intended for the of volunteer m	inagement.
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This will take you back to your profile screen. For future reference, should you need to change your password, you may do so by clicking on the button that says "Update Password"



The next screen will prompt you to change your password. Once you have created a new password, be sure to write it down somewhere, click on "Update Password"



Hi Tua, let's keep this between you and me.

Confirm your new password	
Calcel	Update Pastword

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