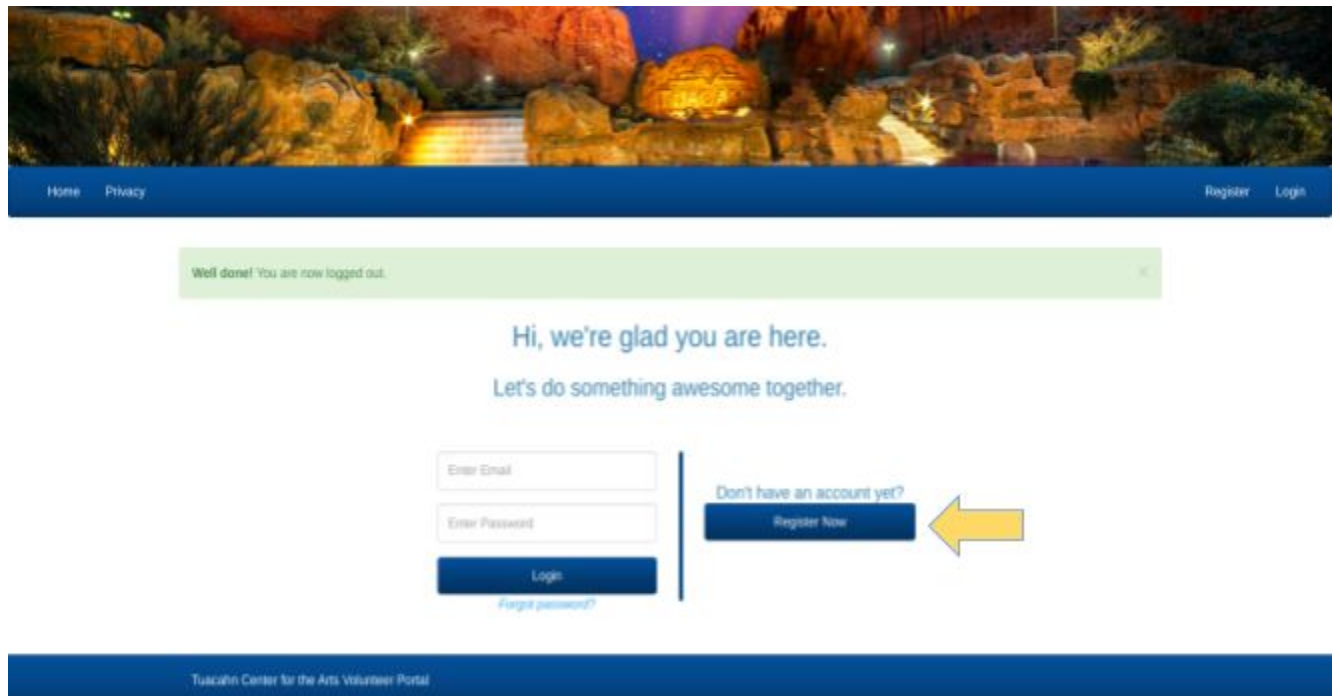


Step by Step Instructions For New Volunteers

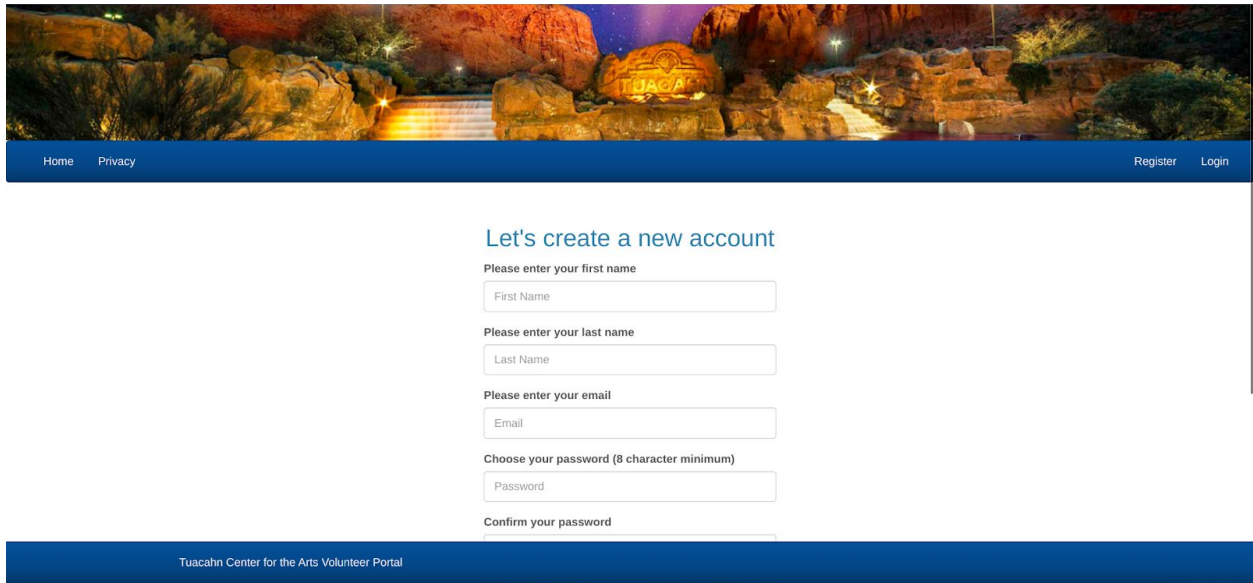
To become a volunteer at Tuacahn you are required to complete four (4) tasks before the 2021 season.

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`

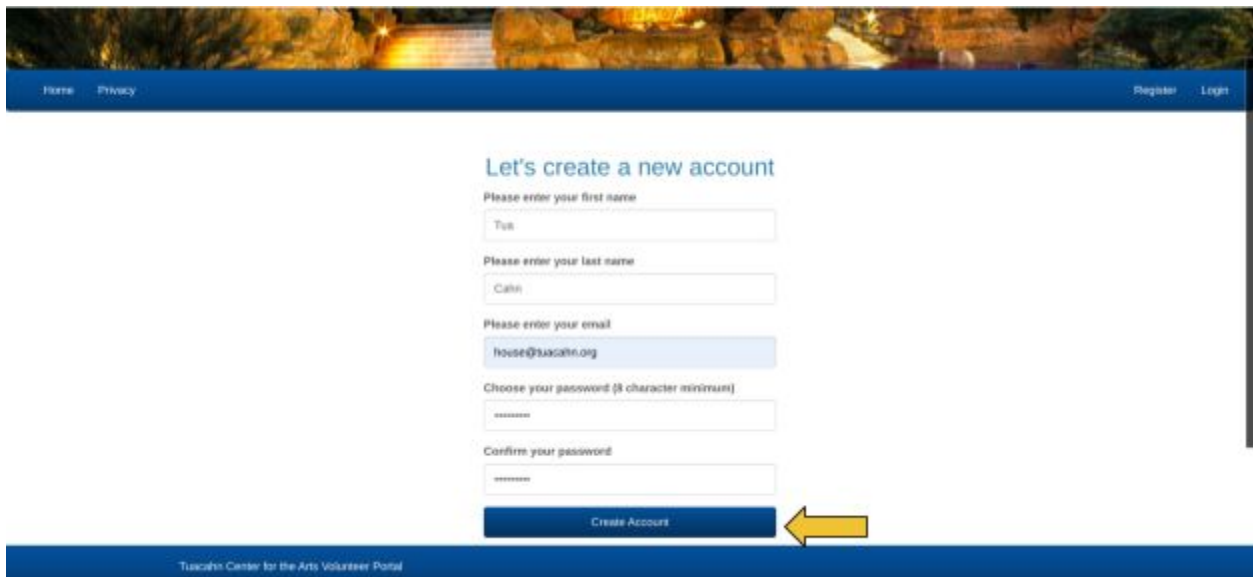
The screenshot below shows the home page of the Tuacahn Volunteer website. Please click on the blue button that read "Register Now"



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



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.



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 Inbox X



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 

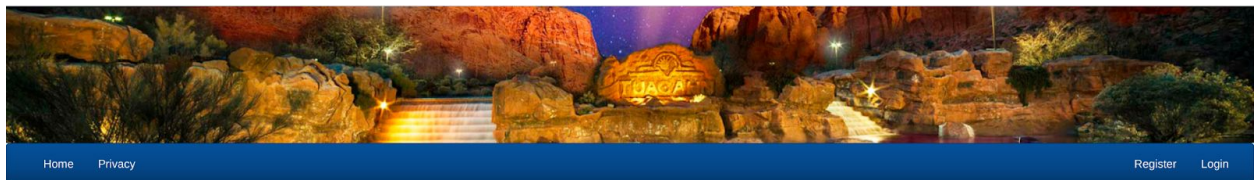
After you have clicked the link, you may login to access your account.

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

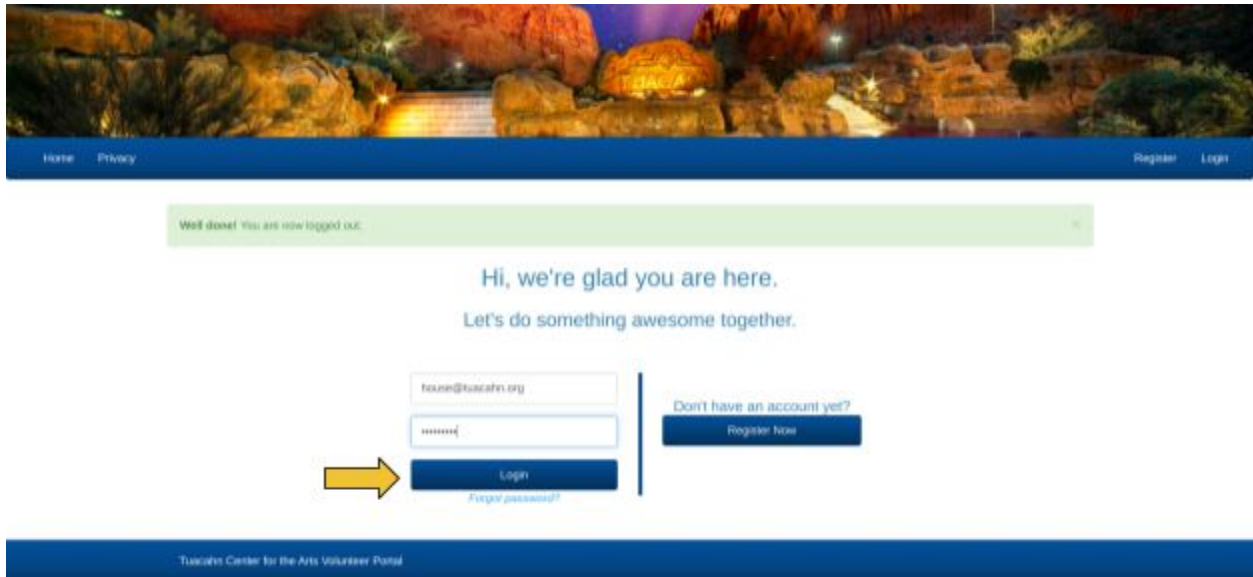


Hi, we're glad you are here.

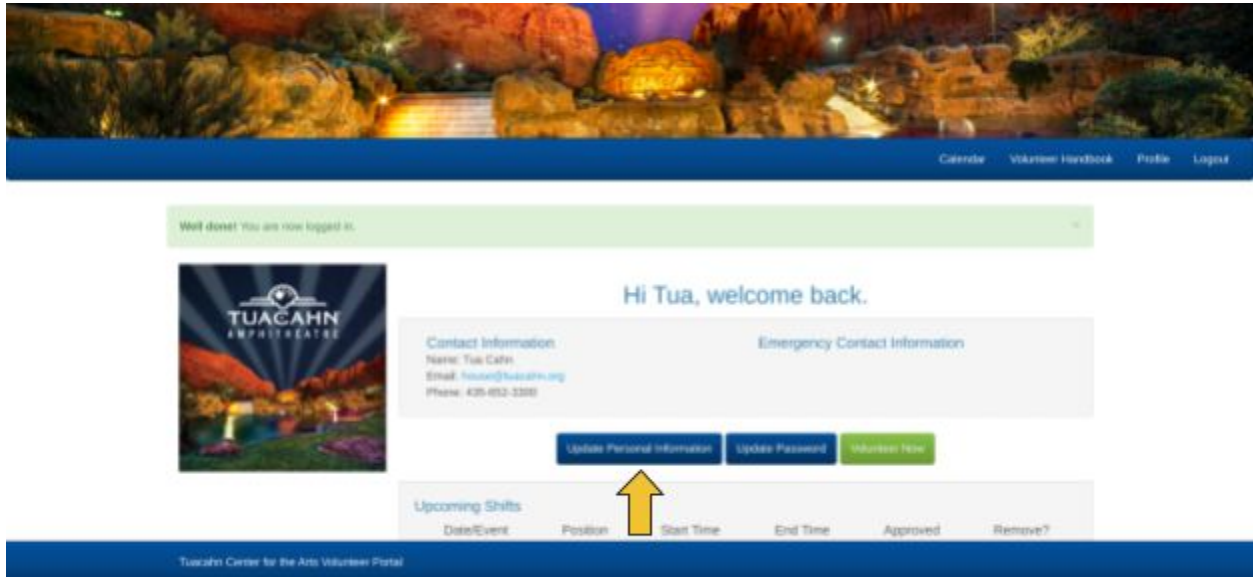
Let's do something awesome together.

[Forgot password?](#)

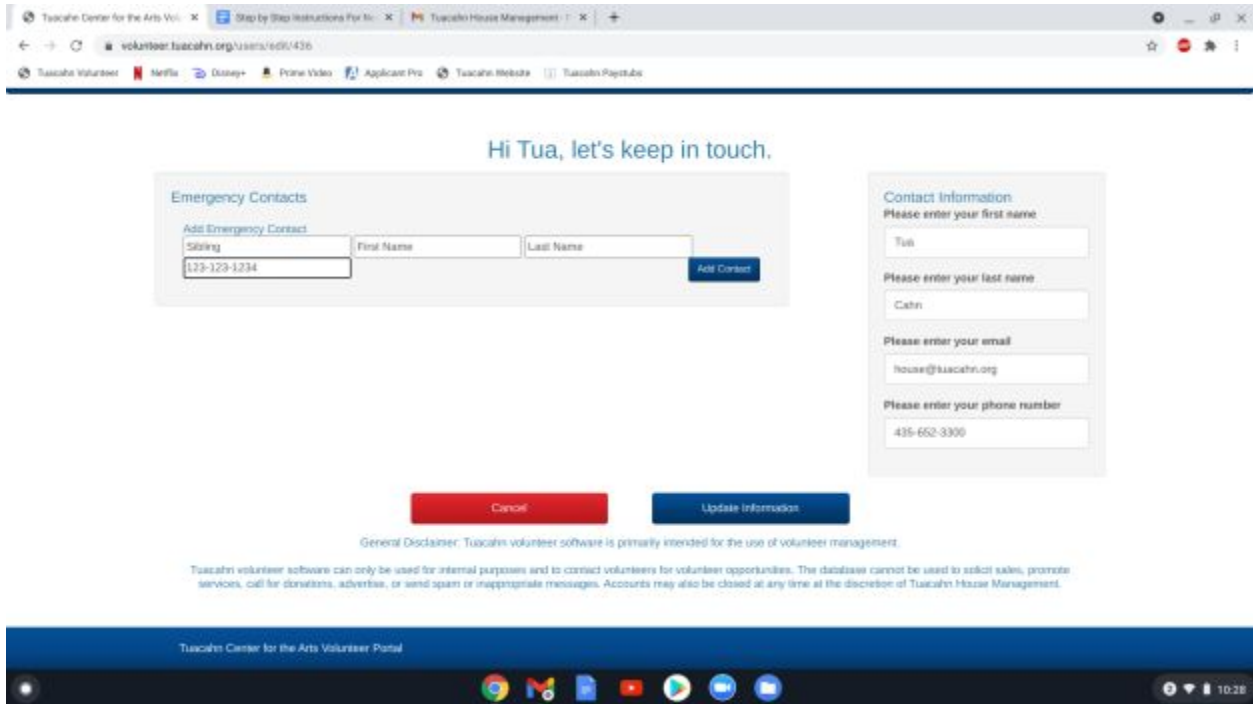
Type in your email address and your password that you wrote down earlier and click the blue button that reads “Login”



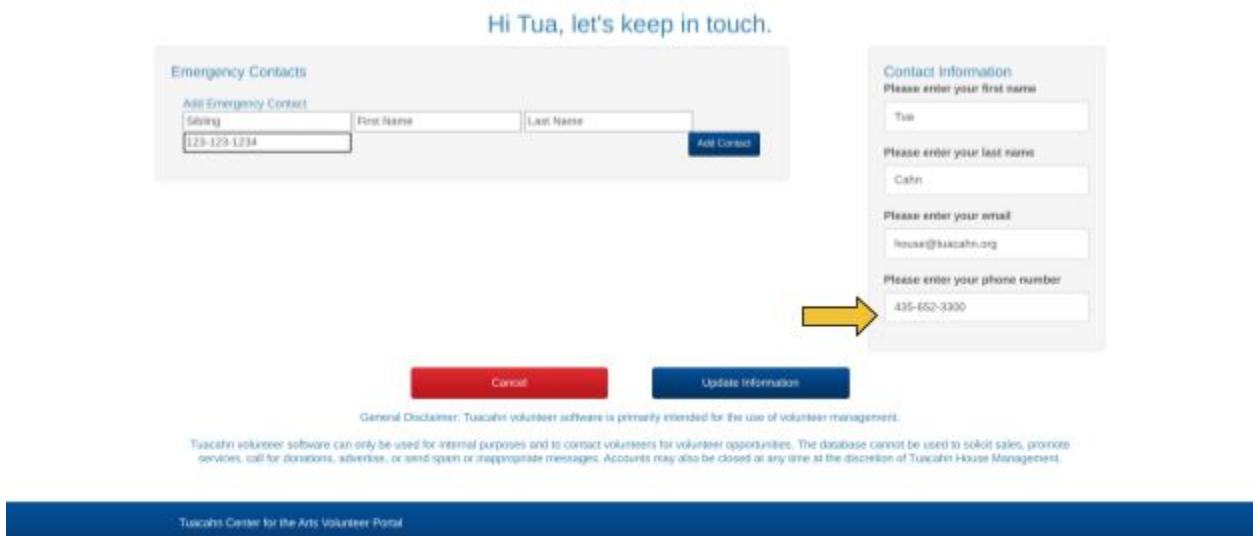
It will then take you to your profile. As this is your first time signing up as a Tuacahn volunteer, we need to collect a little bit of information from you. Please click on the blue button that reads “Update Personal Information”



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.



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.



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.

Hi Tua, let's keep in touch.

Emergency Contacts

Add Emergency Contact

Siblings	First Name	Last Name	
123-123-1234			Add Contact

Contact Information

Please enter your first name

Please enter your last name

Please enter your email


Please enter your phone number

[Cancel](#)
[Update Information](#)

General Disclaimer: Tuacahn volunteer software is primarily intended for the purpose of volunteer management. Tuacahn volunteer software can only be used for internal purposes and to contact volunteers for volunteer services. The database cannot be used to solicit sales, promote services, call for donations, advertise, or send spam or inappropriate messages. Accounts may also be closed at any time at the discretion of Tuacahn House Management.

Tuacahn Center for the Arts Volunteer Portal

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”



[Calendar](#)
[Volunteer Handbook](#)
[Profile](#)
[Logout](#)

Well done! Your information has been updated.

Hi Tua, welcome back.

Contact Information

Name: Tua Cahn
Email: house@tuacahn.org
Phone: 435-652-3300

Emergency Contact Information

[Update Personal Information](#)
[Update Password](#)
[Volunteer Here](#)

Upcoming Shifts

Date/Event	Position	Start Time	End Time	Approved	Remove?

Tuacahn Center for the Arts Volunteer Portal

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.

Choose your new password

Confirm your new password

Cancel

Update Password

