


VOLUNTEER INSTRUCTIONS

1. Creating a User Account
 - a. https://www.cervistech.com/acts/console.php?console_id=0207&console_type=event
 - b. Click “Register for an Event”
 - c. Enter your email address and first name, click Next
 - d. Complete your profile form including **all required fields**
 - e. You will receive an email with your initial password. To change your password, click on CERVIS Sign in, and then Change Password at the bottom.

2. Volunteer sign up for an event
 - a. https://www.cervistech.com/acts/console.php?console_id=0207&console_type=event
 - b. Click on an event on the schedule list
 - c. Click the “Click Here to Register” button
 - d. Login to your account
 - e. If it’s a one day event, you are done. If it is a multi-day event, select the day(s) you will volunteer.
 - f. You will receive a confirmation email after registering

3. Cancel an event
 - a. https://www.cervistech.com/acts/console.php?console_id=0207&console_type=login
 - b. Login to your account
 - c. Click “View Current Event Registration Information”
 - d. See “Current Profile Registration Activity” table listing the events you are signed up for
 - e. Select the checkboxes on the left for the event(s) you wish to cancel
 - f. Click the “Unregister From Selected Event(s)” button at the bottom

4. View who is signed up for an event
 - a. https://www.cervistech.com/acts/console.php?console_id=0207&console_type=event
 - b. Click on an event to see the event details, and PRO (event organizer) contact info
 - c. Click the  icon to view the list of volunteers for that event

5. View events that you are signed up for
 - a. https://www.cervistech.com/acts/console.php?console_id=0207&console_type=login
 - b. Login to your account
 - c. Click “View Current Event Registration Information”
 - d. See “Current Profile Registration Activity” table listing the events you are signed up for

6. Edit your profile
 - a. https://www.cervistech.com/acts/console.php?console_id=0207&console_type=login
 - b. Sign in to your account
 - c. Click “View / Update Volunteer Profile Information”
 - d. Update information and click “Update Volunteer Info” button at bottom to save