

POINT BY POINT directions on how to get started with the CANADA 150 for 150 Challenge:

To get started/register click here to fill out the form. PLEASE CHECK THE BOX IF YOU ARE WILLING TO SHARE YOUR EMAIL WITH THE ORGANIZERS...IN THIS CASE YOUR INFORMATION WILL BE SHARED WITH THE VOLUNTEER ACTION CENTRE SO THAT WE CAN TRACK LOCAL CONTRIBUTIONS AND ARRANGE FOR LOCAL RECOGNITION OF ALL OUR VOLUNTEER EFFORTS! Your registration should only take a few minutes.

An email confirmation will be sent when your registration is successful. Note your Username and password somewhere so that you can share your hours throughout the year.

Enter the organization(s) where you are volunteering (if you volunteer for more than one organization you will need to repeat these steps):

- a. Go to 'My Profile' tab at the top of the page
- b. Type in the name of the organization where you volunteer.
- c. Type in the name or title of your volunteer role (i.e. Reception Volunteer, or Board of Directors, etc.)
- d. Indicate that you are participating in the Canada 150 Challenge
- e. Fill other asterisked \* questions
- f. SAVE

Now you can track your hours. From this point it should take you minutes a week or a month to add your volunteer hours to be recognized in the Campaign..

- a. Go to the 'Log Hours' tab at the top of the page
- b. Choose the organization where you are adding your hours. If you volunteer in one organization it will be the only one showing.

If you volunteer for multiple organizations they will show in a drop down menu, scroll to the organization for which you are logging hours.

- c. Add your hours by using the + sign
- d. Click on Log Hours.

Play on the site to explore and learn what other volunteers are doing in Canada

To Log out, go to your name at the top right of the page ... click ... scroll to Log Out ... click.

Thank you for participating! Thank you for volunteering!! The Volunteer Action Centre looks forward to learning about your volunteer contributions in our Region.