



# INSTRUCTIONS FOR USING/ UPDATING MY VOLUNTEER PAGE

Please follow the steps below.

1. For **Desktop** go to [www.myvolunteerpage.com](http://www.myvolunteerpage.com).
2. For **Mobile** go to [www.myvolunteerpage.mobi](http://www.myvolunteerpage.mobi) Click the Black menu circle located at the top of main page to find all tabs.
3. Enter your **username and password**. - If you don't remember your username or password from last year, you can reset them. Click on the "Forgot Username or Password" link on [myvolunteerpage.com](http://myvolunteerpage.com). ***Please remember these to sign in at school!***
4. **MY PROFILE –**
  - a. **CONTACT INFORMATION UPDATES**
    1. Update your "Contact Information".
    2. Check "Privacy Settings" - ***Please check "I want other volunteers to see my name" or you will be anonymous to the activity coordinators.***
  - b. **ADDITIONAL INFO UPDATES** - Click "Additional Info" to update your student's name, grade and teacher for 2017-18.
    1. Select your school from organization drop down menu.
    2. Make changes as necessary.
    3. Always click **SAVE**.
  - c. **INTERESTS UPDATES**
    1. Select organization "**Meadow Park Middle School**" from the drop-down menu, and click **Select Organization**.
    2. You will see a complete list of all General Interest Activities. If you want more information about an activity click the "i" icon.
    3. Check the box of each activity for which you may wish to volunteer. This will help ***Volunteer Coordinators know who wants to help with an activity and is used for filtering communications.***
    4. If you wish to remove your name from an activity, uncheck it.
    5. **Always click SAVE.**
5. **OPPORTUNITIES TAB- Found at the top of the main page.**
  - a. Filter Activities- Select organization "Meadow Park Middle School" from the drop-down menu. Click the **Filter Activities button**.
  - b. **Scroll down** to Browse opportunities for upcoming volunteer activities.
  - c. For each activity you select be sure to **signup and confirm** your attendance. Thanks for signing up!

Thank you for all your support!  
Meadow Park Volunteer Coordinator