

# Volunteer Portal - New User Process Documentation

1. Follow the link to the volunteer application page.
2. Log into the volunteer portal system:
  - a. You will need to create a new profile. In the “I am new to MyVolunteerPage.com” section

I am new to MyVolunteerPage.com

You will need to enter a unique username to identify yourself to the system. You should select something that is easy for you to remember such as your email address or your name. Your username must be at least 6 characters long. If the name you enter is already in use by someone else, you will be prompted to choose another username.

**Username**  ⓘ ⓘ

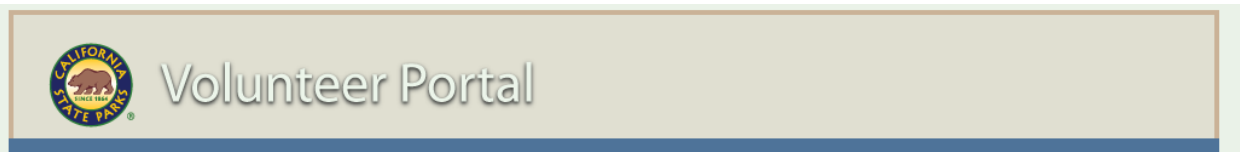
**Email Address**  ⓘ

**Verify Email Address**  ⓘ

**Save and Continue**

- Enter a username of your choosing (it must be 6 or more characters and not already in use).
- Enter your email address into the “Email Address” line and “Verify Email Address” line
- Hit the “Save and Continue” button.

3. You will be redirected to the Application Form - complete the form fields.



## Application Form - Sonoma-Mendocino Coast District

Contact Information

You need to complete all fields flagged ( ⓘ ) as required on this page and on the next one. If you don't fill in all required fields and click save on the next page, your application will not be submitted to Sonoma-Mendocino Coast District.


**NAME FIELDS**

All fields are preferred but required fields are marked by a flag icon:

**First Name**  ⓘ

- Don't forget to check the reCaptcha box

reCAPTCHA

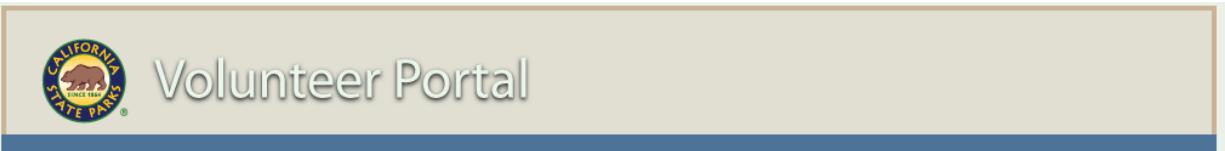
I'm not a robot   
reCAPTCHA  
Privacy - Terms

You need to complete all fields flagged ( <sup>1</sup> ) as required on this page and on the next one. If you don't fill in all required fields and click save on the next page, your application will not be submitted to Sonoma-Mendocino Coast District.

Save and Continue

→ Hit the “Save & Continue” button

4. You will be redirected to the second page of the Application Form - complete the form fields.



### Application Form - Sonoma-Mendocino Coast District

Please note that your application will not get submitted until you fill in all fields flagged( <sup>1</sup> ) as required on this page and click the Submit Application button. You'll know your application was successfully submitted if when you click the 'Submit Application' button, it takes you to another screen. If you stay on this screen, it means you missed a required field and your application has not yet been submitted.

#### Additional Info

##### About You

Why do you want to become a state park volunteer?

Have you ever served as a volunteer?

5. Read and agree to the Certification Statement

##### Agreements and Acknowledgements

I agree with Certification Statement found in the information box to the right of this field.

6. Submit the application