HOW TO: Signing Up To Volunteer

This document walks you through the process of volunteering. You do not have to have a child registered in a program, but you do need to have a user account on our site. All you need is an email address to create one.

- 1. Go to <u>www.fairportlittleleague.org</u>
- 2. Click the LOGIN link in the upper right



3. Enter your email address and click Continue

Fairport Little League	
Welcome! Please enter your email addres started.	ss to get
scott.smalls@sandlot.com	۴-
Continue	

4. If your email address is in the system, you will be prompted for password. If it is not in the system, you will be asked to create an account, starting with setting a password. You will then receive a link in your email to complete creation of your account.

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Password	
Confirm Password	

- 5. Log on to the site.
- 6. If not on the "My Account" page, click the profile picture in upper right, then click "Account"
- 7. Click on Volunteer in left hand column
- 8. Click on "Find Volunteer Roles"
- 9. You will now be on the page to select the Division for which you want to volunteer. Click the "View Divisions" button corresponding to the Program.
- 10. Check the Divisions for which you want to volunteer
- 11. Click "View Selected Opportunities"
- 12. You will then see the roles for which you can volunteer: Head Coach, Coach, etc.
- 13. Click Select under the Opportunity, and the "Sign up XXXX" (where XXXX is your first name)
- 14. Click "Continue"

15. Fill out the following form and click "Continue" and finish filling out the remaining fields

When you are done, you will be submitted for a background check. Once a successful check comes back, you will be assigned to a volunteer position.

Thank you for volunteering!