



Step-by-Step Instructions to Register as a Volunteer at the Penguin Plunge Weekend

- Go to: <https://2018penguinplungeweekend.my-trs.com/>
- Click the purple "Register Now" button on the right side of the screen
- Click on "Select"
- If you are registering yourself, click "Select Individual"
 - Check out the list of jobs.
 - Click on the blue question mark to find out more information about the job
 - Check the blue box for any jobs that you would like to register for.
 - Once you've selected your job(s), press "Next"
 - Create an account or Log In.
 - If you've forgotten your password, email Diane and she can reset it for you.
 - Enter (or confirm) your information and press Next.
 - Review the waiver, initial and press Agree & Confirm.
 - Take one last look at your registration, update if needed or if not, press Confirm.
 - The screen should now show a confirmation number. Your registration is complete!
- If you are registering a group of volunteers, click "Select Group"
 - If everyone in your group is signing up for the exact same jobs, select "All of my volunteers will be registered for the same activities"
 - If your group will be helping with different jobs, select "My volunteers will not be registering for the same activities."
 - Create an account or Log In.
 - If you've forgotten your password, email Diane and she can reset it for you.
 - Enter (or confirm) your information, select whether or not you'll be volunteering and press Next.
 - Add each of the volunteers that will be attending.
 - Enter email addresses for each person whenever possible.
 - Once all of your volunteers are added (confirm using the list of names on the left side of the screen), click Next: Activities
 - Select jobs for each person then press Next.
 - If everyone is not doing the same thing, click on the name of the volunteer (it will turn blue) then select their jobs. Repeat for each volunteer.
 - Review the waiver, initial and press Agree & Confirm.
 - Take one last look at your registration, update if needed or if not, press Confirm.
 - The screen should now show a confirmation number. Your registration is complete!

Have questions... we're here to help!

Contact Diane Hollingworth at DHollingworth@comcast.net