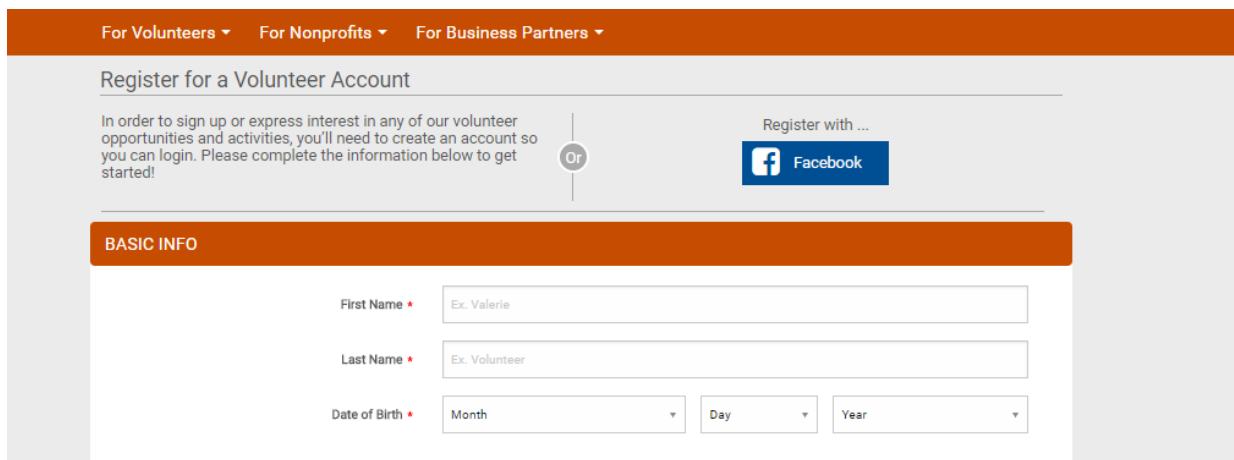
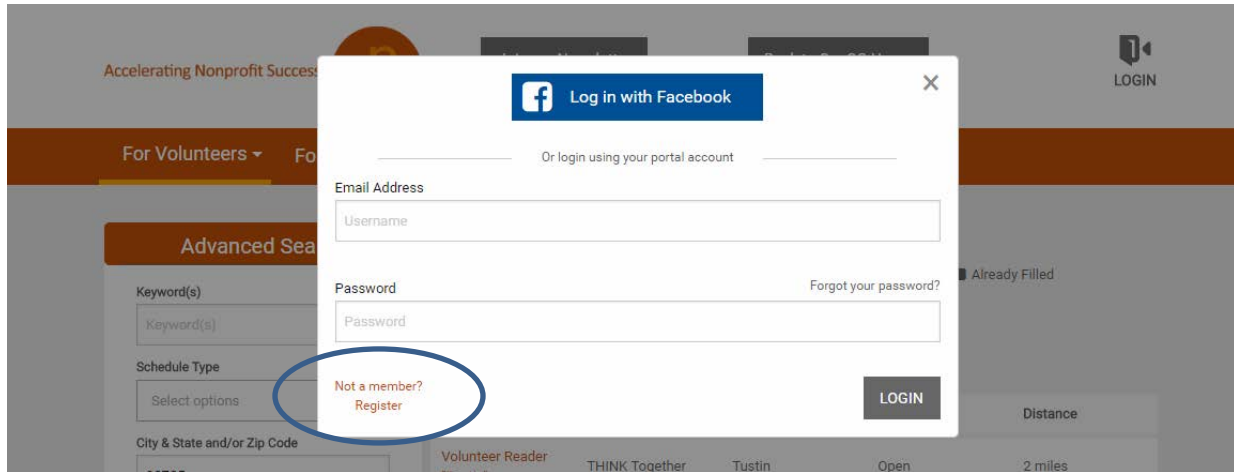
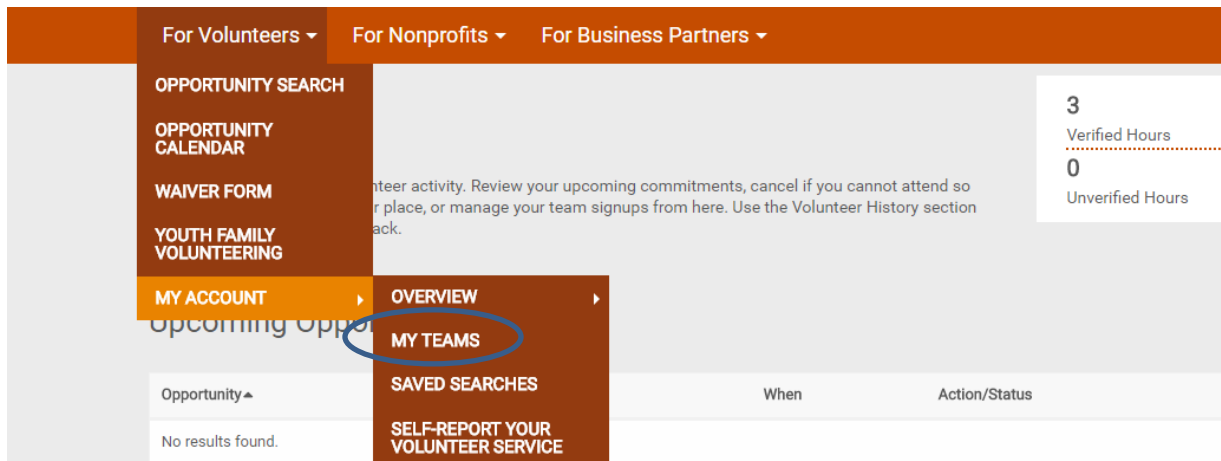


How To Create a Family Service Team

Step 1: If you haven't done so already, register for a Volunteer Account.



Step 2: Log in and in the "For Volunteers" tab, under "My Account", click on "My Teams"





Step 3: Create your new team!

For Volunteers ▾ For Nonprofits ▾ For Business Partners ▾

Team Information For

Xitlaly Luna

Use this page to view and manage all your team activities. If you are a team captain you can:

- Modify who on your team is signed up for upcoming opportunities by clicking on the "Participants" link for an upcoming volunteer opportunity.
- Add or update your team membership by clicking on the 'Manage Team' button.
- Remove your entire team from an upcoming opportunity by clicking on the 'Remove Team' link.

Captain of:

0 teams

Member of:

0 teams

CREATE NEW TEAM

Step 4: Input all the information of your team members (name, phone, email, age*).

CREATE TEAM

Step 1: Enter Basic Team Information

Team Name *

Team Description *

Company/Group Affiliation

Step 2: Add Team Members

* Age only required for minors.

* A team cannot be larger than 99 team members including yourself.

First Name *	Last Name *	E-mail	Phone	Age	Team Capt.
Xitlaly	Luna	xluna@onecc.org		0	<input checked="" type="checkbox"/>
1. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Step 5: You've now created your team! If you're a captain, be sure to have all necessary information for the opportunities you create for your team.

Success! You can now sign-up your new team for an opportunity:

Test Team

Number of Members (including team captains): 1

Team captain(s): Xitlaly Luna

If you supplied us with email addresses for your team members, we have emailed them, and asked them to create their own individual account. This will make their team experience more enjoyable. As team captain, you are now able to sign up one or more members of your team (whether or not they have created an account here) to volunteer as part of your team for upcoming opportunities.

As captain, it is your responsibility to ensure that any team members you sign-up for an opportunity have agreed to attend and have the information they need. Please promptly remove team members from opportunities you have signed them up for if they tell you they can't attend.

You can modify your team opportunity signups by clicking on the "Participants" link for this opportunity which can be found on the My Account / Overview page and on the My Teams page.

You can add additional members to your team by clicking the "Manage Team" button on the My Teams page.



Step 6: Manage your team by going to the “My Account/Overview” tab to add or remove members.

I am Captain of These Teams

TEST TEAM -

MANAGE TEAM

Number of members: 1 Total Hours Served by Team: 0.00
 Upcoming Volunteer Opportunities: 0 Other Captain(s):

Opportunity	Organization	When	Signed Up	Action/Status
No Records Found				

Step 7: Look for opportunities and serve your community by volunteering with your team! 😊