How to Sign Up as a Team:

- Login or sign up on Volunteer Peninsula
- Select your Day of Caring project
- Select 'Sign me up as a team'
- Create new team
- Fill in team name
- Select ADD ME if you will be part of the team- it will fill in your name from your Volunteer Peninsula account.
- Select- ADD VOLUNTEERS to provide names (required) and emails (optional- we use this information for communication on Day of Caring. Please provide an email address if you have it).
- Select RESERVE ADDITIONAL SLOTS to hold additional slots for others that you do not have names and emails for. This will allow you to save the slot and fill in their information later.
- The top right side of the sign up form will show you how many volunteers total you have signed up which will include names you have providing and the slots you have reserved. Please double check this is the correct total number of volunteers you need.
- Select the Team Leader by checking the box beside their name.
- Select FINISH when you are done filling out the information.

To add your teammates name and email after signing up:

- Login or sign up on Volunteer Peninsula
- Select Volunteer Opportunities from the left toolbar
- Select the project you want to update
- Select MANAGE TEAM on the right side
- Select ADD TEAM MEMBER- fill in email and name
- Select SUBMIT MEMBER
  - You will notice the Reserved Slot number on your Team Response page will be reduced by 1 each time you add a member

How to Sign Up as an Individual:

- Login or sign up on Volunteer Peninsula
- Select your Day of Caring project
- Select 'Sign me up'
- Select 'Submit Need Response'