

SUMMARY OF HOW TO REGISTER AS A VOLUNTEER

Go to www.myarmyonesource.com

If you are already registered as a volunteer on this website (or previously called www.myarmylifetoo.com), please go to point 2 if you have volunteered for something new this year or point 4 if you already inputted hours for the same activity in 2008.

1) Register as a volunteer

a) Click on **Login** (at top of page) and then on the image under **Not a Member Yet? Register Now!** and click on the **Join Now!** button.

b) Click on **Click here to register now**

c) Enter all necessary information (creating your own password). Under **Military Community Affiliation** scroll down to "USAG Heidelberg".

d) Press **Continue**

e) Verify the information and press **Register**

2) Search for the volunteer activity

a) Click on **Volunteer Tools** and click on **Opportunity Locator**.

b) Scroll down to **Organization** and select HEIDELBERG INTERNATIONAL WANDERING CLUB and press **Search**.

c) Scroll down and click on the **Position** you have volunteered for in 2010 (Note! If you have volunteered for various positions, you can always return to this point).

d) You will see the position details. Scroll down to the bottom of the page and click **Apply**.

e) Review the application (you can add/change any other information at this point) and press **Submit**

3) Wait for your application to be accepted by the HIWC Volunteer Coordinator

Note! This will not happen immediately so please leave some days before returning to the site.

4) Entering your volunteer hours

a) Re-visit www.myarmysource.com website and click on **Login** (at the top of the page) and enter your user name and password and accept the policy.

b) Click on **Volunteer Tools** and then click on **Service History**. (Note! New volunteers will be requested to update their profile if they did not enter all their information when they first registered. All fields marked with a * need to be filled in. Click **Save** when done.)

c) You will find the list of positions (under **Open AVC Services**) you have applied for. To the right of each position, click on the **Hours** link.

d) Click on either **Add For Day** or **Add For Period** (note, for Council positions and HIWC Chairs, **Period** will be easier for you). For Days, the date cannot be earlier than 1 October 2010.

e) Enter the **date** you volunteered or the **period** (for period, select **Fiscal Year** and ensure the year **2010** is selected), the number of hours and click on **Save and Return to Hours List** and then **Return**. The number of hours should appear under **Total Hours** once you return to the **Service History** page. Input the hours for any other positions (from point c)).

f) Your hours have now been submitted. To check whether your hours have been certified, log in at a later date and check that the **Status** has been changed from **Submitted** to **Certified**.

THANK YOU FOR YOUR TIME!!!

If you have any questions, please email me at hiwc@yahoo.com

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HIWC
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