

# montalvo arts center

Log onto MyVolunteerPage.com to both create an account and to sign up for activities [www.myvolunteerpage.com](http://www.myvolunteerpage.com)-

**\*\*NEW VOLUNTEERS- enter the word "SARATOGA" to search for an organization.**

**(keep this form to record your user name and password)**

- ✓ My USER NAME is: \_\_\_\_\_
- ✓ My PASSWORD is \_\_\_\_\_
- ✓ Use the "OPPORTUNITIES" tab to see activities that need volunteers. Until you have completed the new volunteer training you will only see a limited number of events.
- ✓ Click on each activity to see further details. Click "SIGN UP", and you're in!
- ✓ Remove yourself from an activity by clicking on the Schedule area to see an event.
- ✓ Update any personal information on the "PROFILE" tab. You can even add a photo and set certain volunteer goals for yourself.
- ✓ See your hours log under the "HOURS LOG" (allow one month for hours to be recorded)
- ✓ Email [volunteer@montalvoarts.org](mailto:volunteer@montalvoarts.org) for help with logging in or questions.
- ✓ Smile! We are thankful you are a volunteer