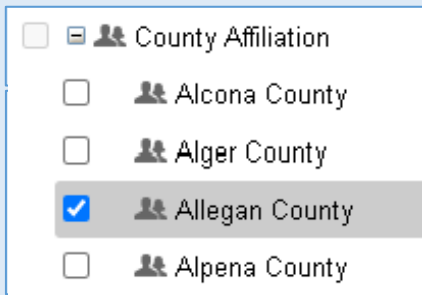


Michigan Volunteer Registry New Applicants:

To register on the Michigan Volunteer Registry, you will need to access the Registry via Internet Explorer or Mozilla Firefox (these two browsers work best).

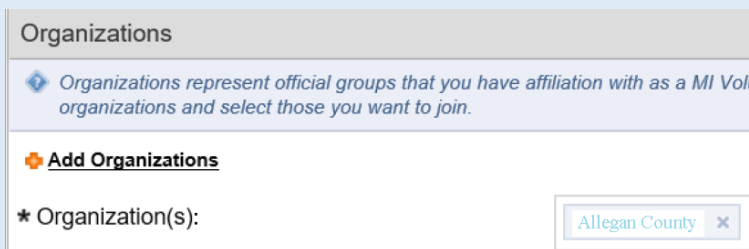
The link for the Registry is: <https://www.mivolunteerregistry.org>

- 1) Click on the red **Register Now** button on the right-hand side; right below the login area.
- 2) Select an **Organization** by clicking on the **Add Organizations** button.
- 3) Click on the **plus sign** next to **County Affiliation (and/or Statewide Teams)**.
- 4) Click in the **check box** to the left of your **County**.



A dialog box titled "County Affiliation" with a plus sign icon on the left. It contains a list of counties with checkboxes: Alcona County, Alger County, Allegan County (checked), and Alpena County. Each county name is preceded by a small icon of two people.

- 5) Click the **Select** button at the right-hand bottom corner of the dialog box.



A dialog box titled "Organizations" with a plus sign icon on the left. It contains a text area with the instruction: "Organizations represent official groups that you have affiliation with as a MI Vol organizations and select those you want to join." Below this is a section titled "Add Organizations" with a plus sign icon. Underneath, there is a label "* Organization(s):" followed by a dropdown menu showing "Allegan County" with a close button (x).

- 6) Proceed to fill out **all** the sections on this registration page; then click **Next** at the bottom of the page.
- 7) A dialog box will appear that reflects that you are registered; click on **Profile Summary** to allow access to the other pages of your **Profile**.
- 8) Complete accordingly. Remember to click **Save Changes** at the bottom of each page. Fill out **all** sections completely.
- 9) Once finished, your Profile will end up in the **Pending** queue for the **Selected Organization(s)** and be processed at some point soon.
- 10) If you need to revisit your **Profile** before having been approved (or at any time, for that matter), just access the home page of the Registry, use the **login box** with your **username** and **password**, and log in. Then click **My Profile**, click on any **subtab**, click **Edit Information**, and that page will open again to be edited if need be. Remember again to click **Save Changes** if you have edited any information. The only page that is somewhat different is the **Occupations** page. On that page, you would click on the **Occupation Name** and then the **Edit Information** button becomes available.