



## VOLUNTEER REGISTRATION INSTRUCTIONS - MISCELLANEOUS

1. Log onto our website [www.500festival.com](http://www.500festival.com)
2. Click on the volunteer tab at the top of the page
3. Click on the 'register here' link
4. Welcome to our online volunteer registration! Read the important information and then click on the blue 'register now' button on the right side of the page.
5. Enter your email address, select 'No, I am a new user' and click SIGN IN. \*\*Your email address is the way we contact you, so please make sure it is correct!!\*\*
6. Click VOLUNTEER and then click SELECT.
7. Please enter all of your contact information and a password (this will allow you to reenter the site if you need to make changes, etc).
8. Beneath your contact information, you will see an area to enter an access code at the bottom of the page. Enter "**ARES**", then click REGISTER. \*\*You MUST enter this access code in order to see your volunteer opportunity.\*\*
9. Read the Volunteer Waiver, enter your initials at the bottom and click I ACCEPT.
10. You will now see the list of all available volunteer opportunities!
11. At the top of the page in orange, you will see the opportunity labeled "ARES", only if you entered the access code "**ARES**".
  - a. Click in the box corresponding with the event you wish to sign up for – Mini-Marathon or Parade.
12. After choosing your shifts, click SIGN UP FOR THE SELECTED ITEMS.
13. You will see your itinerary of all the shifts you selected.
  - a. If something is incorrect or you want to add more shifts, click EDIT ITINERARY. This will take you back to the previous page.
  - b. If you are finished, click COMPLETE REGISTRATION.
14. This is the final registration page – click COMPLETE REGISTRATION to finalize your registration.
15. If you would like to make any changes to your registration or add/delete any shifts, return to the login page, enter your email address and the password you created.

**Questions??** – contact Joelle Baugher at [jbaugher@500festival.com](mailto:jbaugher@500festival.com) or 614-6112 or Erin Wade at [ewade@500festival.com](mailto:ewade@500festival.com) or 614-6113.