

# VOLUNTEER REGISTRATION FORM

## LOG IN

- 1) First time you log in: Print your name by the next available ID number. This ID will be your number every time you volunteer.
- 2) Type your ID number into the machine and press the green ENTER key.
- 3) Press the left purple key indicated as IN on the screen.
- 4) If your facility requires a badge, Press the PRINT key.
- 5) Carefully tear off badge, attach adhesive carrier, and place on your left shoulder. If you are a first time volunteer, the badge will just have your ID number. If you are a regular volunteer, your name will be printed.

## LOG OUT

- 1) Type your ID number and press the green ENTER key.
- 2) Press the right purple key indicated as OUT on the screen.

## PRINT RECEIPT

If you require proof of volunteering, as for the Military or a Company, produce a receipt of service by pressing the PRINT key when logging out

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