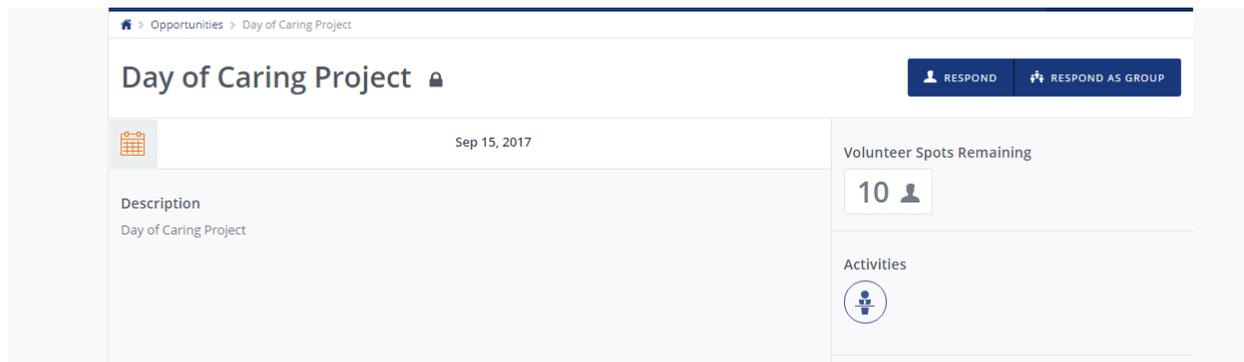
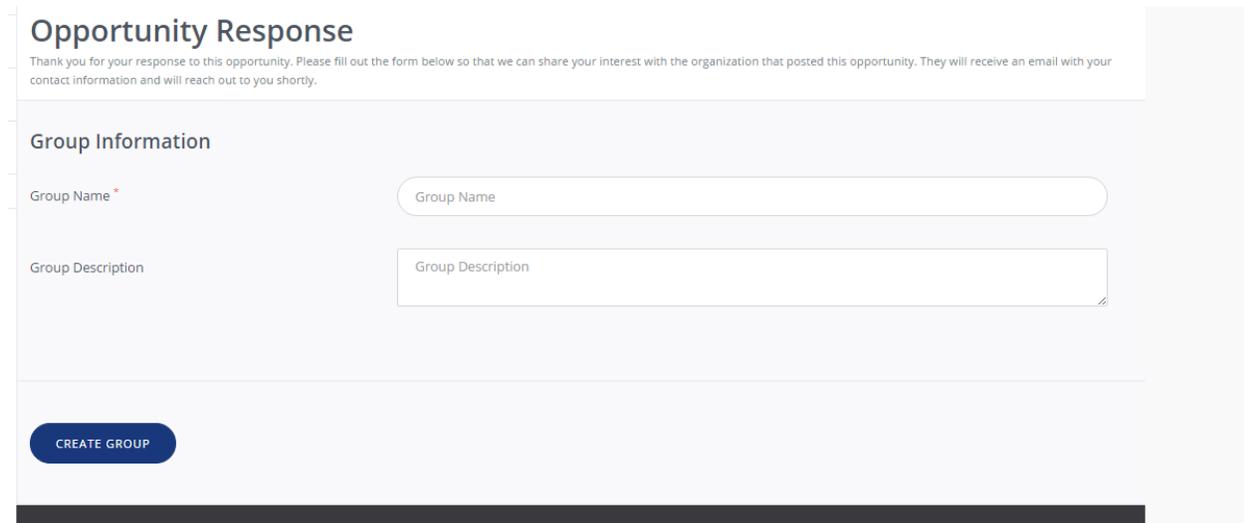


How to Register as a Project Leader for a Group

1. Click view details for the project of interest
2. Click the “Respond as Group” button. *Make sure to click respond as a group to claim spots for your group otherwise you are just registering for 1 spot.*



3. You will be prompted to login or create an account. If you are signing up for the first time you will make a profile. Once you are logged in or have finished making your profile, you will be directed back to the opportunity form.
4. Enter in your Group name and group description and click “create group”

A screenshot of a web form titled "Opportunity Response". Below the title is a message: "Thank you for your response to this opportunity. Please fill out the form below so that we can share your interest with the organization that posted this opportunity. They will receive an email with your contact information and will reach out to you shortly." The form has a section titled "Group Information" with two input fields: "Group Name" and "Group Description". At the bottom left of the form is a blue button labeled "CREATE GROUP".

5. Now register yourself. Note that the first person who registers will be assigned as the Project Leader but you can change that later if needed. Click the “add group member” button to add yourself.

How to Register as a Project Leader for a Group

Opportunity Response

Thank you for your response to this opportunity. Please fill out the form below so that we can share your interest with the organization that posted this opportunity. They will receive an email with your contact information and will reach out to you shortly.

Your group is pending until an active leader is assigned. The member that is added below will become the group leader. The leader can be changed at any time. You must enter an email address for the group leader.

Group Members

ADD GROUP MEMBER

Table Filter

<input type="checkbox"/>	EMAIL	FIRST	LAST	OPTIONS	LEADER
No Group Members					

6. Type in your email. Since you have an account your name should auto-populate into the other fields. Answer any custom questions such as your company name. Then claim the number of spots you would like. You may be volunteering alongside other groups or individuals so be sure to reach out to volunteers@uwkc.org if you want to guarantee you are volunteering with just your group.
7. Click submit and your name should appear in the table with a check box next to leader.
8. Add other members using the join link or manually adding them just like you added yourself. If you manually add them, the volunteer will get an auto email letting them know. If you click on the "copy join link" you can copy and paste that into an email or anywhere to promote your project and have people sign up. [Click here](#) for detailed instructions on how to manage and register your group members.