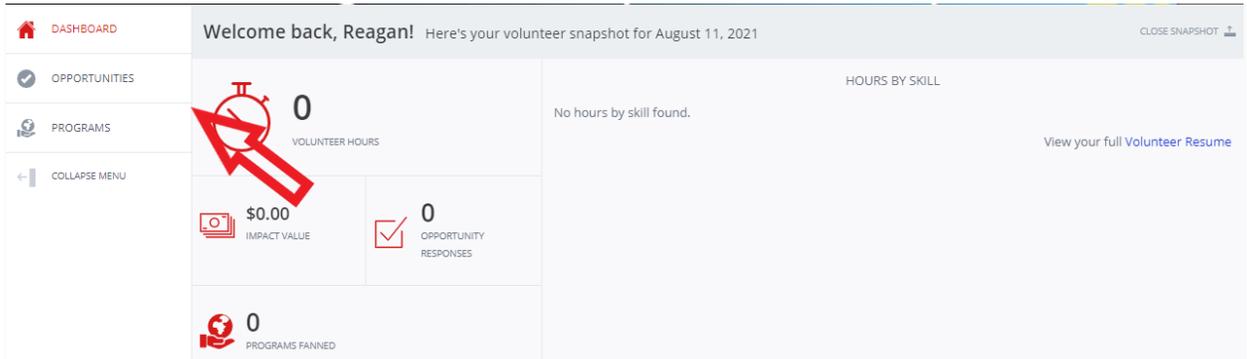


How to join or affiliate with a volunteer program.

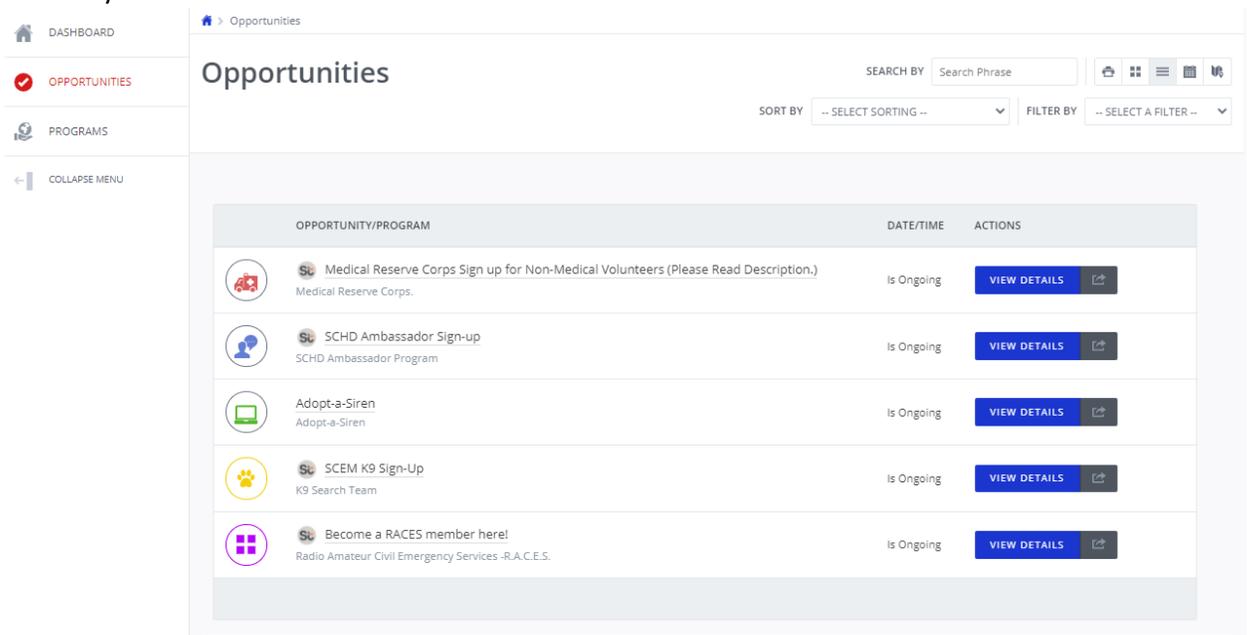
This guide will assist you through process of signing up for specific programs through the SGRReDI platform.

1. Make sure you have created an account and signed into it.
2. The Dashboard will open and have tabs on the left side select the opportunities tab.



The dashboard shows a welcome message for Reagan and a volunteer snapshot for August 11, 2021. A red arrow points to the '0 VOLUNTEER HOURS' metric. Other metrics include \$0.00 IMPACT VALUE, 0 OPPORTUNITY RESPONSES, and 0 PROGRAMS FANNED. The right side shows 'HOURS BY SKILL' with the text 'No hours by skill found.' and a link to 'View your full Volunteer Resume'.

3. In this tab there will be the opportunities posted to sign up for the different program(s) currently active.



The Opportunities page displays a list of active programs. The left sidebar shows the 'OPPORTUNITIES' tab selected. The main content area includes search and filter options and a table of opportunities.

OPPORTUNITY/PROGRAM	DATE/TIME	ACTIONS
 Medical Reserve Corps Sign up for Non-Medical Volunteers (Please Read Description.) Medical Reserve Corps.	Is Ongoing	VIEW DETAILS 
 SCHD Ambassador Sign-up SCHD Ambassador Program	Is Ongoing	VIEW DETAILS 
 Adopt-a-Siren Adopt-a-Siren	Is Ongoing	VIEW DETAILS 
 SCEM K9 Sign-Up K9 Search Team	Is Ongoing	VIEW DETAILS 
 Become a RACES member here! Radio Amateur Civil Emergency Services -R.A.C.E.S.	Is Ongoing	VIEW DETAILS 

4. Select “View details” on the program you are interested in (If the program has multiple different opportunities please sign up for the correct role you wish to volunteer for. (For example: Medical Reserve Corps takes both medically trained volunteers and non-medical volunteers, so there is a sign up opportunity for both. If are a medical provider you would select the sign-up opportunity for the “Medical Volunteers”)
5. It will open the specific opportunity screen with a description of what each area can do. To continue hit the respond button located in either the top right or the in the bottom right corners.
6. After clicking on the sign up button. A pop up window will appear. It will have certain requirements that will need to be completed and verified by the administration staff prior to you being cleared through to be a volunteer with that specific program.
 - a. MRC specifically will require a background check and upload of a medical certification or license (If applying as a medical provider).
 - b. Fill out the background check form that will appear on the application. (Note if you are previous member please reach out MRC@sedgwick.gov prior to submitting a background check. As if you are already a member your background check may still be valid.)
 - c. You will be directed to fill out a form on the site and then you will be redirected to Sterling volunteers and go through that process. (If you are applying as medical Line D will come first.)
 - d. (If applying as medical.) Please upload proof of your medical certification as either a pdf, scan, or image. It must include your certification or license number, expiration date, and the type of certification. (I recommend scanning a copy or pulling it from the online database of the specific board or issuer of the certification.)
 - e. Once you have completed the steps you will have to wait for the background check to be completed and for you to be approved. You should receive an alert of any updates. If not –please check the alert bell in the top right area of the screen to see if there are updates.
 - f. Once you have been approved to join the program it should have more information readily available in the opportunities tab.
7. There may also be other “qualifications” required to be filled out prior to volunteering but those will be tied to the specific “shift” and you will only need to fill out once.