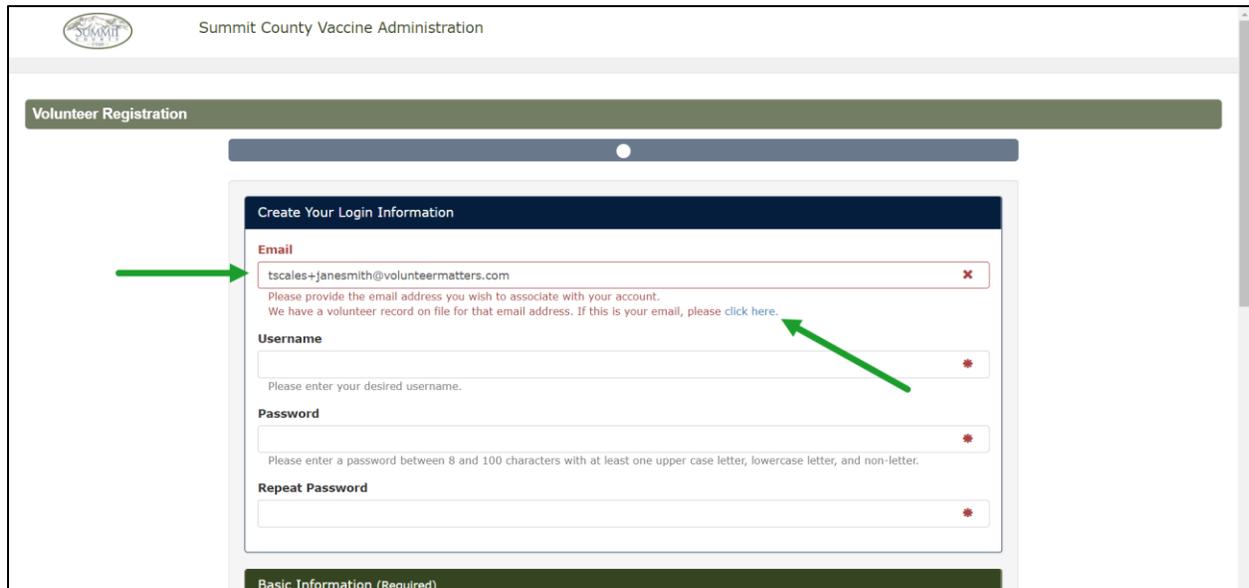


## VolunteerMatters Existing Contact Record Registration Process

**Step 1:** Go to the registration URL as directed via the email you received. The URL is <https://summitcounty.volunteermatters.org/register>. Once on the registration form, enter your email address. The system will recognize your email as a contact in the system and prompt you to click a link to send a verification email to your email address.



Summit County Vaccine Administration

Volunteer Registration

Create Your Login Information

**Email**  
tscales+janesmith@volunteermatters.com

Please provide the email address you wish to associate with your account.  
We have a volunteer record on file for that email address. If this is your email, please click here.

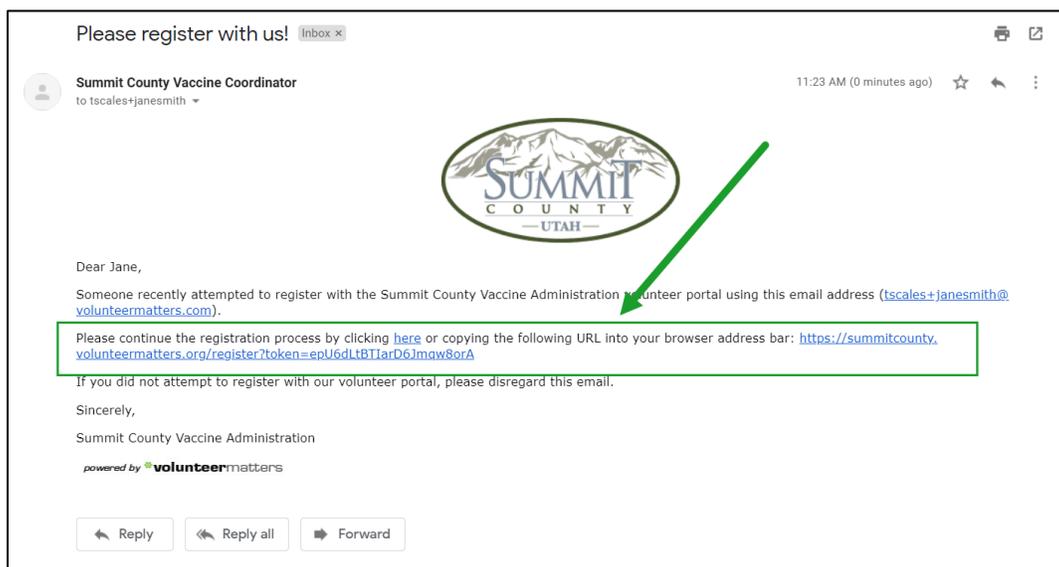
**Username**  
Please enter your desired username.

**Password**  
Please enter a password between 8 and 100 characters with at least one upper case letter, lowercase letter, and non-letter.

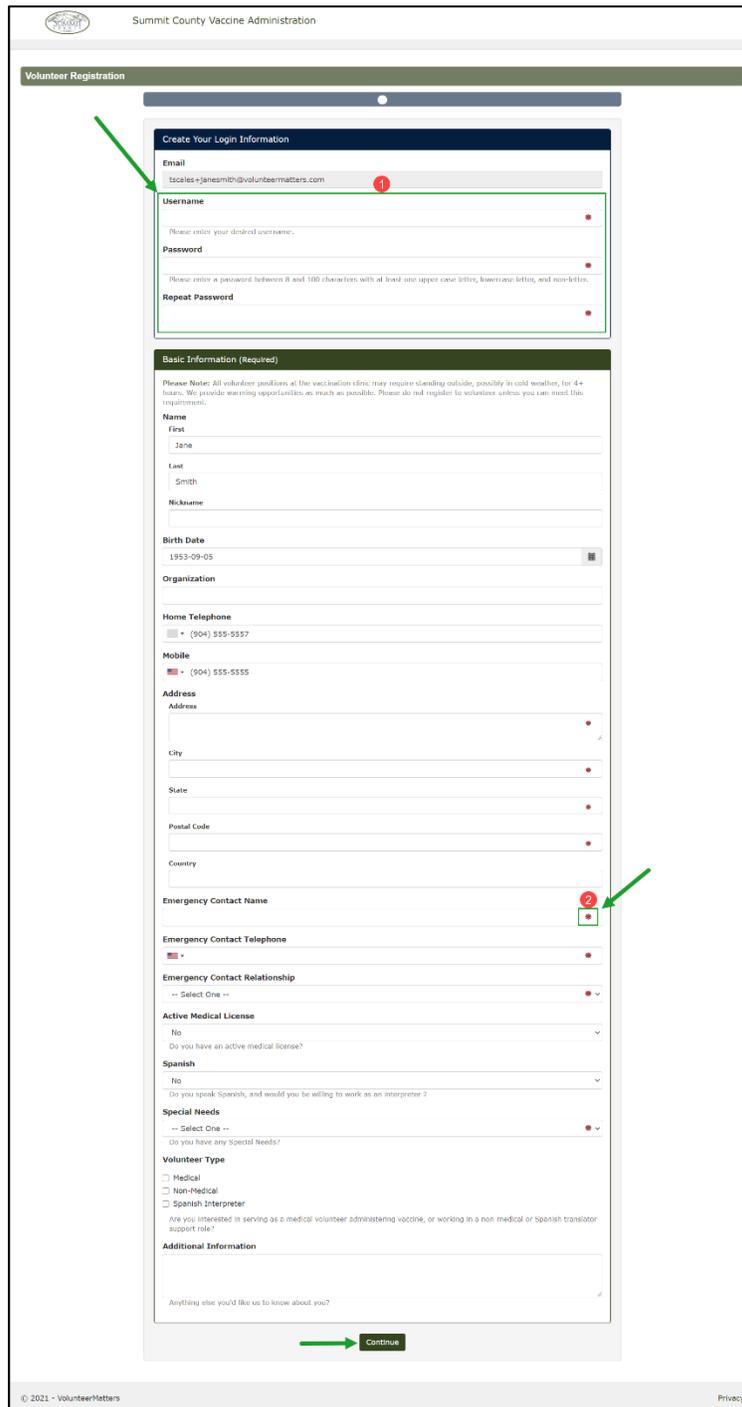
**Repeat Password**

Basic Information (Required)

**Step 2:** The email will include a new custom registration URL for you to click on and take you back to a personalized registration form with your information pre-populated. *If you cannot locate the email, please check your spam folder for an email from [no-reply@volunteermatters.org](mailto:no-reply@volunteermatters.org).*



**Step 3:** On the personalized registration page (you can tell as the email field will be greyed out), create your username and password (reference 1 in the image below) and make sure to fill in any empty fields that are required which are noted by the asterisk in the field value (reference 2 in the image below). You can also fill in and/or change any of the other fields. Then click the "Continue" button at the bottom to finish the registration step.



Summit County Vaccine Administration

Volunteer Registration

Create Your Login Information

Email  
tocaltes@janesmith@volunteermatters.com

Username  
Please enter your desired username.

Password  
Please enter a password between 8 and 100 characters with at least one upper case letter, lowercase letter, and non-letter.

Repeat Password

Basic Information (Required)

Please Note: All volunteer positions at the vaccination clinic may require standing outside, possibly in cold weather, for 4+ hours. We provide warming opportunities as much as possible. Please do not register to volunteer unless you can meet this requirement.

Name  
First  
Jane  
Last  
Smith  
Nickname

Birth Date  
1953-09-05

Organization

Home Telephone  
(904) 555-9557

Mobile  
(904) 555-5555

Address  
Address  
City  
State  
Postal Code  
Country

Emergency Contact Name

Emergency Contact Telephone  
(904) 555-5555

Emergency Contact Relationship  
-- Select One --

Active Medical License  
No  
Do you have an active medical license?

Spanish  
No  
Do you speak Spanish, and would you be willing to work as an interpreter?

Special Needs  
-- Select One --  
Do you have any Special Needs?

Volunteer Type  
 Medical  
 Non-Medical  
 Spanish Interpreter  
Are you interested in serving as a medical volunteer administering vaccine, or working in a non-medical or Spanish translator support role?

Additional Information  
Anything else you'd like us to know about you?

Continue

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**NOTE:** After you hit the "Next" or "Continue" buttons (in step 3), if you do not proceed there is most likely a field that is required. If you scroll up, you will see those missing required fields highlighted red:

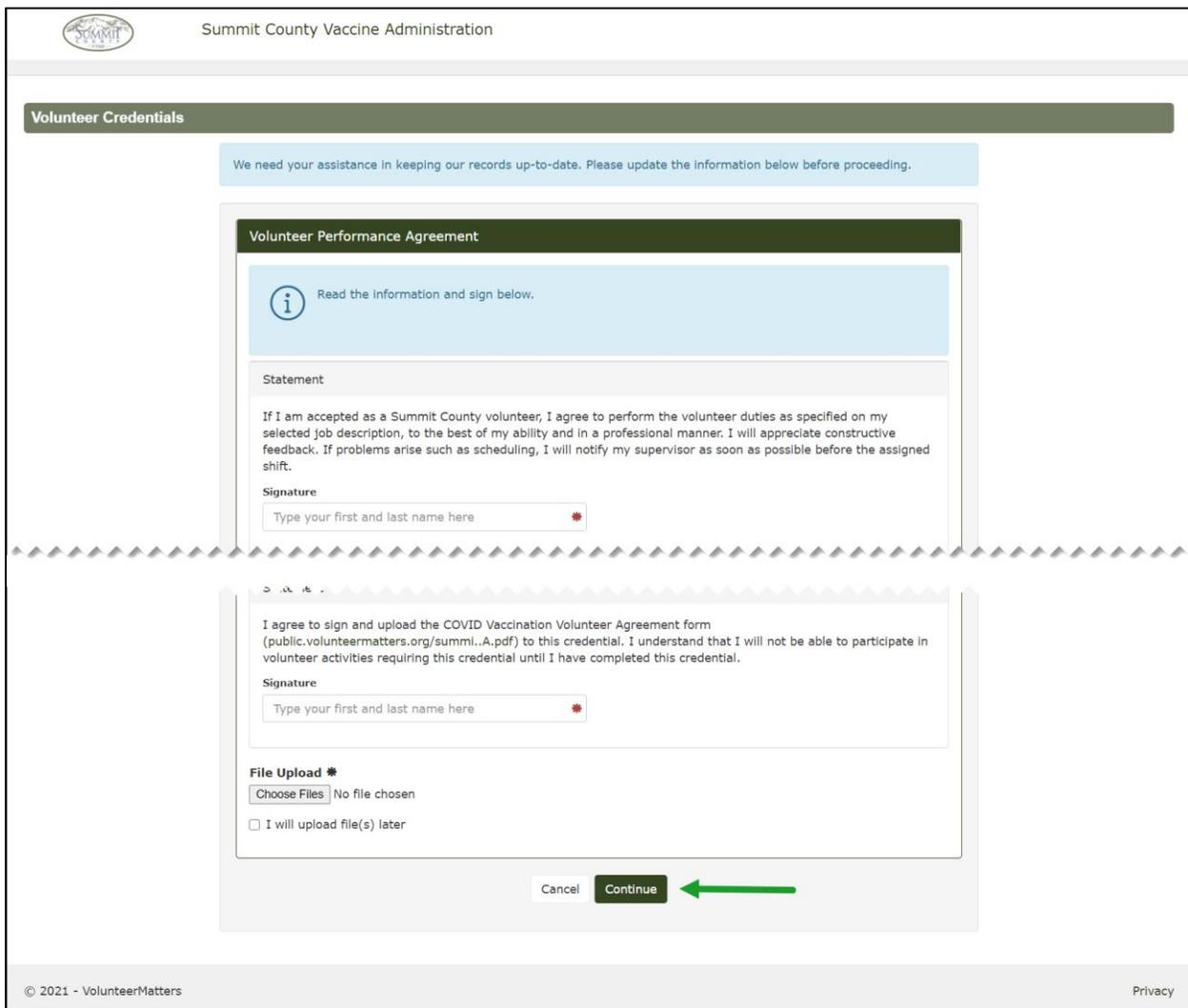


Emergency Contact Name  
Todd Vision ✓

Emergency Contact Telephone  
Please enter a value ✗

Emergency Contact Relationship  
Spouse ✓

**Step 4:** After clicking "Continue" you will be automatically logged in and be presented with any credentials required of volunteers that are needed for your record.



Summit County Vaccine Administration

Volunteer Credentials

We need your assistance in keeping our records up-to-date. Please update the information below before proceeding.

**Volunteer Performance Agreement**

Read the information and sign below.

**Statement**

If I am accepted as a Summit County volunteer, I agree to perform the volunteer duties as specified on my selected job description, to the best of my ability and in a professional manner. I will appreciate constructive feedback. If problems arise such as scheduling, I will notify my supervisor as soon as possible before the assigned shift.

**Signature**

Type your first and last name here \*

---

I agree to sign and upload the COVID Vaccination Volunteer Agreement form (public.volunteermatters.org/summit..A.pdf) to this credential. I understand that I will not be able to participate in volunteer activities requiring this credential until I have completed this credential.

**Signature**

Type your first and last name here \*

**File Upload \***

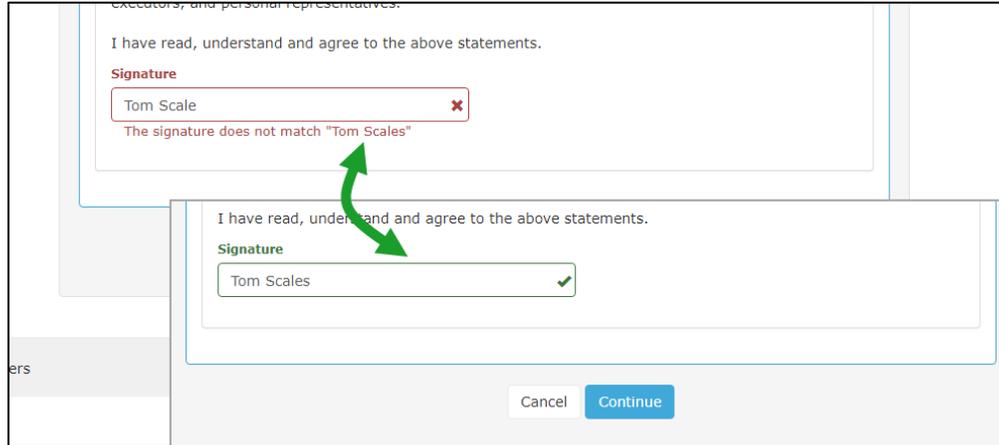
Choose Files No file chosen

I will upload file(s) later

Cancel Continue

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*NOTE: When signing a credential, the help text will let you know exactly how you need to sign the credential. If it requires a full name, it will be the exact First and Last name on your application/record. Once it is correct, it will go from red highlight and help text to a green highlight and checkmark.*



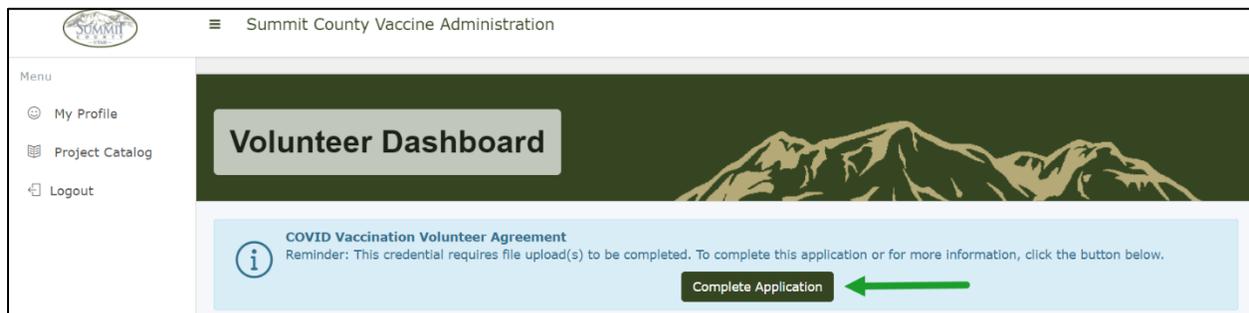
The screenshot shows two overlapping form windows. The top window has a red border and a red 'x' icon, with the text "The signature does not match 'Tom Scales'". The bottom window has a green border and a green checkmark icon, with the text "Tom Scales". A green arrow points from the error message to the correct signature.

*NOTE: If a credential requires a file upload, and you do not have the file upload ready, check the "I will upload file(s) later" box and then you will have the opportunity to complete that credential when ready.*



The screenshot shows a form with a "Signature" field containing "Type your first and last name here" and a "File Upload" section. The "File Upload" section has a "Choose Files" button, "No file chosen", and a checked checkbox labeled "I will upload file(s) later". A green arrow points to the checkbox.

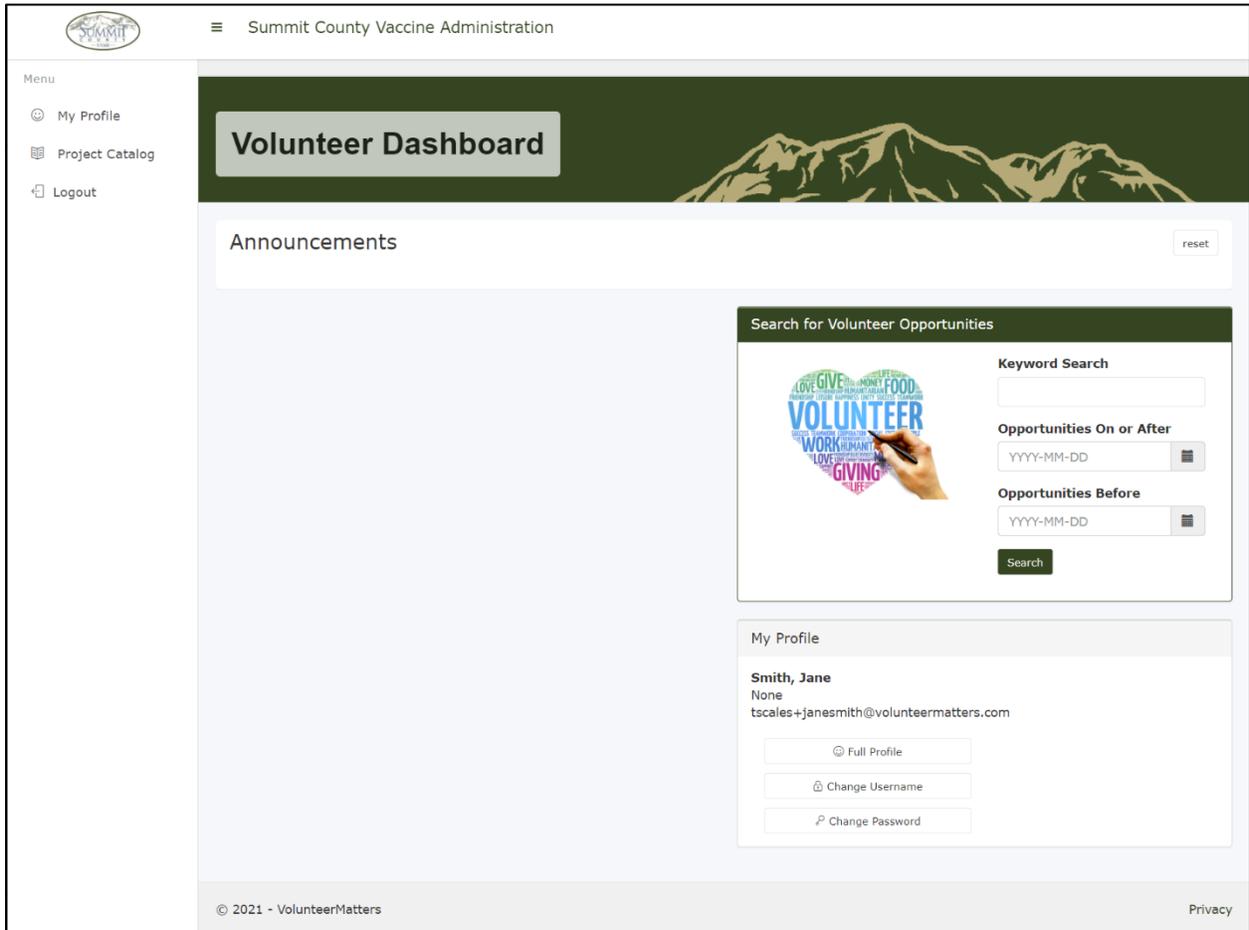
*A banner will appear on your dashboard until the credential file upload is completed.*



The screenshot shows a dashboard for "Summit County Vaccine Administration". The main content area has a "Volunteer Dashboard" header and a banner for "COVID Vaccination Volunteer Agreement". The banner text says "Reminder: This credential requires file upload(s) to be completed. To complete this application or for more information, click the button below." and includes a "Complete Application" button. A green arrow points to the button.

*For more information on uploading files to a credential, review the following solution:*  
<https://support.volunteermatters.com/hc/en-us/articles/360022273073-Volunteer-Experience-File-Uploads-on-Credentials>

**Step 5:** After signing all your credentials, you will land on the [Volunteer Dashboard](#).



Summit County Vaccine Administration

Menu

- My Profile
- Project Catalog
- Logout

## Volunteer Dashboard

Announcements reset

### Search for Volunteer Opportunities



**Keyword Search**

**Opportunities On or After**  
YYYY-MM-DD

**Opportunities Before**  
YYYY-MM-DD

#### My Profile

**Smith, Jane**  
None  
tscales+janesmith@volunteermatters.com

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From the dashboard you can search volunteer opportunities in the project catalog, view announcements (if available), visit your profile, and/or modify your login information.

[Click here for more information on the Volunteer Experience and the project catalog.](#)