



## Instructions for Group Volunteer Registration

- Visit: <http://www.falmouthroadrace.com/volunteer/>
- Select **GROUP REGISTRATION**
- **Step 1:** (Form Questions) page opens:
  - Click the **green** “sign up for this event” button
  - Enter email address:
    - If **existing** account: enter your password
    - If **new** account: create a new password, then fill out profile details
  - Confirm Profile and agree to “event waiver”
  - Click the **green** next step button located at bottom right of the page
- **Step 2** (Qualifications) page opens:
  - **“Qualifications” = Group(s) you are affiliated with**
  - Check the box for any/all groups you are volunteering with
  - Click the **green** “next step” button located at bottom right of the page
- **Step 3:** (Roles) page opens:
  - **“Role” = your job**
  - Indicate if you plan on attending the volunteer party
  - Click **green** “next step” button located at bottom right of the page
- **Step 4:** (Shifts) page opens:
  - Click the box to the right of the shifts you will be volunteering for
  - Select the volunteer party a second time if you are planning to attend
  - Click the **green** “next step” button located at bottom right of the page
- **Step 5:** (Process Complete) page opens with all the shifts you have signed up for.
  - You will **NOT** receive an automated confirmation email with your schedule.
  - You can download your schedule at this time using the “Download” button
  - You **WILL** be able to log into your account at any time to check/edit your schedule
- As always, if you have any questions do not hesitate to contact Nicole Spencer, Volunteer Manager at: [volunteers@falmouthroadrace.com](mailto:volunteers@falmouthroadrace.com).