



Dear Volunteer,

Thank you for your interest in volunteering with Special Olympics Illinois Region C. In an effort to streamline our volunteer registration, we are utilizing an online system, VolunteerHub. Using this system will eliminate the need for volunteers to submit a paper copy of the Class B Volunteer Registration form for each event. Once you create a profile, you will never need to enter your contact information again, unless it changes!

We are thrilled to have the Knights of Columbus Council #11092 at the upcoming Spring Games event taking place on Saturday, April 29 and Sunday, April 30 in Aurora. There are reserved volunteer slots for your group that the general public do not have access to online. Please follow the instructions below to sign up. If you had a CERVIS account last year, you should have received an email about confirming your account. If you have done this, you can skip the "Creating your Account" step and just "Register for Event".

To Register to Volunteer:

1. Go to <http://vhub.at/KofC11092>
2. You will be directed to a landing page specifically designed for your group!
3. You can scroll down the page and see all of the reserved opportunities.
4. To register for an opportunity, select the **"SIGN UP"** button on the right.
5. You will be prompted to create a Username and Password. Be sure to use something you will remember, and write it down if you need. If you are already registered, enter your username and password here.
6. The next screen will ask if you have a **JOIN CODE**. You can **SKIP THIS STEP** and select **NEXT**.
 - a. *(leave the field blank)*
7. You are now on the Profile Page where you will create your volunteer profile. Please fill in all fields as indicated. A **red asterisk** indicates a **required** field.
8. When finished, click **NEXT**.
9. You should have reached the complete screen! Your user account has been created!
10. Click on **NEXT**.
11. Click the box to indicate that you understand and accept the waiver and click **NEXT**.
12. **Your Registration is complete!** You will receive a confirmation to the email address you provided.

IT IS JUST THAT EASY...

1. You will receive a confirmation email that includes the details listed for the event, as well as a reminder email several days before your volunteer opportunity.
2. You do not need to print anything!

AT THE EVENT...

1. When you arrive at the event, you will go to the Volunteer Registration Table/Tent where you will check in by showing a photo ID.
2. In return for your services, you will receive a Special Olympics Illinois Volunteer T-Shirt.

QUESTIONS?

Please contact Katelin Zandi at kzandi@soill.org or 630.545.3402.