
How to update your profile/Add a School

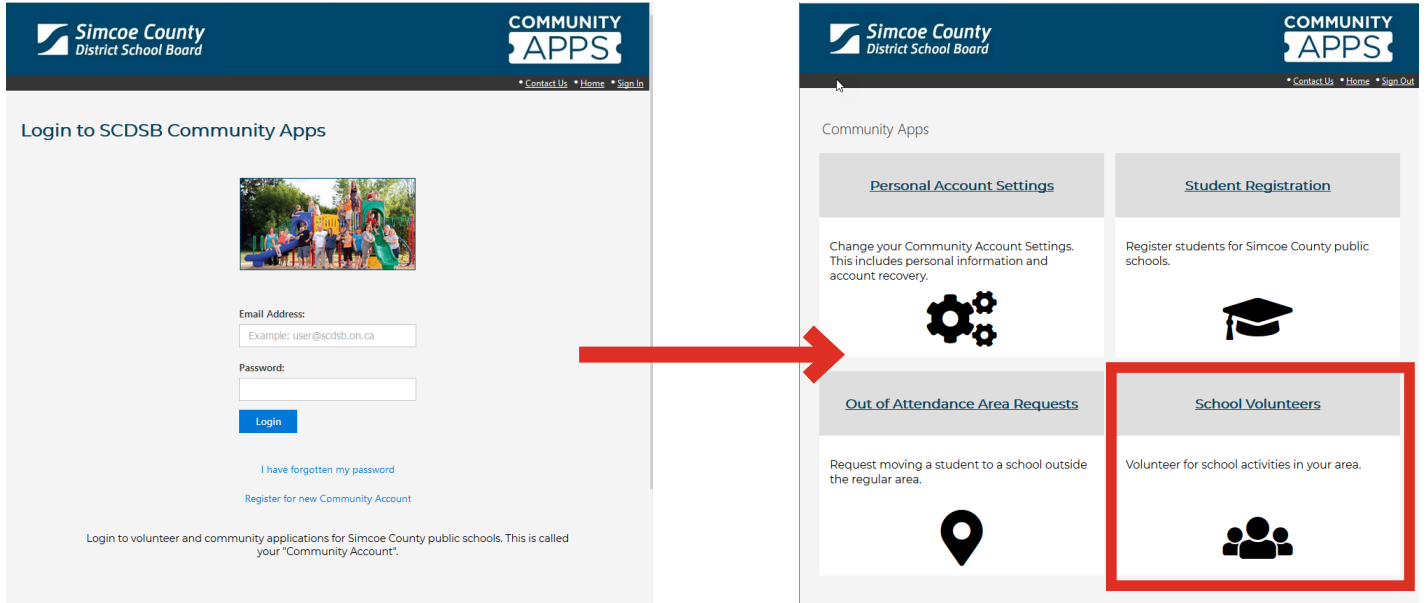
Volunteer Portal

Has something changed? These instructions go through how to update your profile information.

Profile Change

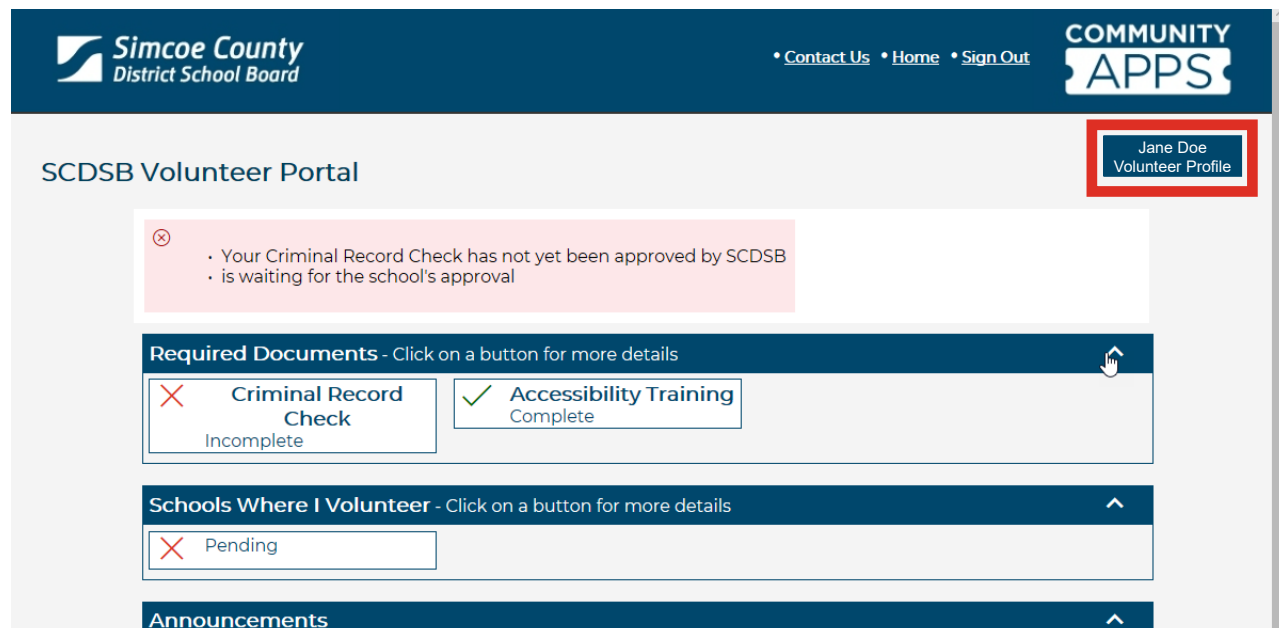
Step 1

Log into **Community Apps** and select **School Volunteers**.



Step 2

Click on your name in the blue box on the top right of the screen.



Step 3

Change any information that you need to such as activities you want to help with, email address, phone number or request a name change. Once you are finished scroll to the bottom and select **Confirm**.

Simcoe County
District School Board

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COMMUNITY APPS

Profile

Volunteer Profile

Required fields are marked with an asterisk (*).

Login Email Address:
Janedoe@gmail.com

Legal First Name:*
Legal Name has to match CRC on record
Jane

Legal Last Name:*
Doe

[Request Name Change](#) ?

Middle Name:

Primary Phone Number:*
XXX-XXX-XXXX
 Anytime Daytime Evenings

Alternate Phone Number:
 Anytime Daytime Evenings

Alternate Email Address:

Note:
Automated messages will be sent to both primary and

0

Activities

Note: To select multiple activities and coaching events hold the Ctrl key while clicking on an item.

I would like to help with:
Parent Council
Fun Lunch
Breakfast Program
Nit Buster

I would like to coach:
Hockey
Baseball
Football
Lacrosse

Note:
Some coaching activities may require additional training.

Experience

Please describe your previous volunteering experiences:

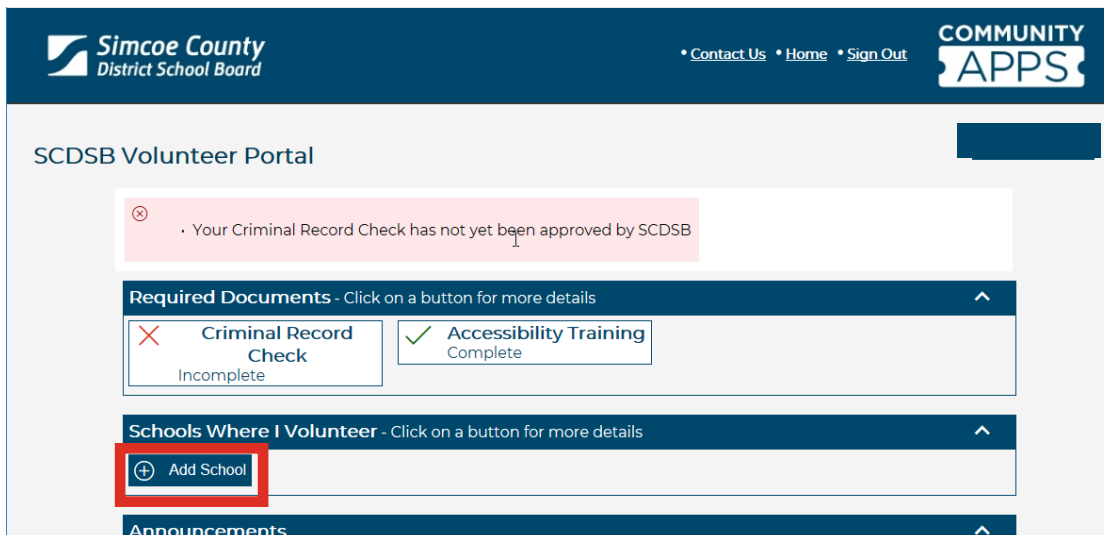
Have you ever been terminated from a volunteer position? Yes No

[Confirm](#) [Cancel](#)

How to Add a School

Step 1

From the dashboard click on **Add School** to request to be a volunteer. Only one School may be requested at time of registration.



Step 2

Select the school you wish to volunteer at from the drop down list and select **Confirm**. **Additional schools may only be requested after the approval process has been completed with the initial school requested.** Each school admin will need to approve you before you can volunteer.

