

## **Traverse City Film Festival Volunteer Form Help**

When you click "Sign Up," the volunteer form will launch in a new window. The system will direct you as to how to complete the form. Follow the on screen directions.

As you go through the form, be sure to click on underlined words in the form for more information and explanations.

When you have completed a step, click on the Save and Continue button to move on. Your information is saved as you go along. Please complete Steps 1 and 2. Step 3 is optional.

The system will not allow you to move on to the next step until you have completed all required fields. Few fields are required. If there is a problem with your entries, anything you need to fix or complete will be shown in pink at the top of the page after you click the Continue button. Follow the on screen instructions and click the Save and Continue button again.

**When you click the Save and Continue button after completing Step 2, you are done!** Close your browser window.

### **Page One**

Almost everyone will click "No" on the log in page in answer to the question, "Do you have an existing MyVolunteerPage.com username and password?" You will be taken to Step 1.

### **Step 1: Contact Information**

Required for all volunteers, including returning managers.

You must read the volunteer policies and check the box agreeing to them before the system will allow you to continue on to Step 2.

### **Step 2: Additional Info**

In this section, we hope to find out as much about your interest and experience as possible, so we can make the best possible assignment for you. Few of the fields are required, but the more information you can provide, the better.

If you are interested in a leadership or skilled position with the Festival, be sure to complete the Leadership Roles Available section.

### **Step 3: Comments**

For any comments or questions you may have. Optional.

**When Step 2 (or 3 if you wish to submit comments) is complete, click the Save and Continue button, and then you are done. Steps 4 & 5 will be completed in late June/early July when shifts are posted. None are posted at this time. Thank you!**

### **Problems? Questions?**

Call 231-392-1134, or email [volunteer@traversecityfilmfestival.org](mailto:volunteer@traversecityfilmfestival.org).

### **Communication with Volunteers**

The Festival communicates with volunteers via email, because maintaining a separate list of people who can only be contacted by phone is time and labor intensive. If someone you know wants to volunteer but does not have a computer and cannot use one at a local library, please help them to sign up online, or ask them to call 231-392-1134.