

CHICAGO CARES

Serve-a-thon 2018

Sponsor Volunteer Sign Up Tutorial

REGISTER

1. Go to **event.chicagocares.org**. Beginning on the home page, click **“Step 1 Register for Serve-a-thon”**. Once directed to the Registration page, select **“Register as a Sponsor Volunteer”**.
2. Enter the code **“2018SATSPON”** in the invitation code box.
3. Click the **“View Details”** button
4. Click **“Sign Up”** below.

If you have a Chicago Cares volunteer account:

Proceed to login with your username and password.

If you do not have a Chicago Cares volunteer account:

Click **“Register”**.
Fill out all required information and click **“Submit”**.

5. Using the drop-down menu, find your organization and click **“next”**.
6. Please read our volunteer waiver. After agreeing to the terms, check the box on the lower left-hand corner and click **“next”**.
7. Answer questions regarding Serve-a-thon referral, lunch preference, and select your team.

If you are joining a pre-existing team:

Select the team from your organization in the drop-down menu and click **“finish”**.

If you are starting a team:

Leave the **“Select your Team”** box empty. Next, click **“No”** for the question **“did you find your team”** and proceed to enter your team name in the space below. By doing this, you will be captain of your team. Congratulations!

***Note: Each team is capped at 30-50 people depending on sponsorship level**

8. You did it! You will receive a confirmation email from Chicago Cares.

FUNDRAISE

Sign up as a fundraiser to help support Chicago Cares' year-round programs. Support like yours helps keep Chicago Cares calendar programs free to the public. Click the **“Become a Fundraiser”** link and start fundraising!

We look forward to seeing you at Daley Plaza on Saturday, June 23rd!