

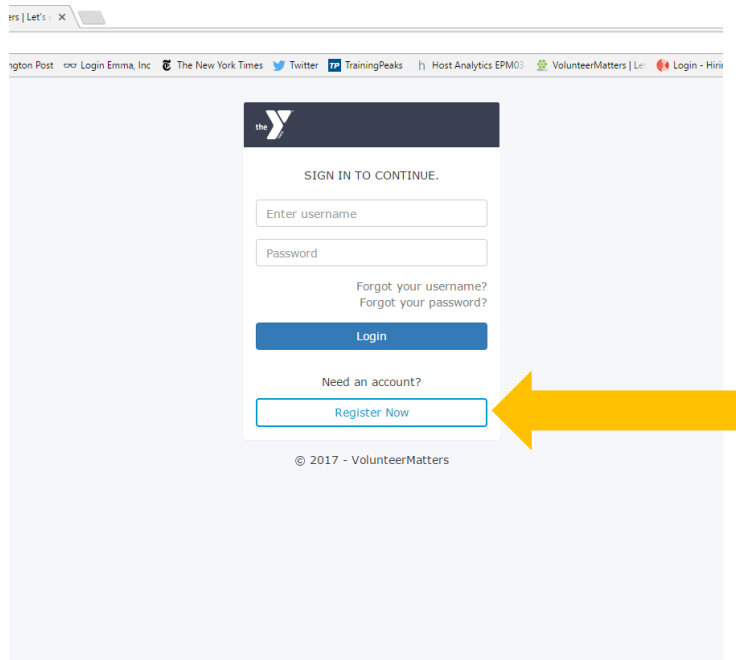
SIGN UP FOR LONG BOW COUNCIL WITH VOLUNTEER MATTERS

Approximate time to complete: 45 minutes-1 hour.

Once you complete everything, it goes into an approval process which takes several days. Do not complete this training the day of a sign up and expect to be able to sign up.

Visit ymcatriangle.volunteermatters.org to register with Volunteer Matters

Click Register Now



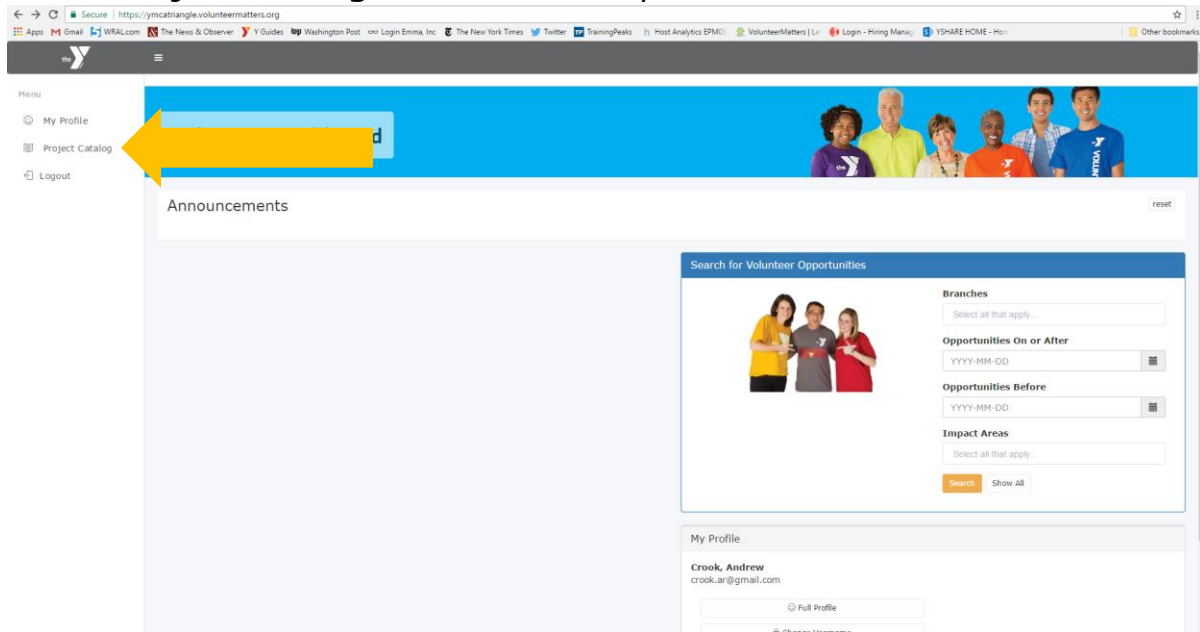
The screenshot shows a web browser window with the VolunteerMatters login and registration page. The page has a light blue background. At the top, there is a dark blue header with the 'the Y' logo. Below the header, the text 'SIGN IN TO CONTINUE.' is displayed. Underneath, there are two input fields: 'Enter username' and 'Password'. Below these fields are two links: 'Forgot your username?' and 'Forgot your password?'. A blue 'Login' button is positioned below the links. Further down, the text 'Need an account?' is shown, followed by a blue 'Register Now' button. A large yellow arrow points from the right side of the page towards the 'Register Now' button. At the bottom of the page, the copyright notice '© 2017 - VolunteerMatters' is visible.

Fill out initial information, **Select YMCA of the Triangle for desired YMCA Branch when asked**

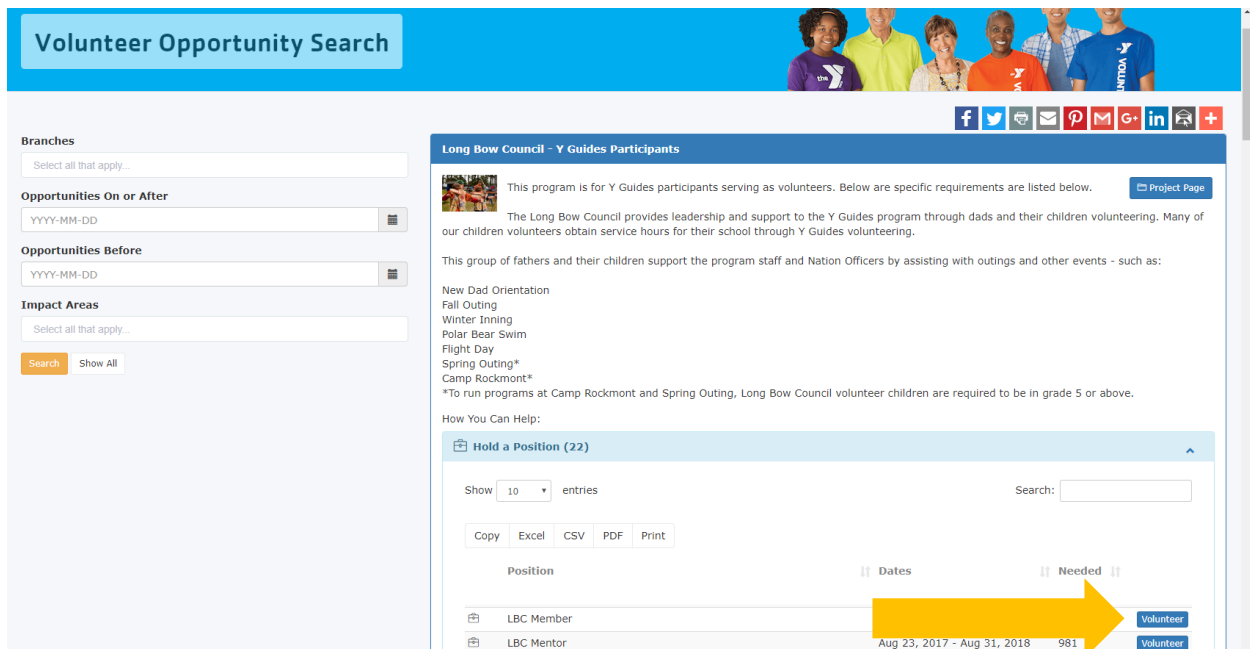
Log in to Volunteer Matters with your log in and password

Begin completing credentials. Read each policy and sign name. Child Sexual Abuse Prevention Online Training will be covered later. You will go ahead and sign your name under the training.

Click Project Catalog. This will land on your dashboard.



You will see Long Bow Council – everything falls under this project. **Expand Hold a Position & Click Volunteer for LBC Member.**



There are required credentials for Long Bow Council, including Background Check. You must complete all credentials to be able to sign up for Long Bow Council shifts.

Click Credentials Application to complete background check.

Volunteer Sign-Up!

Hold a Position

LBC Member

Term
Mar 01, 2017 - Jun 01, 2020

Minimum Age
18

How Many?
We already have 139 and we need 861 more.

Required Credentials
You must apply for the following credentials before signing up for this need.

- Redwoods Child Sexual Abuse Prevention Online Training
- Background Check

Apply Now **Cancel**

Long Bow Council - Y Guides Participants

YMCA of the Triangle **Project Page**

This program is for Y Guides participants serving as volunteers. Below are specific requirements are listed below.

The Long Bow Council provides leadership and support to the Y Guides program through dads and their children volunteering. Many of our children volunteers obtain service hours for their school through Y Guides volunteering.

This group of fathers and their children support the program staff and Nation Officers by assisting with outings and other events - such as:

- New Dad Orientation
- Fall Outing
- Winter Inning
- Polar Bear Swim
- Flight Day
- Spring Outing*
- Camp Rockmont*

*To run programs at Camp Rockmont and Spring Outing, Long Bow Council volunteer children are required to be in grade 5 or above.

Sign the statement of understanding and verify contact info before clicking **SAVE**.

Continue to Verified Volunteers, this will take you to the external background check site.

gn-Up!

gn up!
formation below to continue the sign-up process.

Term Mar 01, 2017 - Jun 01, 2018

Age 18

Required Credentials

- Required Child Sexual Abuse Prevention Online Training
- Volunteer Relationship and Code of Conduct
- Code of Conduct for Online/Social Media
- Volunteer Release Form
- Child Abuse Policy
- Volunteer Photography/Audio Release
- Background Check

have 69

need 931 more

We're Almost Done!

You must continue to Verified Volunteers to complete your background check

Clicking the continue button below will open the Verified Volunteers service in a new tab/window. We will pass your information along to there service to make the process a little bit easier.

Verified Volunteers

Continue to Verified Volunteers

Long Bow Council - Y Guides Participants (YMCA of the Triangle)

This program is for Y Guides participants serving as volunteers. Below are specific requirements are listed below.

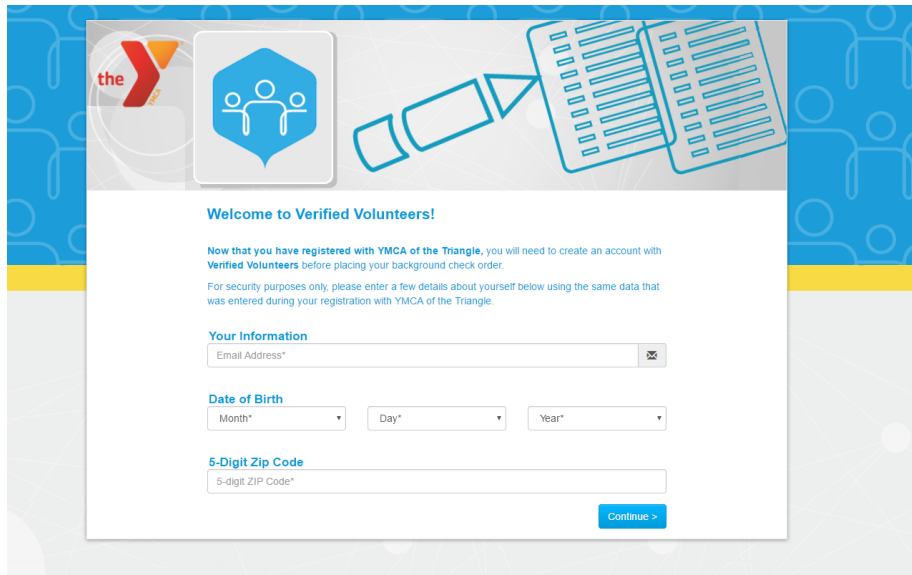
The Long Bow Council provides leadership and support to the Y Guides program through dads and their children volunteering. Many of our children volunteers obtain service hours for their school through Y Guides volunteering.

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- Polar Bear Swim
- Flight Day
- Spring Outing*
- Camp Rockmont*

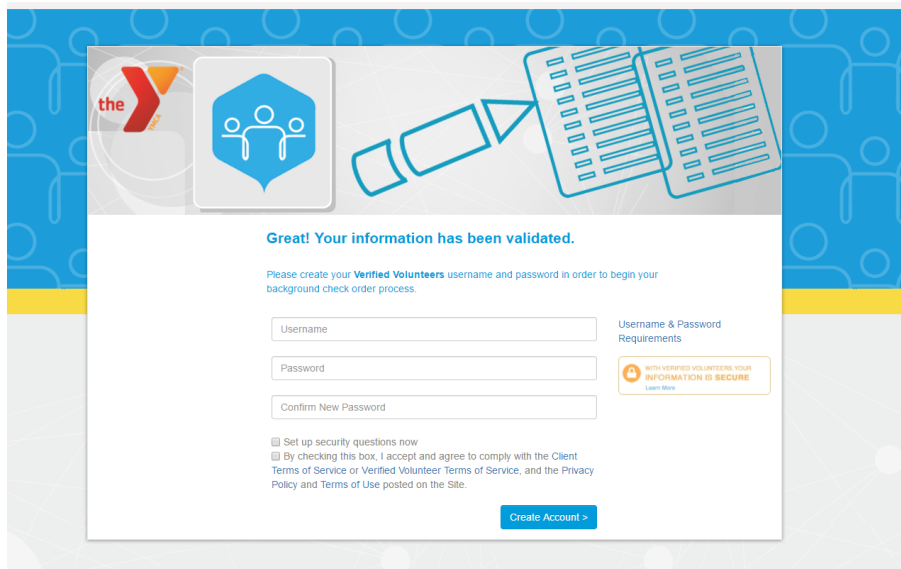
*To run programs at Camp Rockmont and Spring Outing, Long Bow Council volunteer children are required to be in grade 5 or above.

You will need to create a new account with Verifying Volunteers after verifying your information.



The image shows a registration form titled "Welcome to Verified Volunteers!". At the top left is the "the Y" logo. Next to it is a blue hexagon icon with three white figures. To the right are illustrations of a magnifying glass and two checklists. The form contains the following sections:

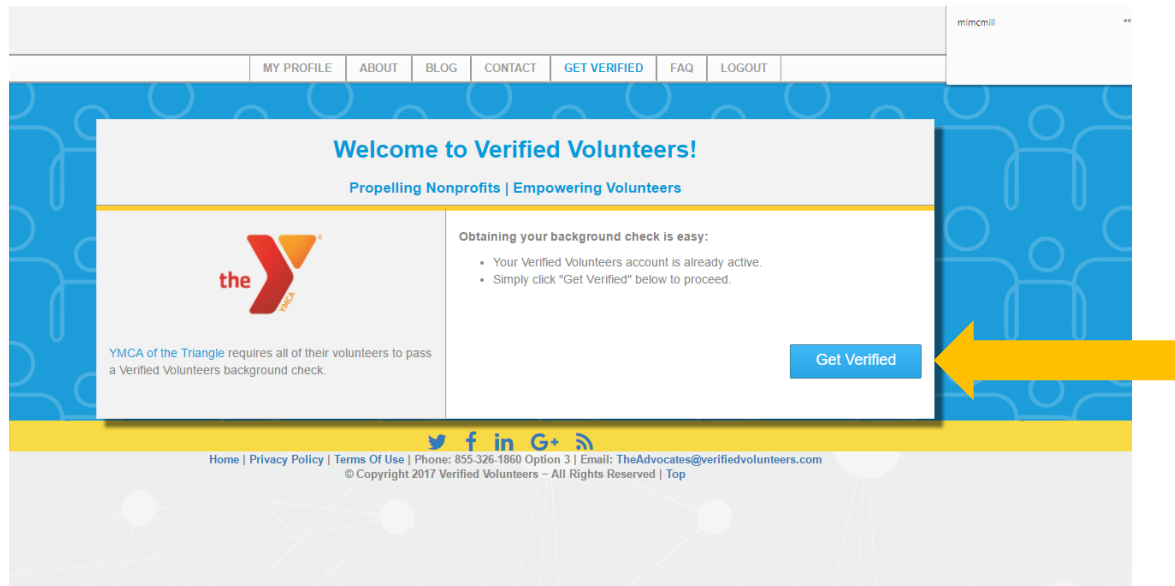
- Welcome to Verified Volunteers!**
- Now that you have registered with YMCA of the Triangle, you will need to create an account with Verified Volunteers before placing your background check order.**
- For security purposes only, please enter a few details about yourself below using the same data that was entered during your registration with YMCA of the Triangle.**
- Your Information**
 - Email Address* (text input with an email icon)
- Date of Birth**
 - Month* (dropdown)
 - Day* (dropdown)
 - Year* (dropdown)
- 5-Digit Zip Code**
 - 5-digit ZIP Code* (text input)
- Continue >** (button)



The image shows a form titled "Great! Your information has been validated.". At the top left is the "the Y" logo. Next to it is a blue hexagon icon with three white figures. To the right are illustrations of a magnifying glass and two checklists. The form contains the following sections:

- Great! Your information has been validated.**
- Please create your Verified Volunteers username and password in order to begin your background check order process.**
- Username & Password Requirements**
 - Username (text input)
 - Password (text input)
 - Confirm New Password (text input)
- WITH VERIFIED VOLUNTEERS YOUR INFORMATION IS SECURE** (orange box with a lock icon and "Learn More" link)
- ☐ Set up security questions now
- ☐ By checking this box, I accept and agree to comply with the Client Terms of Service or Verified Volunteer Terms of Service, and the Privacy Policy and Terms of Use posted on the Site.
- Create Account >** (button)

Click Get Verified to continue with the process



When asked, **indicate your Primary YMCA Branch as APB- Y Guides**

Page 1 of 4 is contact info

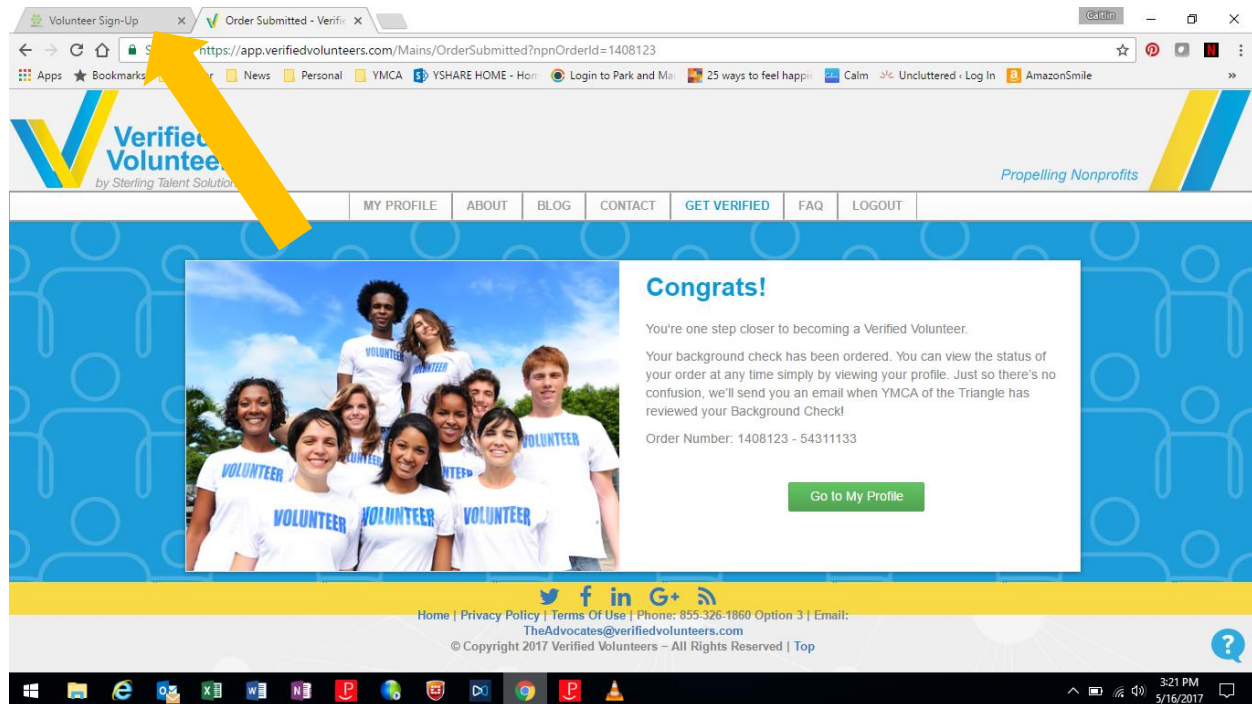
Page 2 of 4 is current address

Page 3 of 4 is consent check boxes

Page 4 of 4 confirm info is correct

Submit order, note that your background check will automatically update on your Volunteer Matters profile once it clears.

Return to Volunteer Matters Sign up tab or page to finish signing up for Long Bow Council.



The screenshot shows a web browser window with two tabs: "Volunteer Sign-Up" and "Order Submitted - Verifi...". The address bar displays the URL: <https://app.verifiedvolunteers.com/Mains/OrderSubmitted?npnOrderId=1408123>. The browser's bookmark bar includes links to "Apps", "News", "Personal", "YMCA", "YSHARE HOME", "Login to Park and Ma...", "25 ways to feel happy", "Calm", "Uncluttered", "Log In", and "AmazonSmile".

The website header features the "Verified Volunteers" logo with the tagline "by Sterling Talent Solutions" and the slogan "Propelling Nonprofits". A navigation menu includes links for "MY PROFILE", "ABOUT", "BLOG", "CONTACT", "GET VERIFIED", "FAQ", and "LOGOUT".

The main content area has a blue background with a pattern of white person icons. On the left is a photo of a diverse group of young people wearing white t-shirts with "VOLUNTEER" printed on them. On the right, a white box contains the following text:

Congrats!

You're one step closer to becoming a Verified Volunteer.

Your background check has been ordered. You can view the status of your order at any time simply by viewing your profile. Just so there's no confusion, we'll send you an email when YMCA of the Triangle has reviewed your Background Check!

Order Number: 1408123 - 54311133

Below the text is a green button labeled "Go to My Profile".

The footer includes social media icons for Twitter, Facebook, LinkedIn, and Google+, along with contact information: "Home | Privacy Policy | Terms Of Use | Phone: 855-326-1860 Option 3 | Email: TheAdvocates@verifiedvolunteers.com". It also states "© Copyright 2017 Verified Volunteers - All Rights Reserved | Top".

The Windows taskbar at the bottom shows various application icons and the system clock indicating 3:21 PM on 5/16/2017.

Click Sign Up for LBC Member role

Volunteer Sign-Up!



You're ready to sign up!
Please review the information below to continue the sign-up process.

Hold a Position

LBC Member

Term Mar 01, 2017 - Jun 01, 2018

Minimum Age 18

Required Credentials

Required Child Sexual Abuse Prevention Online Training	SUBMITTED
Volunteer Relationship and Code of Conduct	APPROVED
Code of Conduct for Online/Social Media	APPROVED
Volunteer Release Form	APPROVED
Child Abuse Policy	APPROVED
Volunteer Photography/Audio Release	APPROVED
Background Check	SUBMITTED

We already have 70

We need 930 more

[Cancel](#) [Sign Up](#)

Long Bow Council - Y Guides Participants (YMCA of the Triangle)

Project Page

This program is for Y Guides participants serving as volunteers. Below are specific requirements are listed below.

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- New Dad Orientation
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- Winter Inning
- Polar Bear Swim
- Kite Day
- Spring Outing*
- Camp Rockmont*


*To run programs at Camp Rockmont and Spring Outing, Long Bow Council volunteer children are required to be in grade 5 or above.

Final step will be to complete the Required Child Sexual Abuse Prevention Online Training. Go back to your profile by **clicking My Profile** on the left hand.

Menu

- My Profile**
- Project Catalog
- Logout

Volunteer Assignment



Hold a Position

Hooray! You have been successfully assigned to this need.
Tell your friends:

Dad Member

Term Mar 01, 2017 - Jun 01, 2018

Minimum Age 18

Required Credentials

Background Check	Child Abuse Policy
Code of Conduct for Online/Social Media	
Required Child Sexual Abuse Prevention Online Training	

Long Bow Council - Y Guides Participants (YMCA of the Triangle)

Project Page








This program is for Y Guides participants serving as volunteers. Below are specific requirements are listed below.

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- New Dad Orientation
- Fall Outing

Click update on Required Child Sexual Abuse Prevention Online Training under My Credentials

My Credentials	
	Volunteer Relationship and Code of Conduct Status: Approved Start: 2017-05-16
	Child Abuse Policy Status: Approved Start: 2017-05-16
	Code of Conduct for Online/Social Media Status: Approved Start: 2017-05-16
	Volunteer Release Form Status: Approved Start: 2017-05-16
	Volunteer Photography/Audio Release Status: Approved Start: 2017-05-16
	Background Check Status: Submitted update Start: 2017-05-16 Expiration: 2017-05-17
	Required Child Sexual Abuse Status: Submitted update Start: 2017-05-16

Follow the instructions listed, including **clicking the link to take you to the Redwoods webpage**.

Once you complete the Redwoods training, email Chas Sharp (chas.sharp@ymcatriangle.org) and let him know you have completed the training so he can start the approval process.

You will need to set up an account with Redwoods.

Organization: Association Resource Center (ARC)

Program area: Youth Programs

Job Classification: Program Volunteer



YMCA OF THE TRIANGLE

NEW USER REGISTRATION - YMCA VOLUNTEER ONLINE TRAINING

Please complete the form below to register for online training. If you are a YMCA Employee, please [register here](#).

If you have completed Redwoods training in the past, [login here](#).



* Required Field

* First Name:

* Last Name:

* Email Address:

* Username:

*Organization: Association Resource Center (ARC)  

*Program Area: Youth Programs  

*Job Classification: Program Volunteer

*New password:

*Confirm password:

* Passwords must contain both upper and lower case letters

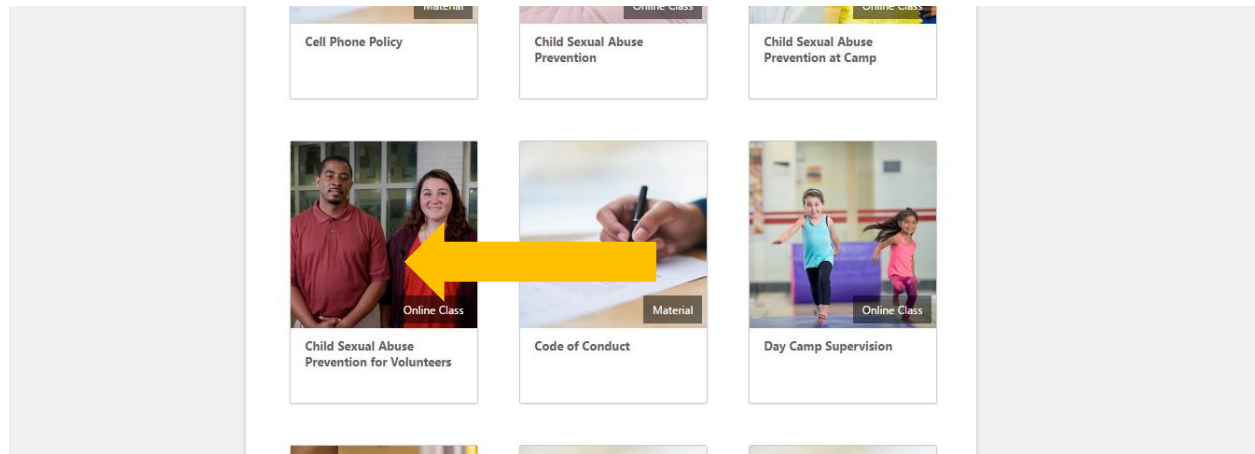
Click **Sexual Abuse Prevention** box under trainings

Browse trainings by category

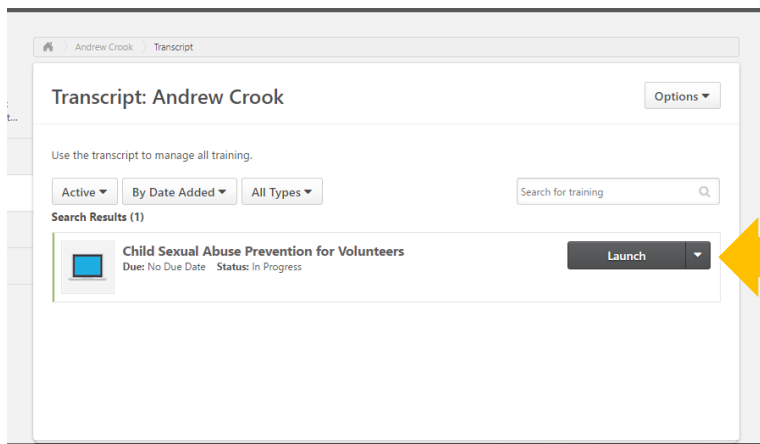
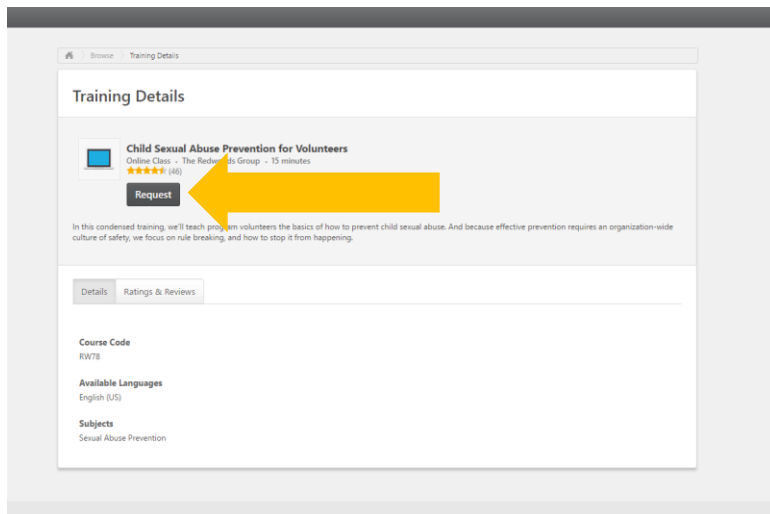


[BROWSE ALL TRAINING >>](#)

Scroll down and **click Child Sexual Abuse Prevention for Volunteers**



Click Request, then Launch



After you have completed the training, and passed the test, **click Exit**



Return to the Volunteer Matters page, **sign your name and select save.**

Once you complete the Redwoods training, email Chas Sharp (chas.sharp@ymcatriangle.org) and let him know you have completed the training so he can start the approval process.

Note that the Sexual Abuse Prevention Online Training will update once staff verify your completion of the course, no further action is needed on your part. You will not be able to sign up for events until the approval process has been completed.

A screenshot of the "Required Child Sexual Abuse Prevention Online Training" form for Andrew Crook. The form includes instructions, a statement of agreement, and a signature field. A yellow arrow points to the "Save" button.

Crook, Andrew

Required Child Sexual Abuse Prevention Online Training

Instructions

1. Please be certain your pop up window is on and set to allow pop ups from this area.
2. Verify your speakers are turned on and you can hear sound.
3. Take the course where there are no distractions.
4. For additional assistance, please note the "Help" button in the top right corner of your screen.

Click here to download and save these instructions: volunteermatters.net/content/...ining.pdf

Statement

I agree to complete the Child Sexual Abuse Prevention for Volunteers training course and either email or physically bring the certificate of completion to my volunteer coordinator.

Signature

Andrew Crook

Cancel Save

That is all, thank you!