



Hill

getconnected
by Galaxy Digital

HOW TO SIGN UP AS A TEAM ON GET CONNECTED

SEARCH FOR A SERVICE OPPORTUNITY

- 1 Visit volunteer.thehill.org to get started!
- 2 Start by browsing the available service opportunities on the Get Connected site by clicking **Service Opportunities** on the left menu bar. Read through the descriptions to see what fits your group's interests and schedule.
Any opportunity labeled ongoing can be completed at any time and does not require a specific date.
- 3 If the posted opportunities don't fit your group, look through the list on the **Organizations** page and choose two or three partners you would like to work with. Then contact Hobarts Run at contact@hobartsrunpottstown.org so they can assist your group in finding a project that matches your interests.

SIGN UP FOR SERVICE AS A TEAM

- 1 Before you begin, have your full roster ready.
- 2 Go to the service opportunity and click **Respond As Team**.
- 3 Give your team a title and add yourself by clicking **Add Me**.

The screenshot shows a web form titled "Build Your Team" with a link for "Want guidance? Read how to create a team". The "Team Name" field is highlighted with a red box and contains the text "The Pup Cups". A red arrow points from the "Team Name" label to the text in the field. Below the field are two buttons: "ADD ME" (highlighted with a red box) and "ADD VOLUNTEER".

- 4 Click **Add Volunteer** to start adding students to your team. Enter an email address and click **Add Team Member** to save your changes.

- 5 Once you've added all of the volunteers to your team, be sure to check the box under **Leader** to **assign yourself as your team leader**.

- Team leaders can manage all aspects of the team, including editing team and team member information, viewing submitted hours, adding or removing team members, and more.
- Team members can't manage the team.

- 6 When you finish building your team, click **Continue**.

- 7 Any opportunity that is not ongoing or recurring, you'll need to select the shift that you want to volunteer. Then, click **Finish** to save your changes.



For more information on managing a volunteer team, see [Get Connected Teams FAQ](#)



Be sure to track your volunteers' hours after serving! See [How to Track Student Hours](#) for more info.



Questions? Contact contact@hobartsrunpottstown.org

