



How to Sign Up to Volunteer

1. Apply to be a MultiCare Special Events volunteer:
<https://www.volgistics.com/ex/portal.dll/ap?ap=766517097>
*You only need to do this once and you will be all set for any of our special events going forward!
You will receive a confirmation email after applying.*
2. Once you have applied, you will be able to schedule yourself for a shift. Head to the Volunteer Services Center (link in confirmation email and also below) and enter the username and password you created when applying. Sign in link:
<https://www.volgistics.com/ex2/vicnet.dll?from=250531>
3. Once signed in, click **“My Schedule.”** This will take you to a calendar view. Make sure you are looking at October. If not in October, click **“Next Month”** until you are there.
4. Once in October, you will see **“Help Wanted”** on October 6th and 7th. Click on the day you wish to volunteer to see open assignments.
5. You will see a list of open assignments for that day and a link to their descriptions. *Note: the description link automatically open in a new tab!*
6. After you have decided which assignment you would like, hit **“Schedule Me”**
7. You will see a confirmation page that asks you to confirm that assignment is the one you would like to sign up for. Hit **“Yes”** if correct.
8. Click **“Continue”** to sign up for more assignments or close browser to exit.

Thank you for volunteering!