

Volunteer Registration Instructions

1. Go to the SOILL website at www.soill.org, locate "Volunteer" on the banner and hover over it until "Volunteer Events" appears, then click on "Volunteer Events".
2. Find the event you are interested in, then click on the day you want to register for.
3. Check out the available shifts and then scroll down and click on <<<Click here to Register>>>.
4. The SOILL CERVIS Account Check will appear. Put in your email and first name and click on Check for Account.
 - a. If you have an account with us you will then be prompted to enter your password.
 - b. If you do not have an account with us then you will need to create a volunteer profile before you can register for events online.
5. After you've logged in or created your profile you will be taken to a page where you can choose the volunteer shift(s) for the day you have chosen. (Please note: each event is unique so please be sure to pay attention to what day/shift you are choosing, please do not register for 2 of the same time slots on the same day)
6. Once you've selected the shift(s) you want click on "Complete Registration".
7. You will then be taken to a page where you can continue to register for more shifts. You do not have to go all the way back to the beginning of the process. Remain on this page and follow these instructions.
 - a. Make sure your name is selected under "Volunteer Name".
 - i. If you have used the same email address or phone number in your profile as another family member then you will see their name on this drop down. CERVIS links accounts that use the same email address and/or phone number.
 - b. Then you can either go right back into the same event and register for more shifts or search or scroll down for different events.
 - c. Select the event you would like to register for, and then click on "Register for Selected Event".
 - d. You will then go through the process of picking a shift.
 - e. You will see a list of everything you've registered for at the bottom of the page and can "unregister" if you've made any mistakes.
8. Repeat step 7 as many times as needed. You will receive automatic confirmation emails for each shift you register for. Ex: If you've registered for 8 shifts, you will receive 8 confirmation emails even if all the shifts are in the same event. If you do not receive a confirmation email, please check your spam and double check the email address you have in your profile.

**For group registration please contact the Event Organizer.*