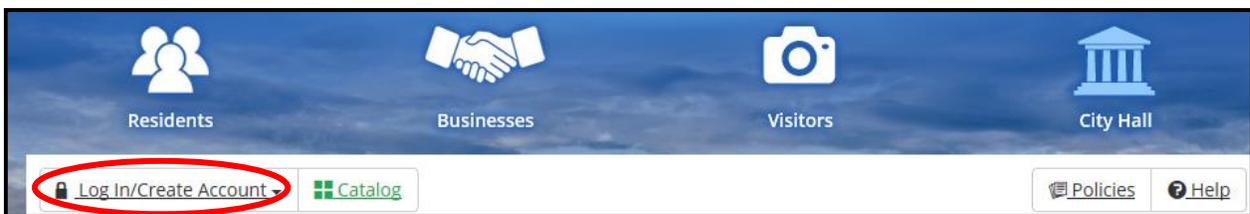


# How to Sign Up for Volunteer Opportunities



1. Click **Log In**.



2. Enter **Email and Password**, and click **Log In**.

If you are not sure whether you have an account, email [volunteers@santa-clarita.com](mailto:volunteers@santa-clarita.com) to verify. If you do not remember your password, click “**Forgot Password?**” to reset.

Log In/Create Account Catalog

Email/Username Username

Password Password

Forgot Password? Log In

Create a PRCs Account

3. Select “Volunteer” under Category. Scroll down to view all open volunteer opportunities. *Note: this page is constantly updated as new opportunities open up.*

The screenshot shows a web interface for finding volunteer opportunities. On the left, there is a 'FILTERS' sidebar with sections for 'Filter' (a search box), 'Location' (a dropdown), 'Category' (with 'Volunteer' checked and circled in red), 'Age Group' (with checkboxes for Youth, Adult, and Senior), and 'Days of the Week' (with checkboxes for Mon through Sun). At the top, there are filter tabs for 'All' (26), 'Aquatics' (0), 'Adult/Senior' (3), 'Camps' (0), 'Events/Excursi...' (0), 'Memberships' (0), 'Youth' (22), 'Activities / Cla...' (0), 'Locations' (0), and 'City Parties' (0). A 'Cart Empty' icon is in the top right. The main content area is titled 'VOLUNTEER' and lists several opportunities with their titles, descriptions, and costs (all \$0). The first few titles are: '2016 Volunteer: Canyon Country Community Center', '2016 Volunteer: CERT Disaster Simulation-September', '2016 Volunteer: Evening of Remembrance', '2016 Volunteer: Fall Flag Football-Volunteer Coach', '2016 Volunteer: Marathon & 5K Water Stations', '2016 Volunteer: Marathon - Misc Assignments', '2016 Volunteer: Marathon/5K Course Monitors', '2016 Volunteer: Newhall Community Center', '2016 Volunteer: Open Space/Trails Clean-Up and Beautification', and '2016 Volunteer: Outreach Services'.

If you are looking for a specific opportunity, you may type in a keyword under Filter. You may also refine your search by checking the “Age Group” or “Days of the Week.”

This screenshot shows the details for the '2016 Volunteer: River Rally' opportunity. The 'Filter' search box in the sidebar contains the word 'river' and is circled in red. An arrow points from this search box to the title of the selected opportunity. The 'Category' filter is also circled in red. The main content area displays the following information for the '2016 Volunteer: River Rally':
 

- Title:** 2016 Volunteer: River Rally
- Description:** Come help clean a portion of the Santa Clara River – the longest free-flowing river and one of the last two natural river systems remaining in Southern California. Be a part of the solution for a better environment by helping to preserve the river’s natural beauty and variety of wildlife. To date, thousands of volunteers have collected over 410,000 pounds of trash and debris from the Santa Clara River and its tributaries.
- Location:** This year’s location is behind the Newhall Community Center at **22421 Market Street, Newhall**. This is an excellent volunteer opportunity for scout troops, youth groups, and the entire family! Volunteers should wear sturdy closed-toe shoes (NO SANDALS) for walking in the riverbed, appropriate clothing, sunscreen, and a hat. Gloves, collection bags, and refreshments will be provided. Carpooling, walking, or biking are highly encouraged as parking space is limited. Sorry, but NO PETS allowed.
- Guidelines:** To expedite your registration, please follow these guidelines:
  - 1) Parents: create an account for yourself and add your youth/teen volunteers. **Please DO NOT check off the "This is an organizational account" box.**
  - 2) Go back to your account and register for River Rally.
  - 3) Accept the terms of the waiver.
- Policy:** Group or organization accounts are **NOT** accepted. **Each individual must have his/her own account; minors must be under their parent's account.**
- Contact:** For more information about the event, call the River Rally Hotline at (661) 284-1415 or visit [GreenSantaClarita.com](http://GreenSantaClarita.com).
- Registration:** REGISTRATION CLOSES ON SEPTEMBER 15, 2016
- Activities:** A table at the bottom lists activities: 'Arts & Crafts/Give-Awa...', 'Check-In/Start Team', 'River Clean-Up', and 'Water Distribution', each with a location (TBD), number of spots (up to 14), date (Sat, Sep 17), and time slot, all with a cost of \$0.

4. Find the event or program you're interested in, read the description and details, check off your name or the name of the family member(s) signing up for the volunteer opportunity, and click **"Add to Cart."**

**2016 Volunteer: River Rally**

Come help clean a portion of the Santa Clara River – the longest free-flowing river and one of the last two natural river systems remaining in Southern California. Be a part of the solution for a better environment by helping to preserve the river's natural beauty and variety of wildlife. To date, thousands of volunteers have collected over 410,000 pounds of trash and debris from the Santa Clara River and its tributaries.

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To expedite your registration, please follow these guidelines:  
 1) Parents: create an account for yourself and add your youth/teen volunteers. **Please DO NOT check off the "This is an organizational account" box.**  
 2) Go back to your account and register for River Rally.  
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 Group or organization accounts are **NOT** accepted. **Each individual must have his/her own account; minors must be under their parent's account.**

For more information about the event, call the River Rally Hotline at (661) 284-1415 or visit [GreenSantaClarita.com](http://GreenSantaClarita.com).

**REGISTRATION CLOSES ON SEPTEMBER 15, 2016**

<b>Arts &amp; Crafts/Give-Awa...</b>	Location TBD	14/up	Sat	Sep 17	9am-11am	<b>\$0</b>
<b>Check-In/Start Team</b>	Location TBD	14/up	Sat	Sep 17	7am-9am	<b>\$0</b>
<b>River Clean-Up</b>	Location TBD	3/up	Sat	Sep 17	8am-11am	<b>\$0</b>

**Activity** 2016 Volunteer: River Rally  
**Session** River Clean-Up  
**Location** Location TBD  
**Date Range** Sep 17  
**Schedule Details** 8a-11a on Sat 09/17/2016  
**Age/Gender** 3/up  
**Fee** \$0.00  
**Registration** Jul 5-Sep 15 11:59p  
**Max Participants** 2000

ACCOUNT MEMBERS

Tess Simgen (Adult)  
Eligible

Add Account Member

🛒 Add To Cart

5. Click **"Checkout."**

#	Item	Total	
1.	Tess Simgen for 2016 Volunteer: River Rally River Clean-Up Sep 17, 8am-11am Age: 3+	\$0.00	✕
<b>TOTAL</b>		<b>\$0.00</b>	

Close 🛒 Checkout

6. Select your **Volunteer Shirt size** and click **“Submit Responses.”**

Prompt	Response
<b>Prompts for Tess Simgen</b>	
1. Volunteer shirt size	<input type="text" value="S"/>

Shopping Cart: \$0.00 (1 item)

CHECKOUT FOR TESS SIMGEN

- Browse Catalog
- Prompts**
- Waivers
- Payment
- Review & Confirm
- Receipt

**Submit Responses** >

7. Watch the volunteer orientation video (if you have not done so before), and accept the waivers by checking the **“I agree”** boxes. Click **“Confirm Waiver Agreement.”**

**A. Volunteer Orientation Video**

**Applies to:**  
Tess Simgen for 2016 Volunteer: River Rally River Clean-Up Sep 17, 8am-11am Age: 3+

In order to complete your registration, please watch the following video. Copy and paste the link below into a new browser window to view: [http://youtu.be/n0W\\_-E2bMHQ](http://youtu.be/n0W_-E2bMHQ)

**I agree on behalf of Tess Simgen**

**B. Volunteer Waiver**

**Applies to:**  
Tess Simgen for 2016 Volunteer: River Rally River Clean-Up Sep 17, 8am-11am Age: 3+

I acknowledge that I have read and understood the following: City of Santa Clarita Volunteer Waiver I voluntarily agree to participate, or for my child to participate, in the City of Santa Clarita Volunteer Engagement Program. I hereby waive, release, and hold harmless from any liability or claims for damages for personal injury, including death, as well as from claims or property damage which may arise in connection with the above-named activity, against the supervisor, the City of Santa Clarita and its elected and appointed officials, agents, and employees. As parent/guardian, I hereby consent to treatment of my minor child for any and all medical procedures deemed necessary as a result of accident or injury. I further agree to pay any and all costs incurred as a result of said treatment. I hereby give permission to the City of Santa Clarita Parks, Recreation, and Community Services Department to use my, or my children's, photographs as they see fit for promotional purposes. I understand all photographs belong to the City of Santa Clarita and I will not receive payment of any kind.

**I agree on behalf of Tess Simgen**

**C. Policy Against Harassment, Discrimination, and Retaliation**

**Applies to:**  
Tess Simgen for 2016 Volunteer: River Rally River Clean-Up Sep 17, 8am-11am Age: 3+

I acknowledge that I have received, read and understood the City of Santa Clarita's Policy III-6.2, Policy Against Harassment, Discrimination, and Retaliation, and I will abide by its terms. I understand that failure to fully comply with all terms set forth in the Policy may lead to disciplinary action, up to and including termination.

**I agree on behalf of Tess Simgen**

CHECKOUT FOR TESS SIMGEN

- Browse Catalog
- Waivers**
- Payment
- Review & Confirm
- Receipt

**Confirm Waiver Agreement** >

[Browse Catalog](#)

8. Click “Review Transaction.”

CHECKOUT FOR TESS SIMGEN

- Browse Catalog
- Waivers
- Payment**
- Review & Confirm
- Receipt

**Review Transaction**

[← Waivers](#)

9. Click “Complete Transaction.”

Review & Confirm

Item	Price
1. Tess Simgen for 2016 Volunteer: River Rally River Clean-Up Sep 17, 8am-11am Age: 3+	\$0.00
<b>Total Charges</b>	<b>\$0.00</b>

Payment Summary  
No Payment

CHECKOUT FOR TESS SIMGEN

- Browse Catalog
- Waivers
- Payment
- Review & Confirm**
- Receipt

**Complete Transaction >**

10. Your Transaction Receipt will be emailed to you. Let your friends and family know you're volunteering and making a difference in the community by sharing on social media!

Transaction Receipt

Receipt  [Email](#) [Print](#)



**City of Santa Clarita**  
20880 Centre Pointe Parkway  
Santa Clarita, CA 91350  
861-250-3700  
registration@santa-clarita.com  
http://www.santa-clarita.com

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**Registration/Payment Receipt 4533249**  
08/22/2016 12:33 PM

**Account Information**  
Tess Simgen  
20880 Centre Pointe Pkwy  
Santa Clarita, CA 91350

Item	Amount Paid
Tess Simgen for 2016 Volunteer: River Rally River Clean-Up Sep 17, 8am-11am Age: 3+ SCHEDULE: 8a-11a on Sat 09/17/2016	\$0.00
<b>Total Payment</b>	<b>\$0.00</b>

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**Activity Notes**

2016 Volunteer: River Rally River Clean-Up Sep 17, 8am-11am Age: 3+

**IMPORTANT NOTE: Team or group online registration is NOT allowed. Minors (youth and teen volunteers) must be signed up under a parent's account.**

Volunteers should wear sturdy closed-toe shoes (NO SANDALS) for walking in the riverbed, appropriate clothing, sunscreen, and a hat. Carpooling, walking, or biking are highly encouraged as parking space is limited.

Sorry, but NO PETS allowed.

Other details to follow.

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Thank you for registering with the City of Santa Clarita.

CHECKOUT FOR TESS SIMGEN

- [Browse Catalog](#)
- [Payment](#)
- [Review & Confirm](#)
- [Receipt](#)**

"I just signed up for 2016 Volunteer: River Rally at PRCS"

[Tweet](#) [Share](#)