



**Hello, and thank you for wanting to volunteer with Operation Sandwich!**

\*If kids will be with you, you don't have to sign them up or reserve a slot if doing a team. There will be a space where we ask you for how many kids will be with you\*

**To sign up as an individual:**

- 1) Choose lunch making, delivering, or book wagon
- 2) Find which date you would like to volunteer for. There are multiple pages
- 3) Click "respond as individual"
- 4) You will be prompted to login if you already have a Get Connected account or to sign up, if you do not have a Get Connected account. Click which one applies to you and complete
- 5) You should be redirected back to your Operation Sandwich response. However, if not, you can click the back arrow or just search for Operation Sandwich in the "needs tab" and click respond as individual
- 6) Add any notes you think are relevant in the "notes" box, mark how many kids you have in the kids box, and your phone number
- 7) Click "submit response" and you are all set!

**To sign up as a team:**

- 1) Choose lunch making, delivering, or book wagon
- 2) Find which date you would like to volunteer for. There are multiple pages
- 3) Click "respond as team"
- 4) You will be prompted to login if you already have a Get Connected account or to sign up, if you do not have a Get Connected account. Click which one applies to you and complete
- 5) You should be redirected back to your Operation Sandwich response. However, if not, you can click the back arrow or just search for Operation Sandwich in the "needs tab" and click respond as individual
- 6) Write team name and description of team if you would like. Click "create team"
- 7) Click add team member
- 8) Add your name, email and phone number. Mark how many kids will be with you and how many slots you like reserved for you team (can be changed later). This person entered will be the team leader (can be changed later)
- 9) You will be directed to a space where you can continue to add people or send them a link to join themselves.
  - a) You add people: Click "add new member"
    - i) Enter that person's name, email, phone number, kids and click "submit."
  - b) Give people join link: Send the link and the following italicized instructions
    - i) *Click link. You will be prompted to login if you already have a Get Connected account or to sign up, if you do not have a Get Connected account. Click which one applies to you and complete*
    - ii) *You should be redirected to the team response. However, if not, just click the link again,*
    - iii) *Read over the information and enter how many kids you will be joining you and your phone number. Click "join team" and you are all set!*

Thank you again for your service! Please contact [jessie@unitedwaynow.org](mailto:jessie@unitedwaynow.org) with any questions!