

ON-LINE APPLICATION PROCESS HELPING HANDS PROGRAM

Please follow the instructions for registration as a Group Leader whether or not you will be coming with a group of Helping Hands volunteers. Even if you are an Individual not part of a group, please follow these steps:

There is no charge to participate in this program.

Steps for the Helping Hands Volunteer: (whether Group Leader; Group member; or as an Individual, not part of a group):

1. On the ASP website, click on 'Apply to Volunteer'. Select Helping Hands to find the program information and the link that will take you to the Trip Center page where you will see a listing of Event Areas
2. Go to the event for **Helping Hands Volunteers** to reserve your spot. Scroll down to REGISTER NOW.
3. On the Previous Involvement page:
 - a. **Are you registered?** If yes, enter info from previous registration and **SUBMIT**
 - b. **Are you new?** Fill in the blanks and **SUBMIT**
4. Sign up as the **LEADER OF THE GROUP** Note: **Even if you are a Group Member, or an individual, not part of a group, we want you to follow the steps for a Group Leader.**
5. Complete steps to **CREATE NEW TEAM**
 - a. Team Information **Recommendation for Team Name: HH (your name).** **There is no cost for Helping Hands.** Select the Invoice Option for payment in order to complete the process.
 - b. Financial Summary review – **No cost for Helping Hands**
 - c. Your contact information
 - d. Emergency Contact information
 - e. Participant Agreement – Review and acknowledge
 - f. Payment Information – **No cost for Helping Hands**
 - g. Confirm and submit registration
6. You will receive an email acknowledging your registration, confirmation of your contact information, trip date, total cost, your user name, password, and **Group Code**. If you happen to be leading a group of Helping Hands volunteers, those group members will need this **Group Code** to complete their registration process. You will need your user name and password to access your **Participant Center*** to view your trip information and/or to register for future trips with us.

*Go to the **Sign In** prompt at the upper right hand corner of the Trip Center page to access the **Participant Center**.