



New Volunteer Instructions

Step 1: Log into the Volunteer Portal

Website: <https://portal.calgaryfolkfest.com/login>

The image shows a login form with three input fields: 'Email', 'Password', and 'Password confirmation'. Below the fields are two buttons: a green 'Sign up' button and a blue 'Log in' button. A link 'Need help? Contact us.' is located at the bottom of the form. Three red arrows point from the right side of the form to the 'Email', 'Password', and 'Password confirmation' fields. A fourth red arrow points from the bottom of the form to the 'Sign up' button.

Enter Email

Enter Password

Re-Enter Password

Click **'Sign up'**



Step 2: Fill in your Profile Information

Fill in the blank spaces with your profile information

Successfully created an account.

Profile

Email
Test@gmail.com

First name

Last name

Address

City

Profile Information includes:

- First Name
- Last Name
- Address
- City
- Province
- Postal Code
- Home Phone
- Cell Phone
- Emergency Contact Name
- Emergency Contact Phone
- Employer
- Date of Birth
- Shirt Size
- Are you a vegetarian?
- Special Skills
- Current accreditations

Crew vacancies are filtered by age minimums. Please input in your real birthday to ensure you are sent the correct crew opportunities.



Step 3: Choose an Orientation Session

At the bottom of your Profile, you must choose an orientation date. Click on the orientation dates, and choose which date you can attend

All new volunteers must attend an orientation session. Please choose from the following:

New Vol. Orientation | Thurs. April 7 @ 6:30 pm | Festival Hall

What are your reasons for volunteering?

Do you have any medical conditions or special concerns we should be aware of?

Create profile

Click 'Create profile'

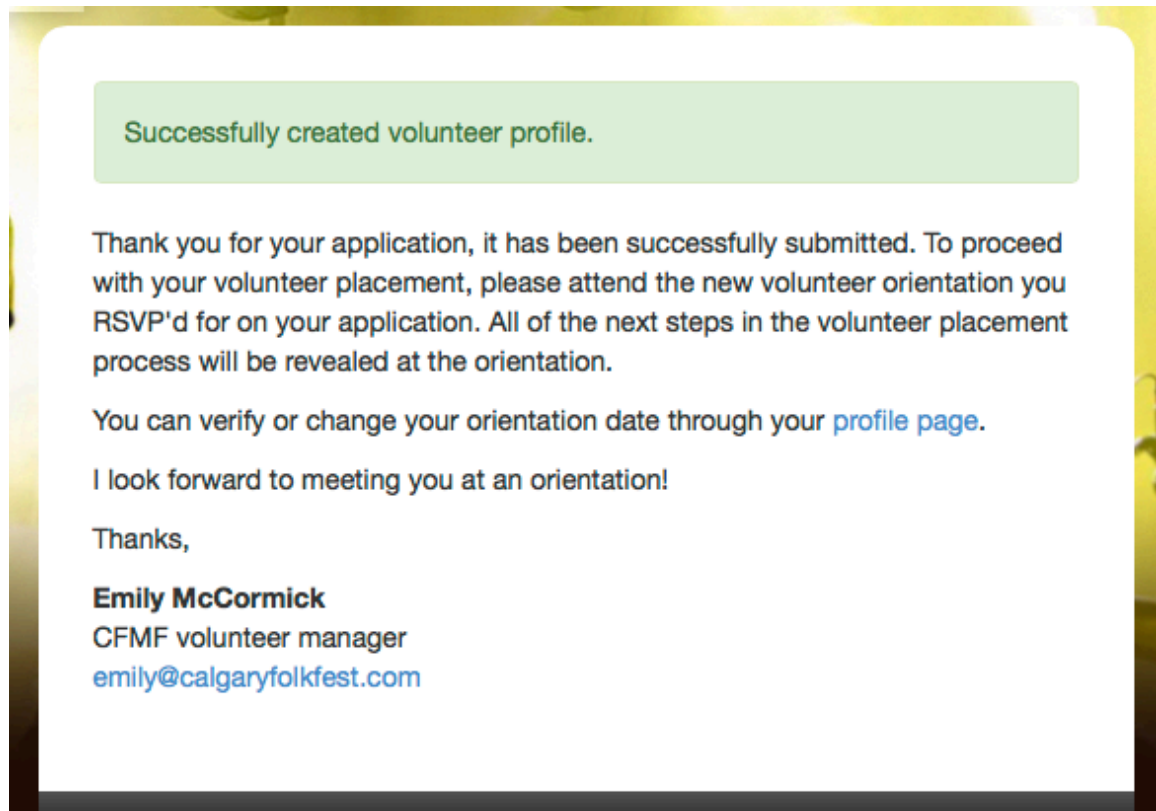
Let us know if you have any medical concerns

Enter what your reasons for volunteering are



Step 4: You're Done!

Congrats, you're done! You should receive a confirmation email in your inbox.



Step 5: Attend your Orientation Session

Only volunteers who attend their orientation session are eligible to volunteer at the CFMF. Be sure to show up!

At a New Volunteer Orientation session, you will learn about the CFMF, it's volunteer program, and what to expect as a volunteer. It will also go over crew vacancies.