

With RegPack, AFF volunteers can easily register, update contact information and check their schedule, ALL right online! Volunteers will be able to schedule themselves, friends and family, easily from the AFF website! **\*Those who wish to use RegPack must have an email address.** For volunteers who don't have an email address and/or internet access, a paper volunteer registration form will be available. These volunteers will be entered into the database and scheduled by the Festival office.

## Registering/Signing Up

**Step One:** All volunteers, new and returning, will need to go to [www.americanfolkfestival.com](http://www.americanfolkfestival.com) and click on the "Volunteer Now" button on the top of the webpage.

### Step Two:

**NEW** volunteers, Register by entering your email and creating a password. Then click on "Sign Me Up". (See picture below).

**RETURNING** volunteers, sign in using your email and password. Then click on "Login" (THEN Proceed to "Volunteer Schedule" on Page Four).

The screenshot shows a registration form titled "Fill out the form below to sign up today!". At the top, there are two buttons: "Login" (grey) and "Register" (green). A blue arrow labeled "RETURNING" points to the "Login" button. Below the buttons is a "Register" section with a text box containing instructions: "Create an account below by completing the required fields. Each \* notes a required field. All passwords MUST be at least 6 characters and contain no special characters (i.e. !@#\$%^&\*). Browser Requirements: This system will work with all major browsers: IE10 or higher, Google Chrome, Firefox, and Safari." Below this are input fields for "First Name", "Last Name", "E-mail Address", "Create Password", and "Confirm Password", each with a red asterisk indicating it is required. There is also a "Keep me logged in" checkbox. At the bottom of the form is a green "SIGN ME UP" button. A blue arrow labeled "NEW" points to this button.

**Step Three:** You will be taken to the dashboard where you will be asked to "Add a Volunteer" this is where you are entering in all your information or can add a family member/friend to sign them up.

The screenshot shows a dashboard for a user named "Bradley Libby". At the top, there is a "My Application" progress bar showing 0%. Below this is a "Dashboard" section with a "Volunteer Profile(s)" heading. A red button labeled "+ ADD ANOTHER VOLUNTEER" is visible. Below the button, it says "You have not created any volunteer. Please click the 'create volunteer' button to create your first volunteer." A blue arrow labeled "NEW" points to the "+ ADD ANOTHER VOLUNTEER" button. At the bottom, there is a "VERIFIED & SECURED" logo and the "Regpack" logo with the text "Registration and Payments by Regpack".

**Step Four:** At the registration form you will answer questions about your contact information as well as volunteering information.

Fill out the form below to sign up today!

For information on the new volunteer database click [here](#)

**Contact Information**

First Name

Last Name

Primary Phone Number  -  -

Primary Phone Type  Home  Cell  Work

Secondary Phone Number  -  -

Secondary Phone Type  Home  Cell  Work

Please send me...  Information on making a 2012 APF financial contribution  Festival Newsletter

**About You**

Are you 18 or over?  yes  no

T-Shirt Size

Have you volunteered for our Festival in the past?  yes  no

For scheduling purposes, please let us know the name of the team or people you will be volunteering with:

**NEW**

**Step Five:** After completing this information you will be asked to read through the job descriptions that you are interested in. After answering the two questions at the bottom of this page you can go to the next step.

**Step Six:** You will be taken to the calendar page; please make sure that the calendar is set to August 2017. From here you can browse the jobs by day or by area by choosing the appropriate filters (see image below).

Denise Libby (Edit | Logout) Denise Libby 50%

### Volunteer Schedule

Sign-Up for a Volunteer Slot

Filter

Schedules Locations Dates Times

<input type="checkbox"/> Baby Comfort	<input type="checkbox"/> Ice & Water Brigade	<input type="checkbox"/> Site Set-up or Strike
<input type="checkbox"/> Bicycle Parking	<input type="checkbox"/> Information Booth	<input type="checkbox"/> Slower Paced
<input type="checkbox"/> Dance Tent Info and Vending	<input type="checkbox"/> Music Sales	<input type="checkbox"/> Stage Area Services
<input type="checkbox"/> Festival Desk	<input type="checkbox"/> On-Call Volunteer	<input type="checkbox"/> The Marketplace
<input type="checkbox"/> Folk Arts Stage	<input type="checkbox"/> On-Site Donation Team	<input type="checkbox"/> Vending
<input type="checkbox"/> Heritage Info and Vending	<input type="checkbox"/> Safety Escort	<input type="checkbox"/> Volunteer Registration

10 11 12 13 14 15 16

**Step Seven:** After you have chosen the area(s) and time slots that you would like to volunteer in, you must scroll to the bottom of the page to go on to the next step (see image below).

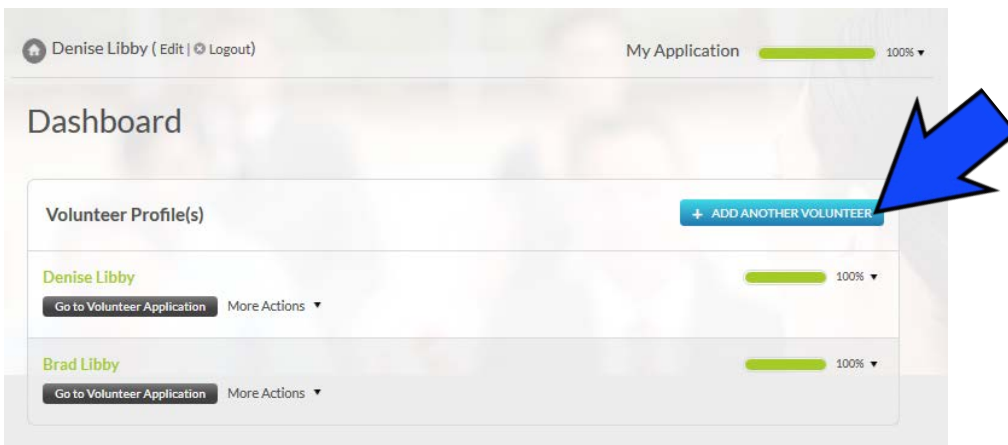


**Step Eight:** You will then be asked to accept the Volunteer Waiver. You will be asked to accept this TWICE

**Once your registration** for has been filled out you will be taken to your “Dashboard” or homepage (see image below). This is where you can view how complete your registration forms are.

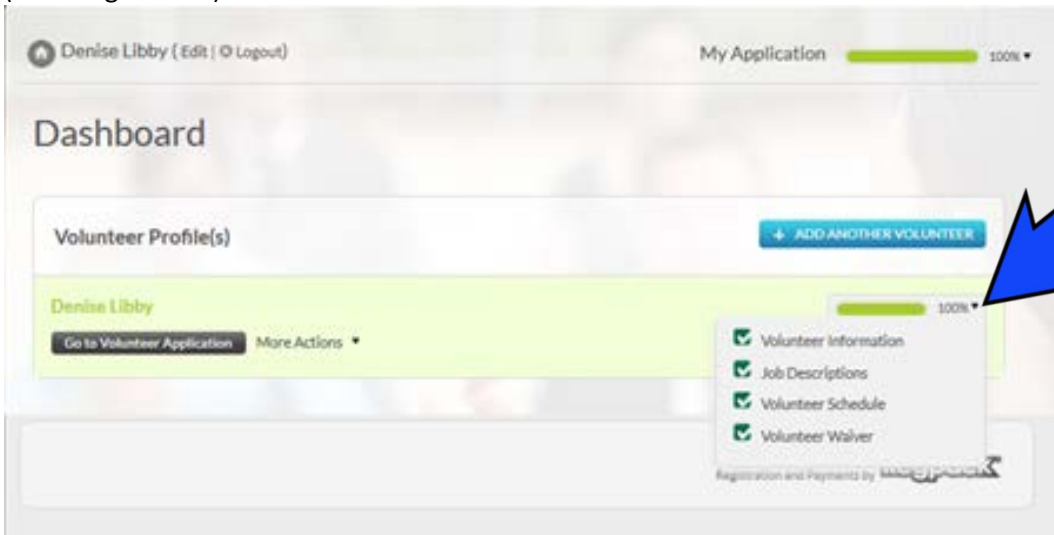


From the Dashboard you can register your family members by clicking “ADD ANOTHER VOLUNTEER”. You will then be asked to go through the same process you went through before and fill out their information as well as schedule them. Once you have completed their forms your Dashboard will look like this:

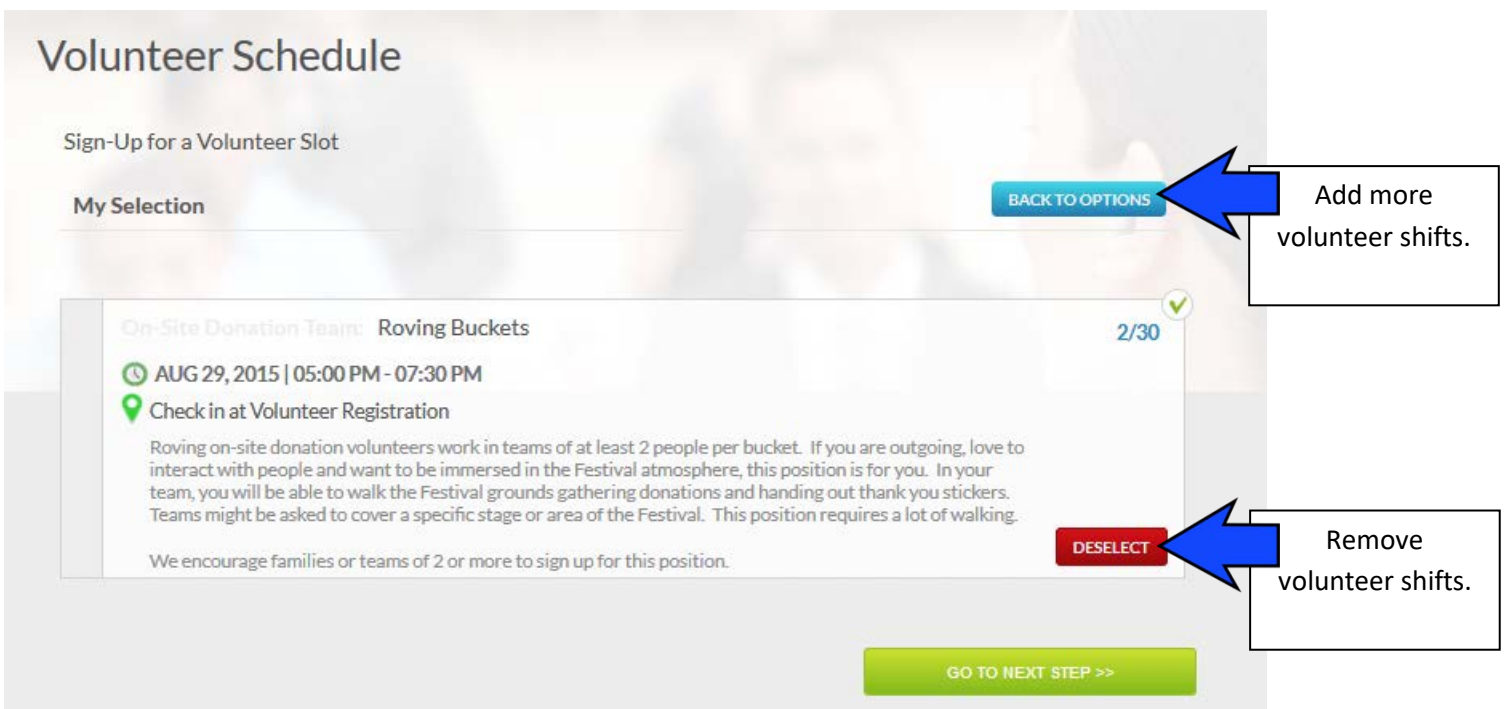


## Volunteer Schedule

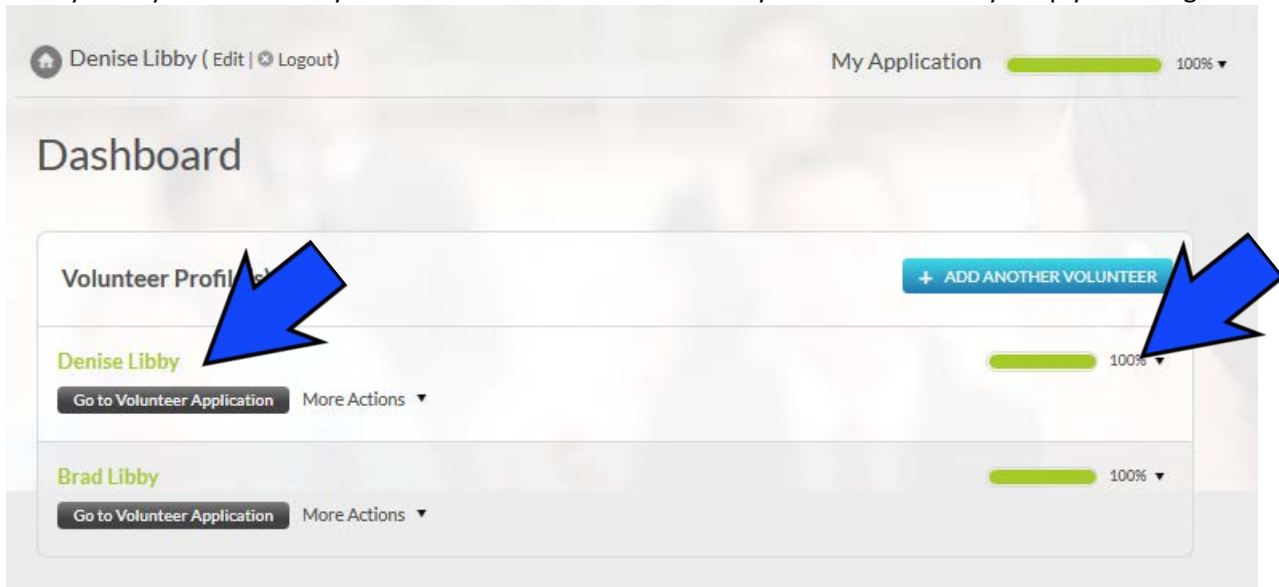
To view where you have signed up to work, hover your mouse over the downward facing arrow next to the progress bar (see image below) and choose "Volunteer Schedule".



This should show you the list of areas that you are signed up to work in. From here you can add more shifts or remove shifts you are currently signed up for. If you are brought to a calendar, please go back to step 6.



At any time you can edit any of the volunteer information that you have entered by simply choosing the form:



If you have any questions, or issues with RegPack, please contact Denise at 207-262-7765 or [denise@americanfolkfestival.com](mailto:denise@americanfolkfestival.com).