

HOW-TO MANUAL

for

Registering as an Affiliate

with



1. Start at the main page, www.volunteerwv.org. Click on the link to create an account.



2. Click on the box on the right to create an Affiliate account.

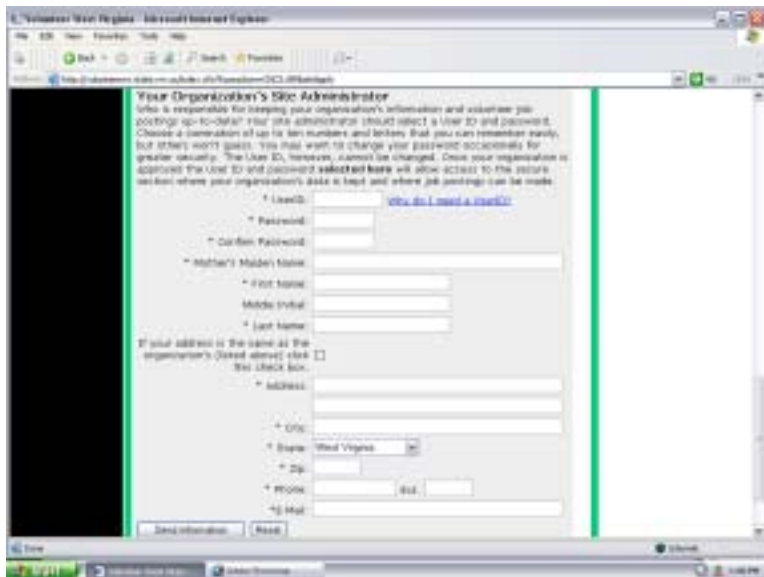


3. Fill out the profile.





4. Continue. Remember that fields marked with an asterisk (*) are required. You can not advance through the process without answering a required field.



5. Continue.



6. When you see this screen, your application has been sent for approval. When you get an email stating that your organization has been approved, you will then have access to the affiliate features of the site.

7. After approval, sign in from the front page to access the site.



8. Signing in will take you to the Affiliate administration menu.



9. To make changes to your profile, select "Edit Affiliate Profile."





10. This will take you to your current profile. Make any necessary changes to this page and click submit.



11. You will be informed that your profile has been successfully changed.



12. You may also select "Edit Affiliate Administrators" from the drop down menu. That selection will take you to this page, showing who is listed as an administrator for your organization. To add an administrator, click on "Add an Administrator."

13. Fill in the administrator's information.



14. To edit the information for an existing administrator, click on the name of that administrator.

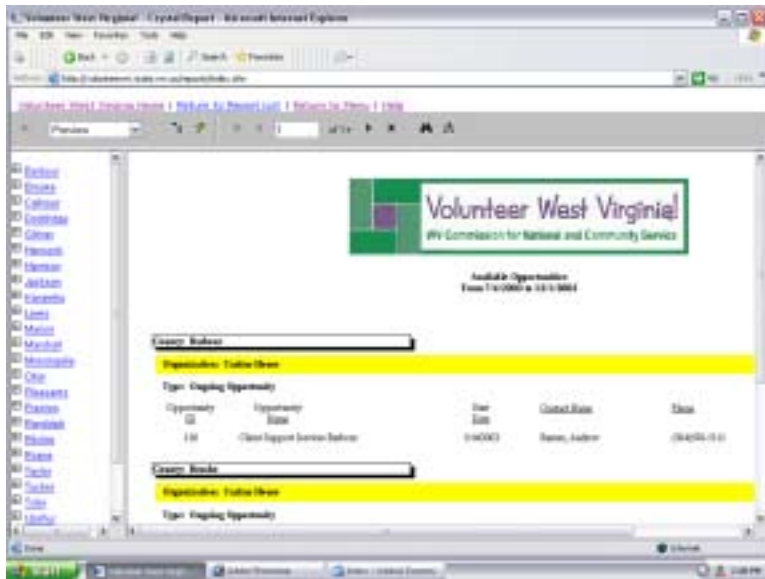


15. You may also select "reports" from the Affiliate administrator's menu. Select which report you would like to see.





16. Fill in the necessary information, such as starting and ending dates for the report.



17. View/print the report.

18. If you need further assistance, please contact Lisa Tignor at Lisa.A.Tignor@wv.gov.

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