

## NEW VOLUNTEER - NO ASSIGNMENT

If you're volunteering to work at NIOSA for the first time but haven't been given your assignment, follow these steps to become a part of the NIOSA volunteer pool.

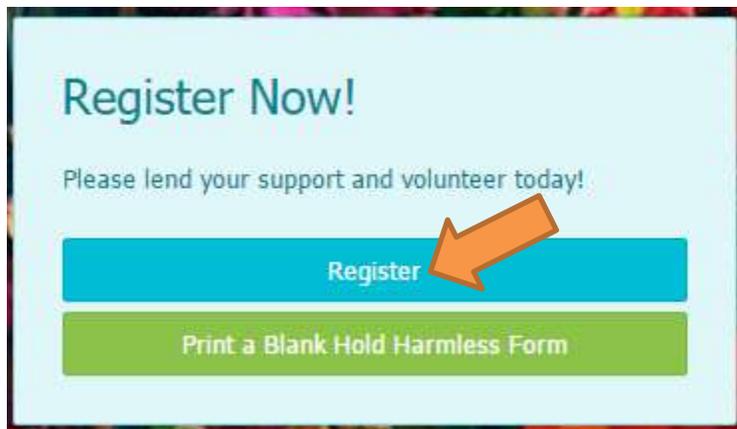
Go to the website [WWW.NIOSA.ORG](http://WWW.NIOSA.ORG).

From the selections at the top of the screen click on GET INVOLVED, and from the drop down menu click on VOLUNTEER AT NIOSA.



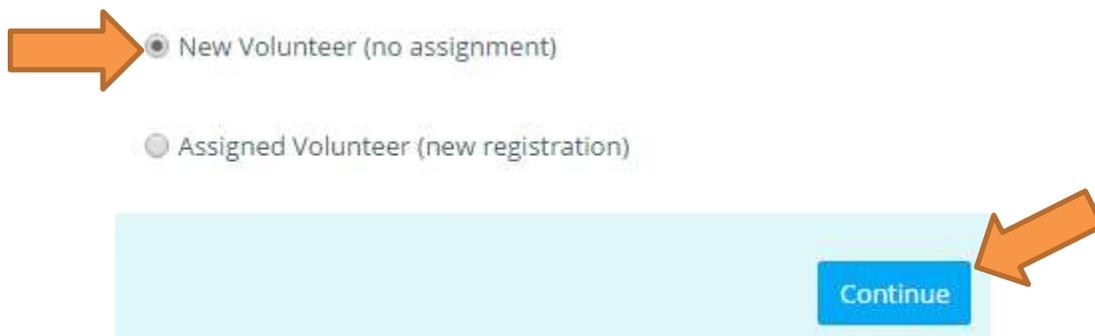
The website <https://www.niosavolunteers.org/login> will appear.

Scroll to the bottom of the screen. In the Register Now! box click REGISTER.



The screen will change to the website <https://www.niosavolunteers.org/register>

Click the circle to the left of NEW VOLUNTEER (NO ASSIGNMENT). Click CONTINUE.



The screen will refresh to a template where you will fill out the mandatory fields with red asterisks <sup>\*</sup>, enter a Password of your choice and re-enter it again in the Confirm Password field.

WRITE DOWN THE PASSWORD YOU SELECTED, you're going to need it if selected from the volunteer pool.

First Name\* NEWNO

Last Name\* ASSIGNMENT

Email Address\* NEWNOASSIGNMENTVOLUNTEER@VOLUNTEER.COM

Password ...

Confirm Password ...

Cell Phone\* 2101234567

Home Phone 2101234567

Continue to scroll down the screen filling in the red asterisk <sup>\*</sup> mandatory fields and the optional fields of your preference. OPTIONAL: If you are Texas Alcoholic Beverage Commission certified, please enter your license/certificate number and the date of expiration in the format mm/dd/yyyy.

Finally, click the REGISTER hotkey in the lower right corner of the screen.

TABC License Number (if available) 123456

TABC Expiration Date (mm/dd/yyyy - if available) 01/01/1900

Questions or Comments?

Register

Once the information is validated the screen refreshes with the message screen shown below.

As a New Volunteer with no assigned area, or task, at this point there's nothing further for you to do until you're contacted and assigned to a NIOSA booth or task assignment. **You can exit the website.**



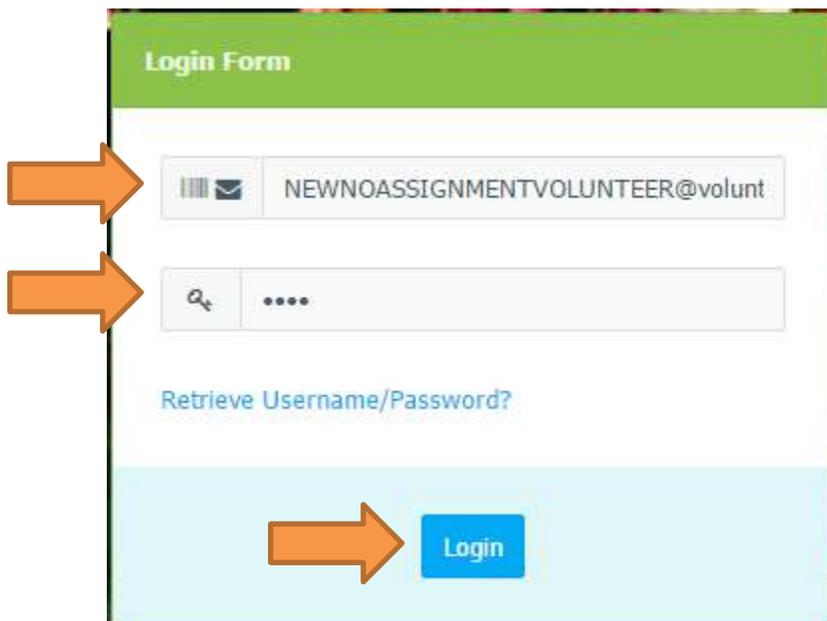
Once you've been contacted to be a NIOSA volunteer and have been assigned to a task/booth:

Go to the website [WWW.NIOSA.ORG](http://WWW.NIOSA.ORG) .

From the selections at the top of the screen click on GET INVOLVED, and from the drop down menu click on VOLUNTEER HOLD HARMLESS FORM.

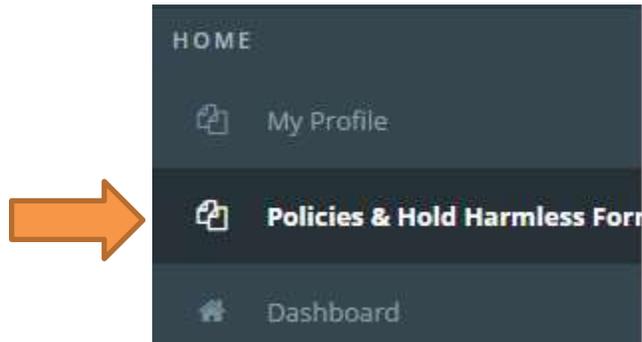
This takes you to the website <https://www.niosavolunteers.org/login>.

In the LOGIN FORM enter the e-mail and password used when you registered as a volunteer and click LOGIN.



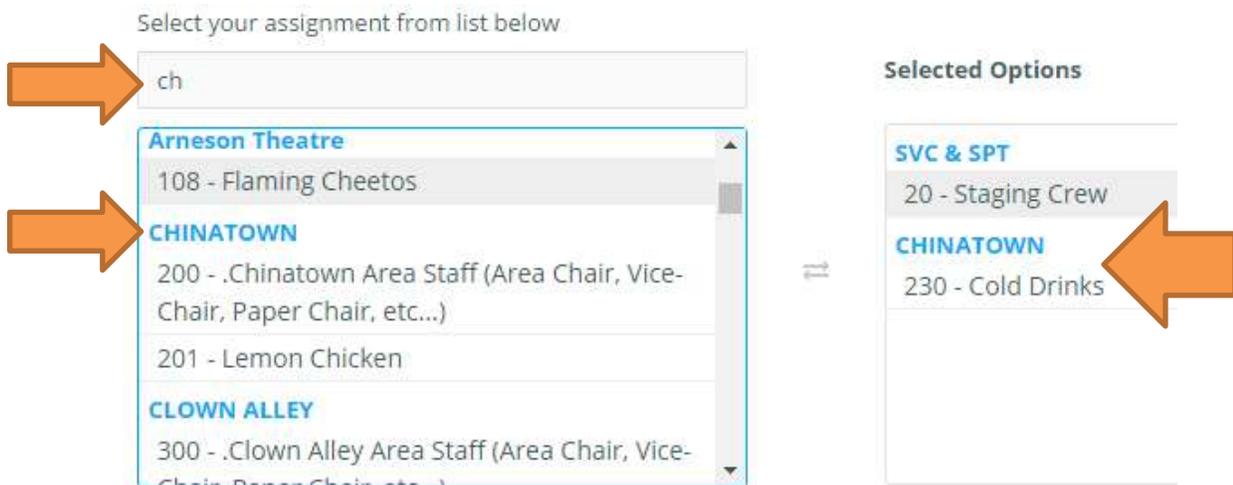
The <https://www.niosavolunteers.org/> website will appear. In the upper left corner of the screen will be a small menu.

Click the POLICIES & HOLD HARMLESS FORM.



The [https://www.niosavolunteers.org/policies\\_and\\_harmless\\_form](https://www.niosavolunteers.org/policies_and_harmless_form) screen appears.

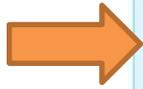
Identify the area and task or booth(s) where you'll be working by scrolling through the list of NIOSA areas (NIOSA OFC, Svc & Spt (support), Main St, French Quarter, etc.). Click the booth, or task from the list which will move the selection to the right side of the menu into the Selected Options field.



There are more fields of optional information you may or may not answer but help us identify the demographics of our volunteer staff.

Scroll to the bottom of the screen where the Policies and Hold Harmless form is located. PLEASE READ THIS SECTION CAREFULLY! All volunteers are required to sign this form before being allowed to work.

After reading the form, enter your initials and click REGISTER.



**As a volunteer at NIOSA, I am required by "A Night in Old San Antonio" policies to subscribe to the following guidelines and adhere to any applicable Texas State Laws:**

I know of no physical or mental conditions that would prevent me from safely performing my volunteer assignments.

If my assignment is in any food/beverage booth, I will read and follow the Food/Beverage Handler Safety Requirements by the San Antonio Metro Health District posted in the booth.

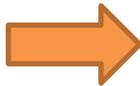
I understand no children under the age of 12 are allowed in any food/cold drink booth.

I will not SMOKE, DRINK or EAT inside any booth.

NIOSA's temporary TABC permit allows only beer and wine products on the premises (NO LIQUOR). I am aware that all personal containers brought in or taken out of the grounds are subject to inspection.

*I understand that I must act responsibly in my own consumption of alcohol.*

*I, the undersigned, have read and fully understand the NIOSA policies stated above. I also understand that I may be held personally liable should I not follow these policies and those put forth by Texas State Law.*



Initials\*

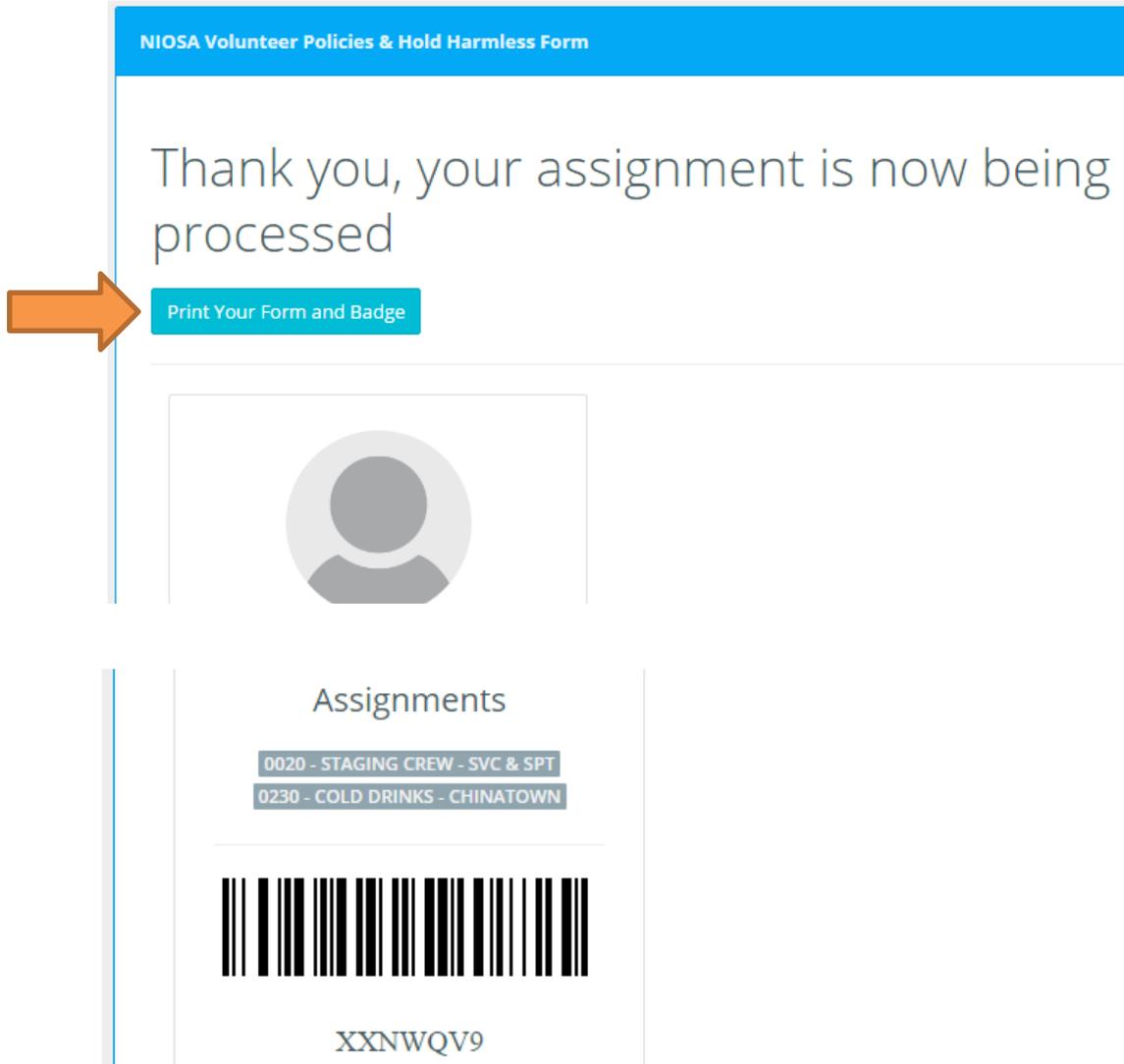


Date\*



The screen refreshes (partially illustrated below) listing your name, the areas you're assigned, a barcode and barcode number.

Click the PRINT YOUR FORM AND BADGE hotkey.



For some people the form will appear on screen for you to print. For others, the screen will remain the same but a PDF file link may appear in the lower left corner of the screen. Click this link to open the file.



Print a copy for every day you volunteer. You will not be allowed to volunteer without a copy of this information.