

RETURNING VOLUNTEER

Go to the website 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.



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

Enter either the E-Mail address (or your barcode from the prior year) and your Password from volunteering in 2015 or later into the LOGIN FORM section and click LOGIN.

If you don't recall your login information, click RETRIEVE YOUR USERNAME AND PASSWORD and **go to page 4 for further instructions.**

A screenshot of the "Returning Volunteer?" login form. The form has a light blue background. At the top, it says "Returning Volunteer?" and "You can retrieve you login and barcode! Click below." Below this is a blue button that says "Retrieve your Username/Barcode and Password". An orange arrow points to this button. Below the button is a green header for the "Login Form". Underneath are two input fields: "Barcode/Email" with a barcode icon and "Password" with a key icon. An orange arrow points to the "Barcode/Email" field. Below the input fields is a blue link that says "Retrieve Username/Password?". An orange arrow points to this link. At the bottom of the form is a blue "Login" button. An orange arrow points to this button.

The 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.

Select your assignment from list below

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- Arneson Theatre
- 108 - Flaming Cheetos
- CHINATOWN**
- 200 - .Chinatown Area Staff (Area Chair, Vice-Chair, Paper Chair, etc...)
- 201 - Lemon Chicken
- CLOWN ALLEY**
- 300 - .Clown Alley Area Staff (Area Chair, Vice-Chair, Paper Chair, etc...)

Selected Options

- SVC & SPT
- 20 - Staging Crew
- CHINATOWN**
- 230 - Cold Drinks

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.

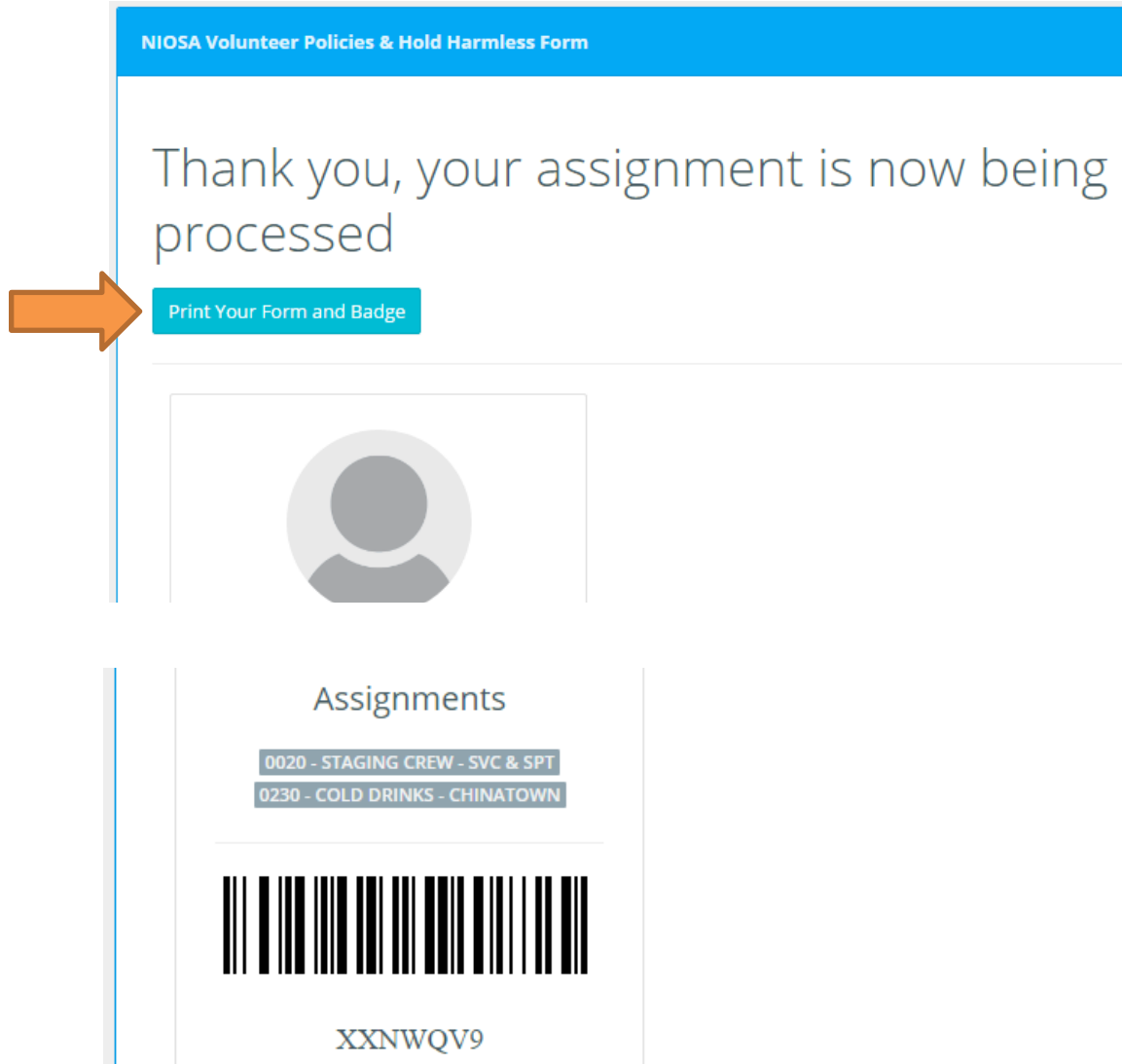
Initials* MKM

Date* 03/13/2017

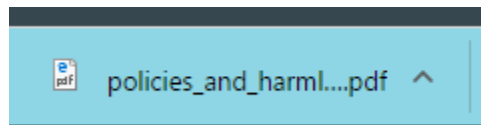
Register

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.

DID YOU CLICK RETRIEVE YOUR USERNAME AND PASSWORD ? Follow these steps.

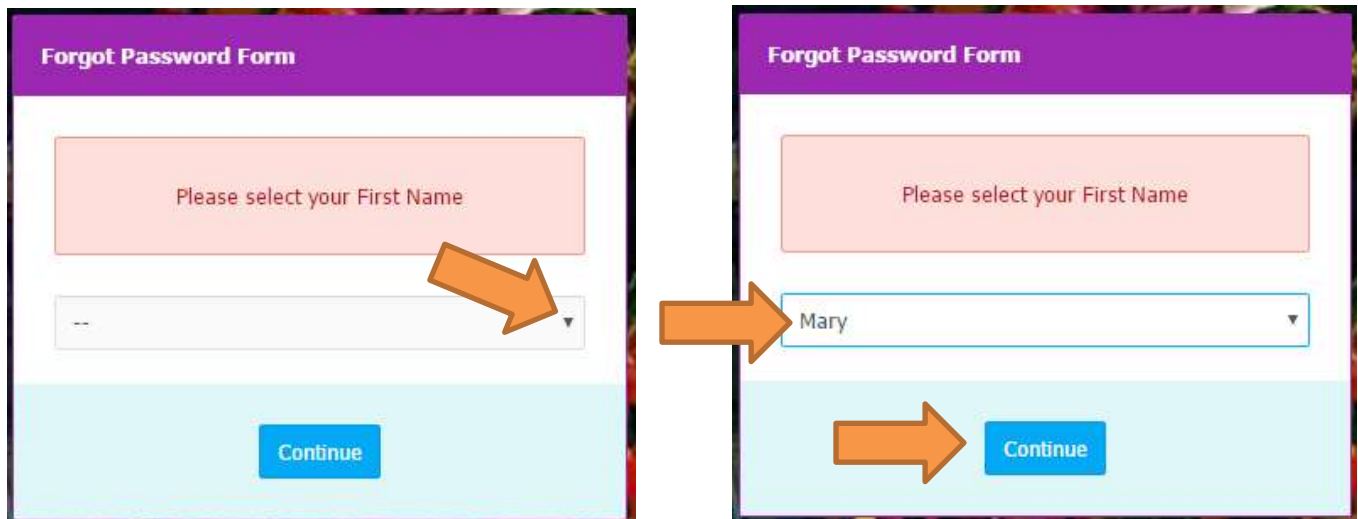
If you clicked RETRIEVE YOUR USERNAME AND PASSWORD, a Forgot Password Form appears on the website https://www.niosavolunteers.org/forgot_password.

Enter your e-mail address and click CONTINUE.



The screenshot shows a purple header with the text "Forgot Password Form". Below the header is a light green box containing the instruction "Enter your email address to retrieve your password.". Underneath this is a white input field with a mail icon on the left and the text "WHOAMI@volunteer.com" inside. An orange arrow points to the mail icon. Below the input field is a blue "Continue" button with an orange arrow pointing to it.

If more than one person is using your e-mail address, click the drop down menu arrow, locate and click your name. Click CONTINUE.

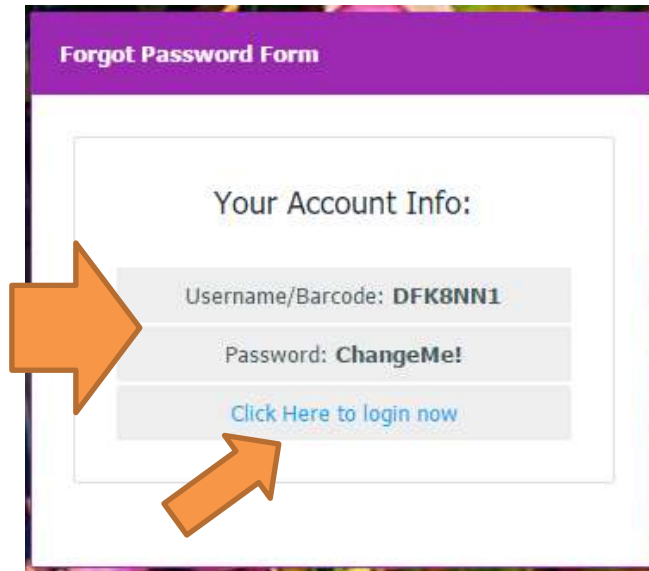


The first screenshot on the left shows a purple header with "Forgot Password Form". Below it is a light pink box with the text "Please select your First Name". Underneath is a dropdown menu with "--" and a small downward arrow. An orange arrow points to the dropdown arrow. Below the dropdown is a blue "Continue" button. The second screenshot on the right shows the same form, but the dropdown menu now displays "Mary" and is highlighted with an orange arrow. The "Continue" button is also highlighted with an orange arrow.

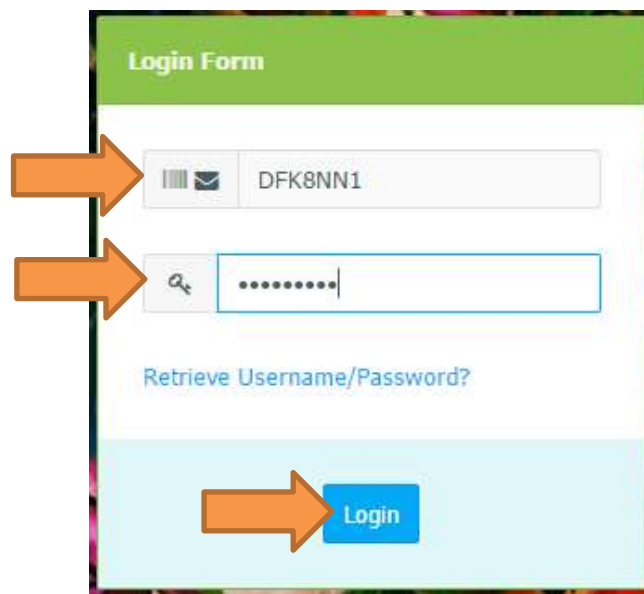
The screen will refresh with your Username/Barcode and the default password ChangeMe! Make a note of this information.

NOTE: Be sure to change the password through your profile as soon as possible. **See page 6 for instructions.**

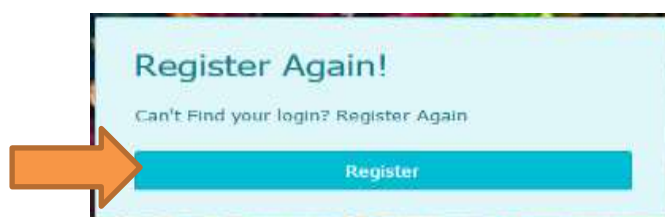
Click on the hotkey titled CLICK HERE TO LOGIN NOW.



The screen switches to the <https://www.niosavolunteers.org/login> site. In the LOGIN FORM portion of the screen enter your USERNAME/BARCODE and the default password ChangeMe!. Click LOGIN. **Go to page 2 for the next steps.**



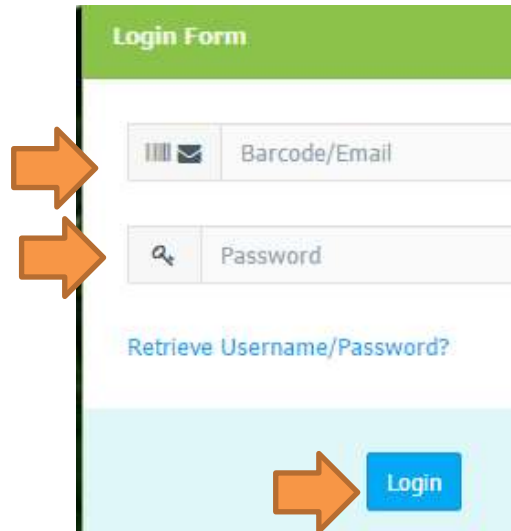
If you're unable to locate your prior registration through name and/or e-mail and/or barcode, click REGISTER in the Register Again! Field.



CHANGING YOUR PASSWORD

To change your password from the default ChangeMe! to a more secure password, go to the website <https://www.niosavolunteers.org/login>.

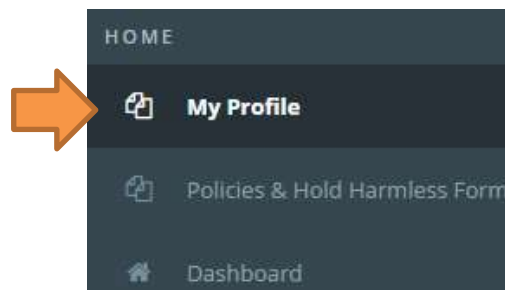
Login with your Barcode/Username and the default password ChangeMe!



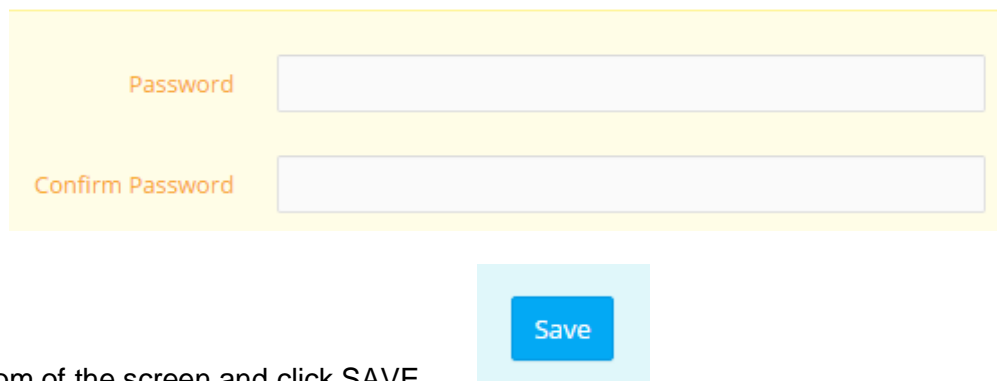
The screenshot shows a 'Login Form' with a green header. Below the header are two input fields: 'Barcode/Email' with a barcode icon and 'Password' with a magnifying glass icon. Below these fields is a link that says 'Retrieve Username/Password?'. At the bottom right of the form is a blue 'Login' button. Three orange arrows point to the Barcode/Email field, the Password field, and the Login button.

The <https://www.niosavolunteers.org/profile> screen will appear.

Click My Profile located on the top left side of the screen.



When the screen refreshes, in the Password and Confirm Password fields enter a new password.



The screenshot shows a form with two input fields. The first field is labeled 'Password' and the second is labeled 'Confirm Password'. Below the fields is a blue 'Save' button.

Slide to the bottom of the screen and click SAVE.