

Register for a Volunteer Role With an Existing Account

Effective Date: 01/17/2018

Last Updated: 01/17/2018

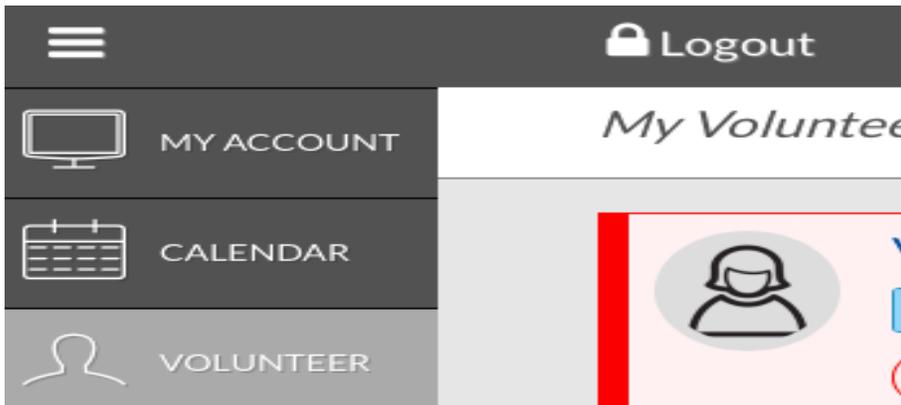
Submitted by: Xochitl Torres

Approved by: OFA Procedure Improvement Team

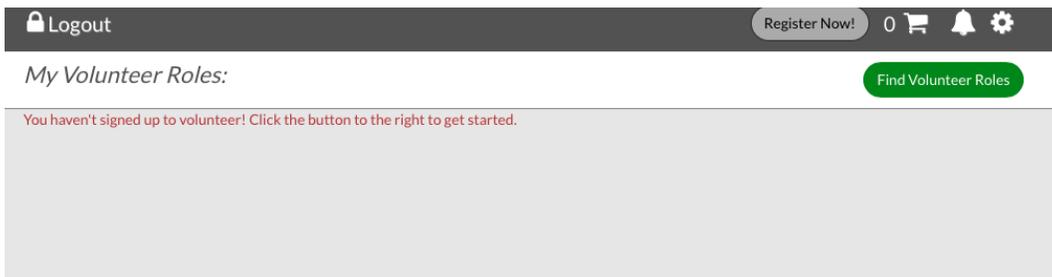
Overview: User will Login to their existing account and sign up/register for EACH division or age group they would like to volunteer for. Volunteers must be re-registered every season.

Steps:

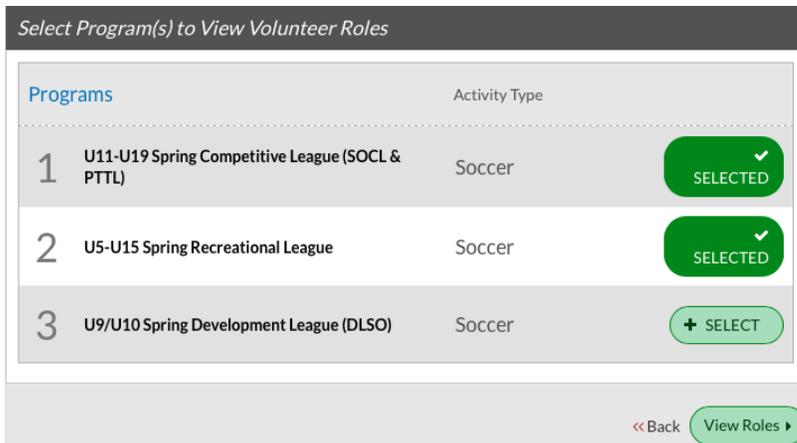
1. Sign in to your OFA(Blue Sombrero) account via this link
<https://tshq.bluesombrero.com/Default.aspx?tabid=1960095&isLogin=True>
 - a. or through our [website](#) with a button called LOGIN at the top right of the screen.
2. Once logged in, hit the Volunteer tab on the Left side of the screen



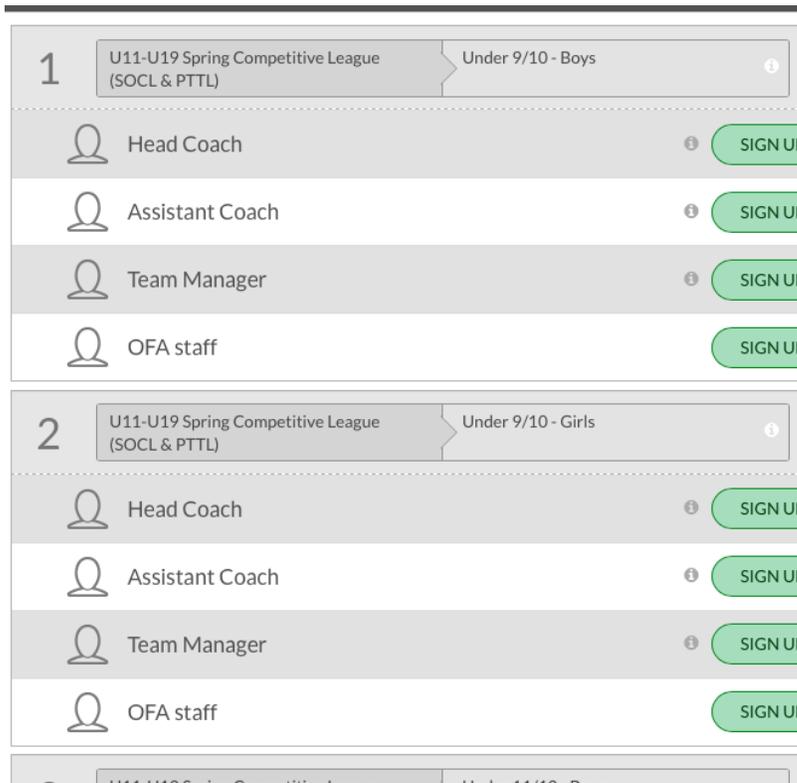
3. From the Volunteer Tab hit Find Volunteer Roles at the top right of the screen



2. Select Program(s) you would like to volunteer for then click View Roles



3. Each age group for the program(s) you selected will populate. You will have the option to sign up for as many age groups as you want by selecting one or more of the volunteer positions.
 - a. please note: if you do not select an option your name will not be viewable to roster onto a team for that age/group.
 - b. Hit Continue when done



4. On the next screen you will be asked to confirm the person on your account whom would like the volunteer position.
 - a. If you had created an account as a parent but your spouse or other family member is the volunteer you have the option on this screen to add another family member in case you missed it at the beginning of registration. ** If you enter another family member here, they will be auto-volunteered to the role you are requesting.*
 - b. Select Continue to proceed.

8. Complete: Additional Position Information screen then click Continue to proceed.

Additional Position Information

1 Assistant Coach U5-U15 Spring Recreational League Kinder

Upload Photo

Volunteer Coach
D.O.B: Mar 5, 1987
Email Address: xtorres87@gmail.com

Legal First Name * Volunteer

9. Almost Done! If you have signed up/registered correctly your screen will show each position you have volunteered for in RED.

My Volunteer Roles:

Volunteer Coach - Assistant Coach

U5-U15 Spring Recreational League Kinder

Details Delete

10. [Email](#) or Call 541-471-1099 and speak with Hector Cruz to review options and involvement.