
BRIDGE II SPORTS

How to Register as a Volunteer and Manage your Volunteer Projects:

Instructions:

Use orange links to move around this document, while blue links will take you to pages outside the document.

You may print the first page for your convenience.

Checklist:

- ☐ Submit your Volunteer Registration.
 - [How to find and fill out the registration.](#)
- ☐ Receive a confirmation email regarding your submission.
- ☐ Pay, and complete background check.
- ☐ After 1-2 weeks, receive a confirmation approving your background check.
- ☐ Log into [your account](#), if successful move onto the next steps.
 - If not visit [Logging into your Account](#) and follow the provided steps.
- ☐ Once successful, sign up for interested volunteer projects through [our page](#), or directly on the event/program site.
 - [How to find and sign up for volunteer projects.](#)
- ☐ Check “Volunteer Projects” in your account page to confirm applied and assigned projects.
 - [Manage your volunteer projects, including submitting volunteer hours.](#)

Email admin@bridge2sports.com with any questions throughout the process.

BRIDGE II SPORTS

How to Register as a Volunteer:

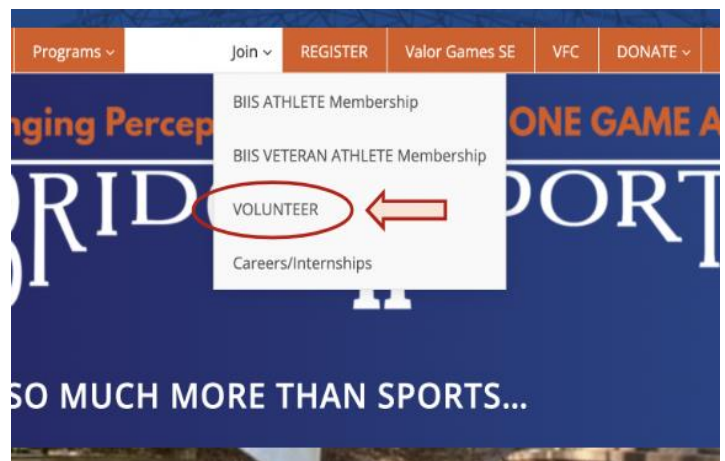
Accessing the Registration:

Step 1: Visit our website, <https://www.bridge2sports.org/>.

Step 2: Navigate to the 5th tab on the home page, the **Join** tab.

Step 3: Click on the 3rd subtab “**VOLUNTEER**”

This will open the volunteer registration, and the next steps are described below.



BRIDGE II SPORTS

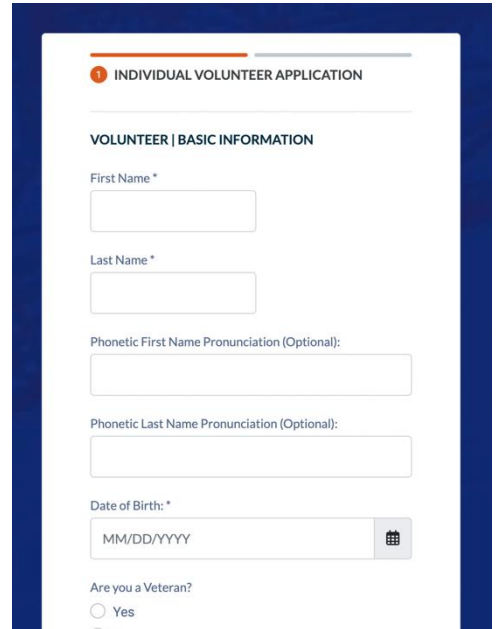
Filling out the Registration: [Why?](#)

Step 1: On the first page, you will be asked to fill out some personal details.

Step 2: The next page will ask you to enter what you are interested in volunteering for, your availability, and policy acknowledgements.

Step 3: Once you press “**SUBMIT**”, you’ll be asked to continue the volunteer process, this includes completing a background check.

Once you receive your **confirmation email**, [make sure to check it off your checklist!](#)



The screenshot shows a web form titled "INDIVIDUAL VOLUNTEER APPLICATION" with a progress indicator. The section "VOLUNTEER | BASIC INFORMATION" contains the following fields: "First Name *" (text input), "Last Name *" (text input), "Phonetic First Name Pronunciation (Optional):" (text input), "Phonetic Last Name Pronunciation (Optional):" (text input), "Date of Birth: *" (date picker showing MM/DD/YYYY), and "Are you a Veteran?" (radio buttons for Yes and No).

BRIDGE II SPORTS

Completing the Background Check: [Why?](#) [Request Background Check](#)

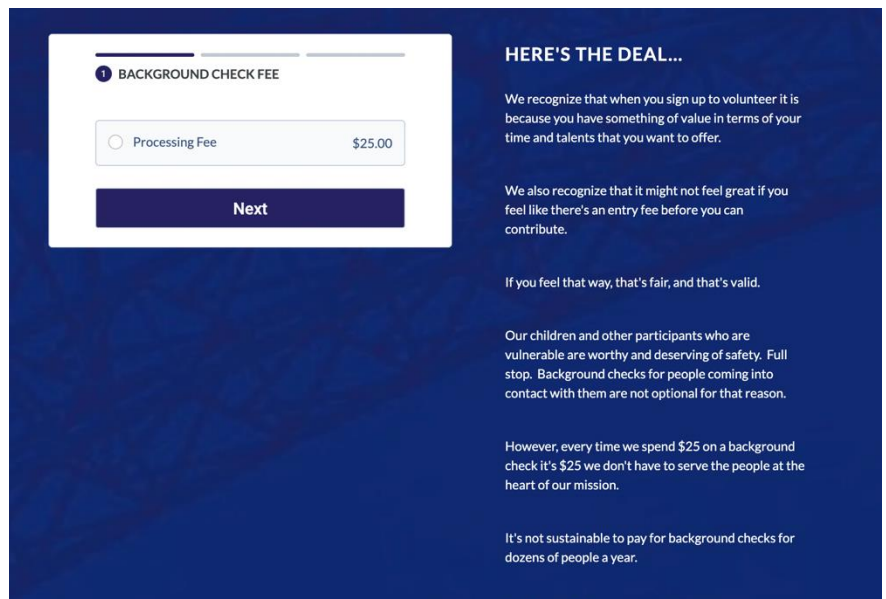
Step 1: Pay the processing fee for a background check.

Step 2: Receive an email from us with a link and instructions to complete your background check.

Step 3: After 1-2 weeks, you'll receive an email approving the check.

While waiting for your background check to process, you may continue the rest of the guide.

Once you receive an approval, [make sure to check it off your checklist!](#)



The image shows a screenshot of a web form titled "1 BACKGROUND CHECK FEE". It features a radio button labeled "Processing Fee" with a value of "\$25.00" next to it. Below this is a dark blue button labeled "Next". To the right of the form, on a dark blue background, is the heading "HERE'S THE DEAL..." followed by several paragraphs of white text explaining the rationale for the fee and the organization's commitment to safety.

1 BACKGROUND CHECK FEE

☐ Processing Fee \$25.00

Next

HERE'S THE DEAL...

We recognize that when you sign up to volunteer it is because you have something of value in terms of your time and talents that you want to offer.

We also recognize that it might not feel great if you feel like there's an entry fee before you can contribute.

If you feel that way, that's fair, and that's valid.

Our children and other participants who are vulnerable are worthy and deserving of safety. Full stop. Background checks for people coming into contact with them are not optional for that reason.

However, every time we spend \$25 on a background check it's \$25 we don't have to serve the people at the heart of our mission.

It's not sustainable to pay for background checks for dozens of people a year.

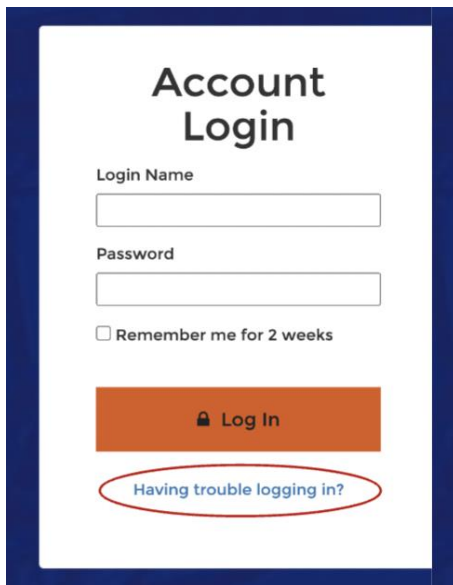
BRIDGE II SPORTS

Logging into your Account:

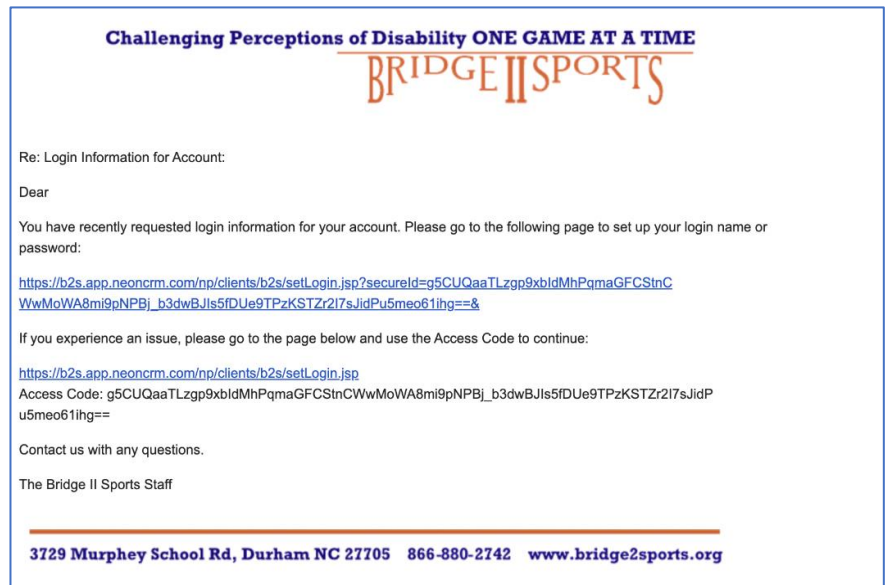
Step 1: Visit [Account Page](#) to manage your account.

Step 2: If you already have an account continue to log in.

If not, click on “Have trouble logging in?” and enter the email associated with your volunteer application.



The screenshot shows the 'Account Login' page. It has a title 'Account Login' at the top. Below it are two input fields: 'Login Name' and 'Password'. There is a checkbox labeled 'Remember me for 2 weeks'. Below the password field is an orange 'Log In' button with a lock icon. At the bottom, there is a link 'Having trouble logging in?' circled in red.



The screenshot shows an email confirmation page. At the top, it says 'Challenging Perceptions of Disability ONE GAME AT A TIME' and 'BRIDGE II SPORTS'. Below that, it says 'Re: Login Information for Account:'. Then 'Dear', followed by a paragraph: 'You have recently requested login information for your account. Please go to the following page to set up your login name or password:'. There is a long URL link. Then it says 'If you experience an issue, please go to the page below and use the Access Code to continue:'. There is another URL link. Then it says 'Access Code: g5CUQaaTLzgp9xbldMhPqmaGFCStnC WwMoWA8mi9pNPBj_b3dwBJIs5fDUe9TPzKSTZr2I7sJldPu5meo61ihg=='. Then 'Contact us with any questions.' and 'The Bridge II Sports Staff'. At the bottom, there is a footer with the address '3729 Murphey School Rd, Durham NC 27705', phone number '866-880-2742', and website 'www.bridge2sports.org'.

Step 3: You'll receive any email asking you create your account password.

Once you press submit you can now log into your account page using the same link provided above.

Step 4: Use the drop-down menu in the top right corner to navigate through your account.

Once you've successfully logged in, [make sure to check it off your checklist!](#)

BRIDGE II SPORTS

Signing up for Volunteer Projects:

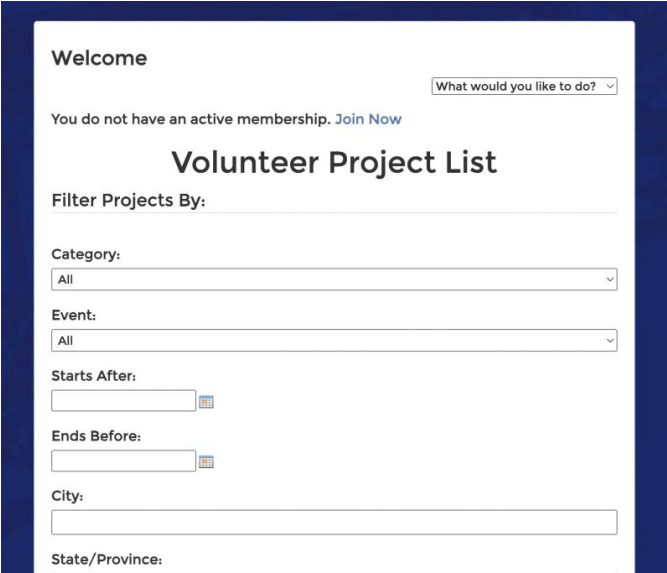
If you are still waiting for your background check, apply for volunteer projects that are 1-2 weeks out.
You must have an approved background check to volunteer.

Step 1: Visit [Volunteer Project site](#) or to find available projects.

You can also find volunteer signups directly on event/program pages.

Step 2: Once you've selected the program that works best for you, click the "Apply" button at the bottom of the page.

Step 3: Next, you will be asked to fill out a volunteer application.

A screenshot of a web application interface for finding volunteer projects. The page has a dark blue header and sidebar. The main content area is white. At the top, it says "Welcome" and "You do not have an active membership. Join Now". Below this is a dropdown menu labeled "What would you like to do?". The main heading is "Volunteer Project List". Underneath is a section "Filter Projects By:" with several filters: "Category:" (dropdown menu with "All" selected), "Event:" (dropdown menu with "All" selected), "Starts After:" (calendar icon and input field), "Ends Before:" (calendar icon and input field), "City:" (input field), and "State/Province:" (input field).

Once you press submit, we will receive and review your application.

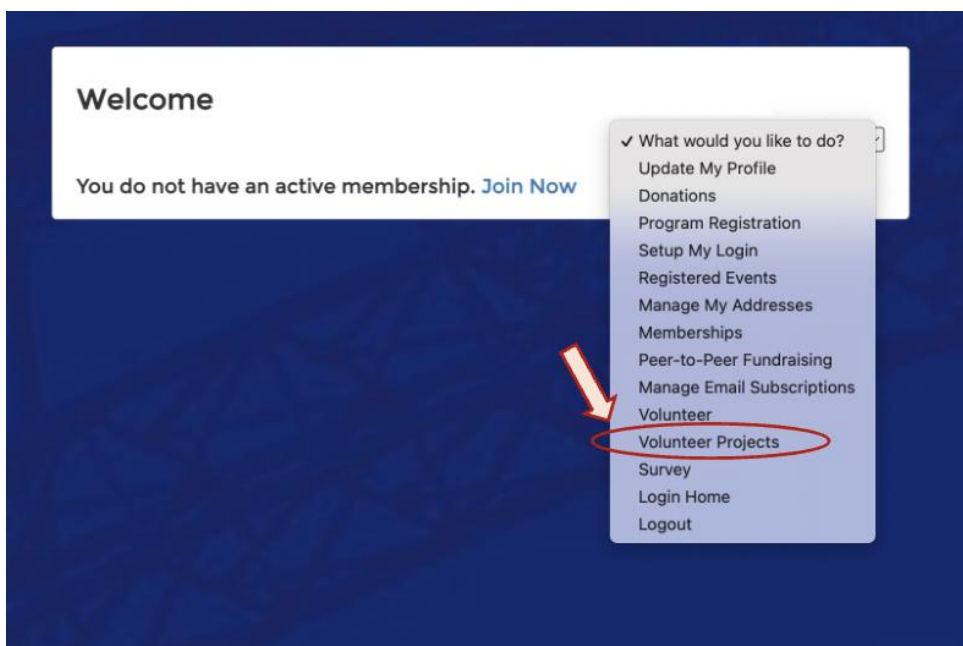
Once you've signed up for some projects, [make sure to check it off your checklist!](#)

BRIDGE II SPORTS

Managing your Volunteer Projects:

Step 1: Log into your [Account Page](#).

Step 2: Using the drop-down menu, find the 11th subtab, “**Volunteer Projects**.”



More Information:

This is where you will find all the projects you have signed up for.

There is a status column to show the progress of your applications.

Accepted applications will appear under Assigned Projects.

(Picture included in next section)

BRIDGE II SPORTS

Submitting your Volunteer Hours: [Why?](#)

Step 1: Find “Time Sheets” under Actions in the Assigned Projects section.

Step 2: Select your project and click “New Time Sheet”

Step 3: Enter in your hours, any expenses, and mileage for our approval.

Once complete click “Save and Submit for Approval.”

Our team will review, and your submitted time sheet status will change accordingly.

You do not have an active membership. [Join Now](#)

My Projects

[My Volunteer Details](#)

[Project List](#)

Assigned Projects

Category:

Actions	Project ^	Hours	Expenses	Mileage
Time Sheets Email	07/27/2024 8:00 am - 12:30 pm Neuse River Trail	0.0	\$0.00	0.0
Total:		0.0	\$0.00	0.0

Applications

Category:

Status:

Project	Application Date ^	Status
07/29/2024 8:30 am - 12:00 pm Advanced Golf Clinic	07/18/2024	Pending
07/27/2024 8:00 am - 12:30 pm Neuse River Trail	07/18/2024	Approved

Create Time Sheet

[Return to My Time Sheets](#)

Time Sheet

Project:*

Week:*

07/22/2024 (MM/dd/yyyy)

Date	Hours	Expenses	Mileage
Mon 07/22/2024	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tue 07/23/2024	<input type="text"/>	<input type="text"/>	<input type="text"/>
Wed 07/24/2024	<input type="text"/>	<input type="text"/>	<input type="text"/>
Thu 07/25/2024	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fri 07/26/2024	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sat 07/27/2024	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sun 07/28/2024	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Cancel](#)

[Save Time Sheet](#)

[Save and Submit for Approval](#)

Once you’ve found these two pages, [make sure to check it off your checklist!](#)

BRIDGE II SPORTS

Why do we need this information?

Filling out the Volunteer Registration:

While filling out the registration we ask for personal details, interests, and availability. All this information helps us organize and manage our volunteer program efficiently. Personal details are required to identify and contact volunteers. This includes your name, address, email, and phone number, which allows us to provide important updates. Additionally, we use personal and professional references to verify our volunteers. Your interests and availability help us match you with programs and events that fit your schedule and experiences.

Completing the Background Check:

We ask our volunteers to complete a background check to protect the integrity of our mission. Our children and other participants who are vulnerable deserve safety and protection. Therefore, we ask for background checks for all our volunteers who will be working with us. We also ask that you pay the processing fee, as its not sustainable for our organization to cover for dozens of people every year.

Submitting your Volunteer Hours:

We ask volunteers to submit a time sheet for a few important reasons. First, it helps us track how much effort and time is required for each of our programs. We can also recognize and appreciate the efforts of our volunteers, by having concrete data to acknowledge your contributions. Accurate hours and expenses are also useful for our own budgeting and assuring volunteers are recognized for all their work.