

Greetings, Volunteers: The day has finally come!! We are ready for you to start signing up for shifts in our volunteer software, InitLive. Click the blue **Link to Registration** below to get started. You can follow the instructions below or check out the attached document (with pictures). If you have questions, please feel free to email us at 2023volunteers@mnelks.org. We are happy to walk you through it!

Thanks again for volunteering!
Kari & Raquel

How to Sign Up to Volunteer Using InitLive:

Start by clicking on the link below to get into the InitLive software...

[Link to Registration](#)

Click **I Want To Volunteer**

Hit NEXT

Set New Password (8 characters, 1 upper, 1 letter, 1 number, & 1 special character).

Check boxes for Privacy and Terms & Conditions.

Confirm that you are "Not a Robot".

Hit NEXT

FORM QUESTIONS:

- First and Last Name (autofill)
- Phone Number.
- Emergency Contact.
- Emergency Contact Phone Number,
- Lodge Name/Number.
- Elks Member Number (or member number of the Elk you are volunteering with).
- Highest Grand Lodge Office held or now holding (not required if you haven't held one).

- Vest Size (men's sizes) -- M-XXXXL available.
- Are you able to stand or sit? Choose one.
- Agree to Waiver.
 - Hit NEXT

ROLES:

- Select Roles you're interested in,
- Hit NEXT STEP

SHIFTS:

- Click the box(es) of the shifts that interest you.
- Hit **COMPLETE SIGN UP**

PROCESS COMPLETE:

- Read Message from the Manager
- Scroll down to view your shifts, email to yourself or add to calendar

If you need to change or cancel your shift(s):

- Go back to [InitLive Login](#)
- Log in using your email and password.
- Click on **My Shifts**.

You will see the shifts you chose previously.

Hover your mouse over the shift you wish to remove.

Click on the Red garbage can icon to **Remove Me From This Shift**.

Confirm Are You Sure?

You can go back to **Sign Up For More Shifts** to choose new shifts.