

INSTRUCTIONS





**Volunteer
Register**



Log In



**Register
Events**



**Manage
Account**

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Volunteer Registration

- The administrator must allow a volunteer to register.
- The volunteer can then create an account on the portal from the link on the official PLAY website.
- Complete all mandatory fields: caregiver's name, child's name, and add other children if needed.
- Select only one email address per family and create a password.
- Only one caregiver should register as the family representative.

HELLO PARENTS

Enter your credentials to create your account

Parent First Name

Parent Last Name

Child First Name

Child Last Name

[+ Add another child](#)

Email Address

Password

Confirm Password

CREATE


Already have an account? [Login](#)

Login

- After the initial registration, the user can access their account by clicking the "Login" link.
- Log in with the email address and password

WECOLME BACK

Enter your credentials to access your account

 Sign in with Google

OR

Email Address

Password

☐ Remember me

[Forgot password?](#)

LOG IN

Don't have an account? [Sign Up](#)

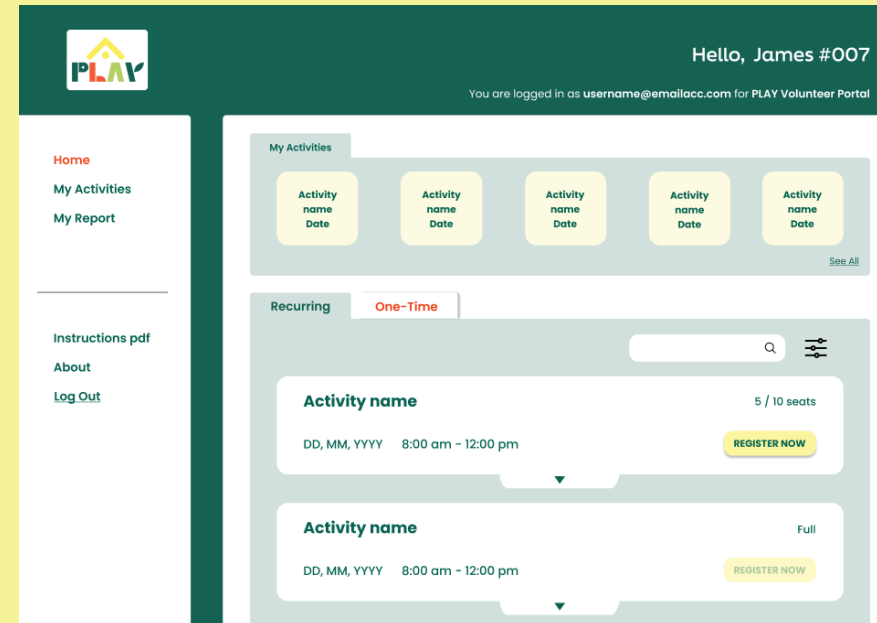
Register Activities

Home Page:

- A menu bar is displayed on the left: "Home," "My Activities," "My Report", "Instructions," "About," and "Log Out."
- At the top of the dashboard, the user will see the name chosen, ID number, and email registered.
- In the dashboard top the user will see the latest activities they have registered for and a link to access the "My Activities" section.

Activities Registration:

- The dashboard will show available activities and their recurrence (recurring and one-time tabs). The user can use the filter option to access more activity categories (recurring, one-time, annual, monthly, weekly, or one-time).
- A list of activities with available seats and a registration button is displayed.
- The user has the option to cancel their registration for activities; however, please note that this action will result in the loss of the registered hours associated with that specific activity.



Manage Account

My Activities:

- From the menu sidebar or the homepage, the user can access the details of registered activities.
- The user can send messages to administrators if needed.

My Hours:

- From the menu sidebar, access "My Hours."
- The user will see a dashboard displaying a list and info of the activities they have registered for, the total number of activities, required hours, completed hours, hours left, and the option to record the actual hours worked per activity.

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