

# HOW TO REGISTER FOR A VOLUNTEER SHIFT

## 1 VOLUNTEER REGISTRATION LINK

Go to the following link:  
<http://parkconnection.org/volunteer/volunteer-registration/>

Click on “online scheduling tool.”

Side Note: If you are trying to get to this link on the website, visit parkconnection.org, click on “Support” (top navigation); click on “Volunteer Registration.”



**Volunteer Registration**

Please use our **online scheduling tool** to register as a volunteer. Some programs are currently full. If you have questions about a specific program or would like access to our volunteer database, please email miss\_volunteer@nps.gov.

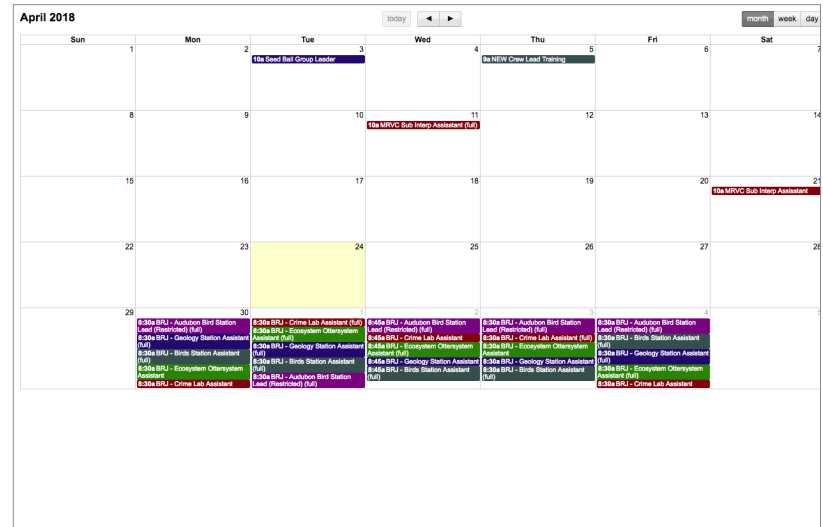
Technical problems registering on the website?  
Please call: 651-291-8164 between 9:00 a.m. - 5:00 p.m. M-F

## 2 CALENDAR VIEW

You are then redirected to a calendar that provides an overview of available stations and shifts you can sign-up for.

The current date is highlighted in a light yellow.

When stations are full, the term “(full)” will be indicated next to the station job.



April 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
		10a Seed Bat Group Leader		10a NEW Crow Lead Training		
8	9	10	11	12	13	14
			10a MRVGC SLO Interny Assistant (Full)			
15	16	17	18	19	20	21
					10a MRVGC Sub Interny Assistant	
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6:30a BRJ - Audubon Bird Station Lead (Planned) (Full)	6:30a BRJ - Crime Lab Assistant (Full)	6:45a BRJ - Audubon Bird Station Lead (Planned) (Full)	6:30a BRJ - Audubon Bird Station Lead (Planned) (Full)	6:30a BRJ - Audubon Bird Station Lead (Planned) (Full)	6:30a BRJ - Audubon Bird Station Lead (Planned) (Full)	6:30a BRJ - Audubon Bird Station Lead (Planned) (Full)
6:30a BRJ - Ecology Station Assistant (Full)	6:30a BRJ - Ecosystem Observation Assistant (Full)	6:45a BRJ - Ecology Station Assistant (Full)	6:45a BRJ - Crime Lab Assistant (Full)	6:30a BRJ - Crime Lab Assistant (Full)	6:30a BRJ - Crime Lab Assistant (Full)	6:30a BRJ - Crime Lab Assistant (Full)
6:30a BRJ - Birds Station Assistant (Full)	6:30a BRJ - Ecology Station Assistant (Full)	6:30a BRJ - Ecology Station Assistant (Full)	6:30a BRJ - Ecology Station Assistant (Full)	6:30a BRJ - Ecology Station Assistant (Full)	6:30a BRJ - Ecology Station Assistant (Full)	6:30a BRJ - Ecology Station Assistant (Full)
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6:30a BRJ - Crime Lab Assistant (Full)	6:30a BRJ - Audubon Bird Station Lead (Planned) (Full)	6:30a BRJ - Audubon Bird Station Lead (Planned) (Full)	6:30a BRJ - Audubon Bird Station Lead (Planned) (Full)	6:30a BRJ - Audubon Bird Station Lead (Planned) (Full)	6:30a BRJ - Audubon Bird Station Lead (Planned) (Full)	6:30a BRJ - Audubon Bird Station Lead (Planned) (Full)

### 3 SELECT A STATION ON THE CALENDAR

Click on the station you want to sign-up for.

For example, on May 2<sup>nd</sup>, the “8:45am BRJ - Crime Lab Assistant” is available.

	23	24	25
	30	1	2
Station	8:30a BRJ - Crime Lab Assistant (full)	8:45a BRJ - Audubon Bird Station	8:30a BRJ - Au
Assistant	8:30a BRJ - Ecosystem Ottersystem Assistant (full)	Lead (Restricted) (full)	Lead (Restrict
Assistant	8:30a BRJ - Geology Station Assistant (full)	8:45a BRJ - Crime Lab Assistant	8:30a BRJ - Cr
system	8:30a BRJ - Birds Station Assistant (full)	8:30a BRJ - Ecosystem Ottersystem Assistant (full)	8:30a BRJ - Ec
ant	8:30a BRJ - Audubon Bird Station Lead (Restricted) (full)	8:45a BRJ - Geology Station Assistant	8:30a BRJ - Ge
		8:45a BRJ - Birds Station Assistant (full)	8:30a BRJ - Bir

### 4 LIST VIEW OF SHIFTS

You are then redirected to a list view of all the available dates for the station you have selected.

A description of the job, staff contact, and location are indicated on this page.

Click “sign up” on the shift you want.

**BRJ - Crime Lab Assistant**

Help students discover the connection between our urban communities and the river! At this station volunteers will help facilitate student learning about water quality and how it can be improved. They will also help collect water samples to be analyzed for lead and copper. This is a great opportunity for students to get into the river (the answer? Storm drains!) and what they can do to prevent this river crime in the future.

Please sign up by selecting a date below and entering your full name and email in the pop-up window that appears.

Please contact Brian Goodspeed, [brian\\_goodspeed@nps.gov](mailto:brian_goodspeed@nps.gov), 651-293-8414 or Karen Katz, [karen\\_katz@nps.gov](mailto:karen_katz@nps.gov), 651-293-8458 if you have any questions.

205 Dr Justus Ohage Blvd  
Saint Paul, MN 55107

Anson Northrup riverboat  
Padelford Packet Company

Call: 651-293-8414

sign up	Wednesday 5/2/2018 8:45 AM - 2:15 PM
sign up	Friday 5/4/2018 8:30 AM - 2:00 PM
sign up	Monday 5/7/2018 8:30 AM - 2:00 PM
sign up	Tuesday 5/8/2018 8:30 AM - 2:00 PM
full	Wednesday 5/9/2018 8:30 AM - 2:00 PM
full	Thursday 5/10/2018 8:30 AM - 2:00 PM
full	Friday 5/11/2018 8:45 AM - 2:15 PM
sign up	Monday 5/14/2018 8:30 AM - 2:00 PM
sign up	Tuesday 5/15/2018 8:00 AM - 1:30 PM
sign up	Wednesday 5/16/2018 8:30 AM - 2:00 PM
full	Thursday 5/17/2018 8:30 AM - 2:00 PM
sign up	Monday 5/21/2018 8:30 AM - 2:00 PM

## 5 POP-UP FORM

A pop-up form box appears. Enter your “*First Name*,” “*Last Name*”, and “*Email*.”

Please be consistent - use the same Email each time!

Goodspeed, brian\_goodspeed@nps.gov, 651-293-8414 or Karen Katz, karen\_katz@nps.gov, 651-293-8458 if you have questions.

Blvd  
7  
boat  
mpany

1/2018 8:30 AM - 2:00 PM  
y 5/2/2018 8:45 AM - 2:15 PM  
/3/2018 8:30 AM - 2:00 PM  
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7/2018 8:30 AM - 2:00 PM  
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1/10/2018 8:30 AM - 2:00 PM  
/2018 8:45 AM - 2:15 PM  
14/2018 8:30 AM - 2:00 PM  
15/2018 8:00 AM - 1:30 PM  
y 5/16/2018 8:30 AM - 2:00 PM  
1/17/2018 8:30 AM - 2:00 PM  
21/2018 8:30 AM - 2:00 PM

BRJ - Crime Lab Assistant  
Wednesday 5/2/2018 8:45 AM - 2:15 PM

Sign Up | Cancel

## 6 SUBMIT THE FORM

Check the box that says “*I commit to attending this shift*.”

Then, click “*Sign Up*” and you should receive a confirmation Email that includes the date and time of your volunteer shift.

1/2018 8:30 AM - 2:00 PM  
2:00 PM  
00 PM  
2:00 PM  
2:00 PM  
1/2018 8:30 AM - 2:00 PM  
1:15 PM  
2:00 PM  
1:30 PM  
M - 2:00 PM  
- 2:00 PM  
2:00 PM

Volunteer Sign Up

First Name\* Jane  
Last Name\* Mississippi  
Email\* miss\_jane@mail.org

Business Phone  
Home Phone  
Volunteer Organization  
Mailing State/Province  
Mailing Zip/Postal Code  
Title  
Number of Volunteers\* 1

I commit to attending this shift

BRJ - Crime Lab Assistant  
Wednesday 5/2/2018 8:45 AM - 2:15 PM

Sign Up | Cancel