

## **To Register as a TEAM:**

1. **If you are a Team Member and not a Team Leader** - Please respond through your Team Leader's email with their custom link or respond individually to this event by clicking "Respond" and **include your team's name in the "Notes" section of registration.**
2. **If you are the Team Leader and are reusing a team from last year's GHLC** - Click "Respond as a Team" then click "Use One of My Teams." Select the Team Leader and the Team Members who will be volunteering at the GHLC. Only volunteers who created an account will show as Team Members. Make sure to fill out every Team Member's "Questions" section by clicking the yellow warning sign ⚠️ (next to each Team Member's email) to finish the registration. These Team Members are now registered and do not have to register individually for the event. **If you want to add someone new to your team, please skip to #4.**
3. **If you are creating a new team** - Every team needs one designated Team Leader. If you are the Team Leader, click "Respond as a Team," answer all the questions by clicking the yellow warning sign ⚠️ under "Questions," and reserve spots for the estimated number of people who will be on your team.
4. **Adding new volunteers to your team** - Send out the custom link for your team to your Team Members by clicking your initials at the top of the screen and then clicking "My Teams." After that click "Manage Teams" and you can copy the link for your team and send it via email. On your team page in your profile, you can see the names of people on your team to verify everyone is listed. If someone is not listed who responded, contact [sgarvey@cactricounty.org](mailto:sgarvey@cactricounty.org).

*\*\* Please share the GHLC on social media using the pop up after registration or by clicking the black share button next to "Unregister" to help us have the greatest impact on our community!*