HOW TO REGISTER IN INTOUCH FOR WINTER VOLUNTEERS

Go to NSCD.org and click on volunteer in the center of the page.

On the Volunteer page click on the link to which type of volunteer opportunity you are interested in (circled in red below). If you would like more information about each type of volunteer opportunity prior to signing up, click on the options on the left-hand side of the page (circled in blue below). If you are a returning volunteer, you will log back into your account. If you are a new volunteer, you create an account by selecting REGISTER.
NEW VOLUNTEERS

1. Click on the volunteer opportunity you are interested in.
2. This will redirect you to the InTouch system for registration, completing your volunteer application, liability waiver and paying volunteer fees.
3. This will bring you to this new window:

   WINTER VOLUNTEER APPLICATION

   $15.00

   Our Adaptive Ski School Volunteer opportunities are available during the ski season in alpine and Nordic/cross country programs. We will contact you in October for the forthcoming ski season.

   PARTY MEMBER

   — Select Participant —

   QTY: 1

   ADD TO CART

   SHARE:

   If you are signing yourself up as a Volunteer (adult 18 years of age or older) you will see some instructions that are different for you than Junior Volunteers. Please follow these boxes.

   If you are a parent signing up a Junior Volunteer (under 18 years of age) you will see some instructions that are different for you than adult Volunteers. Please follow these boxes.
Click on the pull-down menu for Party member and select “add new participant.”

You will get the “PARTICIPANT INFORMATION” form to complete. This should be filled out with the information of the person who will be volunteering.

PARTICIPANT INFORMATION

Please enter the PARTICIPANT’s information.

FIRST NAME

LAST NAME

EMAIL

DATE OF BIRTH

Month Day Year

RELATIONSHIP

-- Select Relationship --
If you are a parent signing up a Junior Volunteer put the Junior Volunteer information in this form. And under the "Relationship" pull-down box choose “CHILD”

If you are signing yourself up as a volunteer, choose "ME" from the “RELATIONSHIP” pull-down menu

This brings you back to the previous screen, choose the volunteer name now in the pull-down list, add 1 qty to cart and click “Add to Cart”.

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If you are a parent signing up a Junior Volunteer put the Junior Volunteer information in this form. And under the "Relationship" pull-down box choose “CHILD”

If you are signing yourself up as a volunteer, choose "ME" from the “RELATIONSHIP” pull-down menu

This brings you back to the previous screen, choose the volunteer name now in the pull-down list, add 1 qty to cart and click “Add to Cart”.

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Once in your shopping cart you can make an additional donation to the NSCD in the bottom left-hand corner where it says “Donate Today” or “GO TO CART” to continue.

Review your cart and click on “read” to review the policy documents (Volunteer Privacy and Confidentiality Policy). Then click on “I agree with the NSCD Policies” then on “Checkout”
Since you are a new volunteer, when you check-out the system will determine you are not yet registered in the system and will ask you to register now. Click on “New Participant” on the left-hand side. If you are the parent of a Junior Volunteer you will register yourself so that you can sign the liability waiver for your Junior Volunteer.

If you are signing yourself up as a volunteer, complete the “REGISTER” form with your information.

If you are a parent signing up a Junior Volunteer, complete the “REGISTER” form with your (Parent/Guardian) information.
This “Register” page will pop up to submit your registration information. Click on “Continue” here.

Your Shopping cart will come up again and now you'll be asked to process your payment to complete the transaction. Click on “I agree with the NSCD Policies” again and click on “Checkout.”
There are 4 steps for check out. Starting with signing the 2 key waivers: 1) Winter Volunteer Application and 2) Winter Volunteer Liability Release. Click on “READ AND SIGN” under each waiver and follow the instructions.

If you are signing yourself up as a volunteer, you should see your name in the above form before the name of each of the waivers. Complete the details for these forms with your information. You must be over 18 years of age to sign the liability waiver.

If you are a parent signing up a Junior Volunteer, you should see your child’s /Junior Volunteer’s name in the above form before the name of each of the waivers. Complete the details for the Winter Volunteer Application with your Junior Volunteer’s information. You will complete the Waiver with your name and information as the parent/guardian over 18 years of age.
Complete the **Winter Volunteer Application Form** and click “CONFIRM” at the bottom when complete. This will take you back to the previous screen.

Now click on “Read and Sign” for the **Winter Volunteer Liability Waiver**, complete the form and Click “CONFIRM”

It will bring this window back up and you will see “Just Signed” under both waivers. Click “CONTINUE” at the bottom to go to the next step.
Enter Payment Information

Confirm your order details and click “CONFIRM” at the bottom.
1. Click on the link to the volunteer opportunity you are interested in. This will redirect you to the InTouch system for registration, completing your volunteer application, liability waiver and paying volunteer dues.
2. Click on LOG IN at the top of the screen.
3. Enter your email and password in the right-hand side under “RETURNING PARTICIPANT LOG-IN”

3. Scroll down the page to the section called “Featured Products” and click on the Winter Volunteer Application. Now click on the words “WINTER VOLUNTEER APPLICATION” or on the photo
4. This will bring you to this window:

![Winter Volunteer Application](image)

WINTER VOLUNTEER APPLICATION

$15.00

Our Adaptive Ski School Volunteer opportunities are available during the ski season in alpine and Nordic/cross country programs. We will contact you in October for the forthcoming ski season.

PARTY MEMBER

- Select Participant-

QTY: 

ADD TO CART

SHARE:

5. Click on the pull-down menu for “Party Member” and select your name from the list. If you are not in the list you need to go back and log-in as a new volunteer or try going back to step 2 for returning volunteers and log-in with a different email address that you may have used in the past. Add 1 qty to cart and click “Add to Cart”.

![Login Screen](image)

![Winter Volunteer Application](image)

PARTY MEMBER

- Select Participant-

QTY: 

ADD TO CART

SHARE:
You can make an additional donation to the NSCD in the bottom left-hand corner where it says “Donate Today” or click on “GO TO CART”.

Review your cart and click on “read” to review the policy document (Volunteer Privacy and Confidentiality Policy). Then click on “I agree with the NSCD Policies” and lastly, on “Checkout”.
There are 5 steps for check out. Go through each step and click “Continue” to move to the next step.
Enter Payment Information

Confirm your order details and click “CONFIRM” at the bottom.
Password Recovery

At the Participant (Volunteer) log-in click on “Forgot password?”

Enter the email address you used to register in the system. The system will send you an email to that address if it is found in your profile. If it is not found, try another email address you may have used.
Go to the email account you entered in the above form. You will receive an email like the one below. Click on “click here” to go to the reset password page.

Enter your new password and confirm password following the criteria below. And click on “RECOVER”