

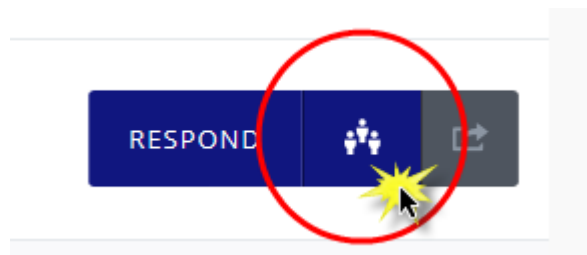


**How to Register a Team:**

1. On the Dubuque Days of Caring page select the Need your team is interested in.



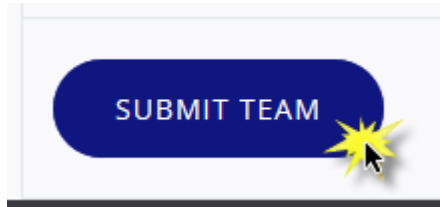
2. On the Need's registration page in the upper right hand corner you will see a **Respond as Team** link.



3. You will be asked for details regarding your team.

A screenshot of a "Team Details" form. The form has four fields: "Team Name" with the value "Team Laura", "Team Description" which is empty, "Will you be attending as part of the team?" with a dropdown menu showing "Yes, I will be attending", and "Number of team members? (can add more later)" with a dropdown menu showing "5". A red box highlights the "Number of team members?" field with the text "Enter the number of team members." below it.

4. At the bottom of the team page you will click Submit Team.



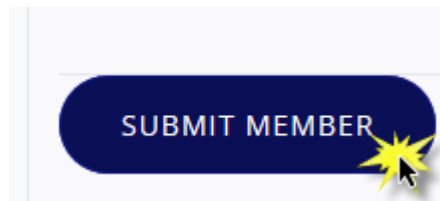
5. After submitting your team you are able to add individualized information about each member. This information includes name, email address, organization & specific t-shirt size.

Team Members

[ADD TEAM MEMBER](#)

<input type="checkbox"/> EMAIL	FIRST	LAST	OPTIONS	LEADER
<input type="checkbox"/>			<a href="#">✎</a> <a href="#">✕</a>	
<input type="checkbox"/>			<a href="#">✎</a> <a href="#">✕</a>	
<input type="checkbox"/>			<a href="#">ADD MEMBER TO THIS SLOT</a>	
<input type="checkbox"/>			<a href="#">✎</a> <a href="#">✕</a>	
<input type="checkbox"/> lcooley@americantrust.com	Laura	Cooley	<a href="#">✎</a> <a href="#">✕</a>	<input checked="" type="checkbox"/>

6. When you have completed your member information you will click on Submit Member at the bottom of the screen.



7. You will continue this process until all members have been submitted. You should receive a confirmation email from Get Connected regarding your registration.

**Thank you for volunteering for Days of Caring!!**