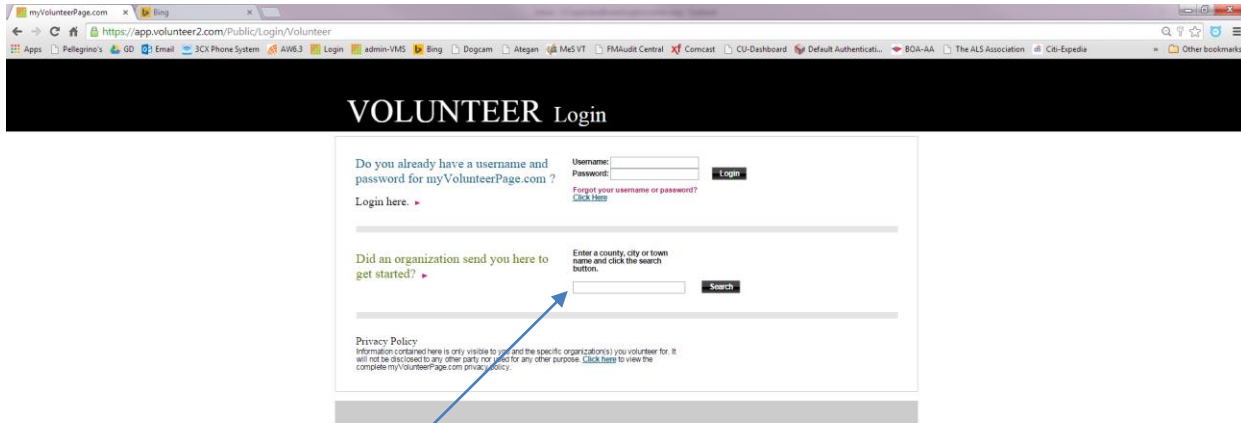
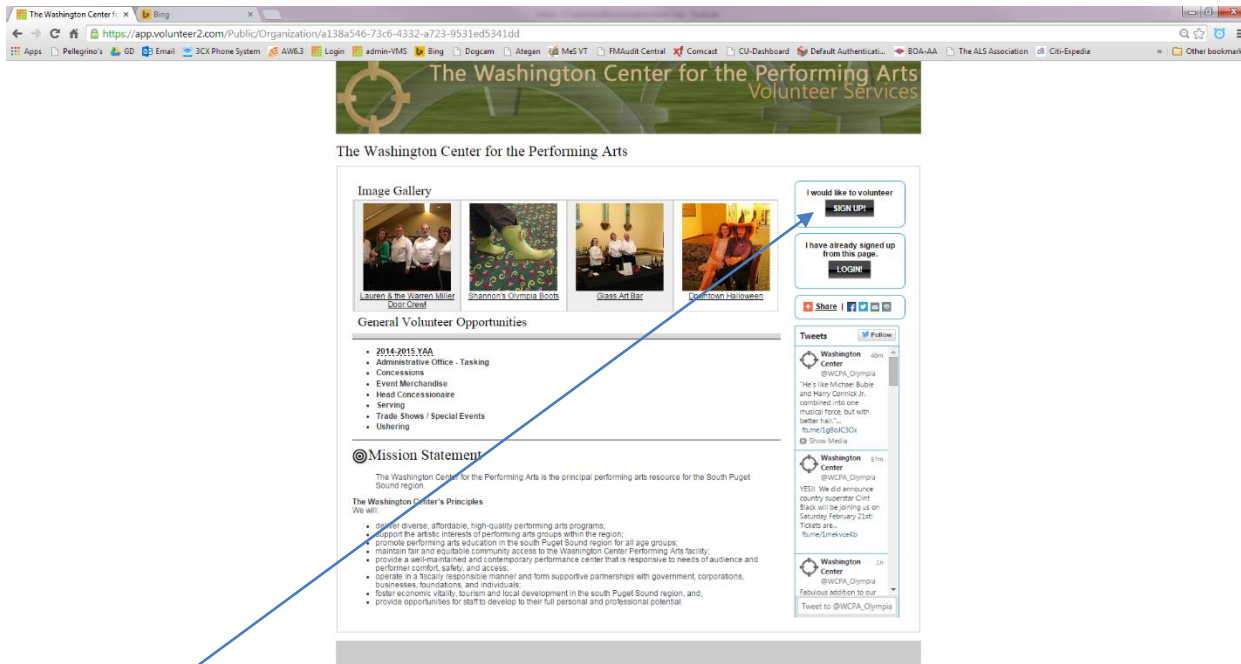


# How to create a Volunteer Management Profile

1. Go to [www.myvolunteerpage.com](http://www.myvolunteerpage.com)



2. In the third box, to the right of the question “Did an organization send you here to get started?” type in the word “Olympia” and press enter.



3. In the upper right corner, click on “SIGN UP!”

## How to create a Volunteer Management Profile

- Choose the “I am new to myVolunteerPage.com” on the right side of the screen and enter a username (one that you choose), an email address and then verify your email address. Please review the organizational policies and then check the box. One you have completed this step, click on the “Save and Continue” button.

**Volunteer Application: The Washington Center for the Performing Arts**

**I already have a username.**  
If you have signed up with this organization before, or are a member of another organization that uses myVolunteerPage.com, you can use the same login to access all organizations with which you volunteer.

Username:   
Password:   
 I agree with the organization's policies  
**Save and Continue**

**I am new to myVolunteerPage.com.**  
You will need to enter a unique username to identify yourself to the system. You should select something that is easy for you to remember such as your email address or your name. Your username must be at least 8 characters long. If the name you enter is already in use by someone else, you will be prompted to choose another username.

Username:   
Email Address:   
Verify Email Address:   
 I agree with the organization's policies  
**Save and Continue**

Forgot your username or password?  
You can use the [reset password page](#) to retrieve your username or reset your password.

powered by [myVolunteerPage.com](#)

- Continue filling out the application. All blue asktriks (\*) are mandatory fields.

**Volunteer Application: The Washington Center for the Performing Arts**

Username:   
Password:   
Confirm Password:  \*

Title:   
FIRST Name:   
Middle Name:   
Last Name:   
Suffix:

Address Line 1:   
Address Line 2:   
City:   
Country:  USA  
State / Province:  Washington  
Zip / Postal Code:

Primary Email:   
Secondary Email:   
Mobile Email:  \*  
\*Not available in all areas. [Click here for details](#)

Home Phone:   
Work Phone:   
Work Extension:   
Cell Phone:   
Phone Preference:  Not Specified  
Language:  English (USA)

**Save and Continue**

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## How to create a Volunteer Management Profile

- Once you have completed the questionnaire, you can either “go to my profile” or “log out”.



- If you select the “go to my profile” you will land on the WCPA Dashboard. You won’t be able to sign up for any events until we’ve activated your account. For additional tips and tricks, select the “VMS Helpful Hints” underneath the Files section.

