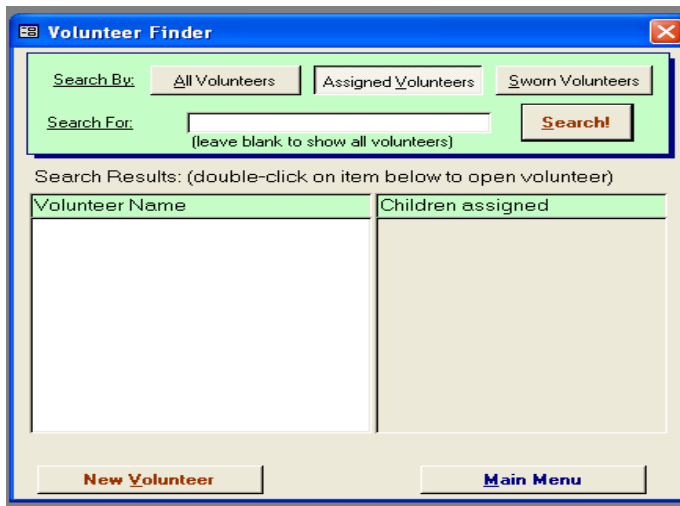


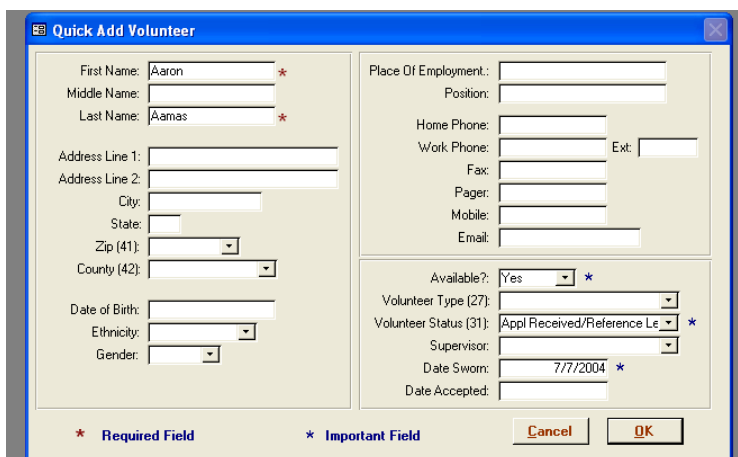
Adding a New Volunteer V4



On the **Main Menu** click on the **Volunteers/Advocates Information Button**



On the **Volunteer Finder** screen click on the **New Volunteer** button. This should make the Quick Add Volunteer screen pop up.

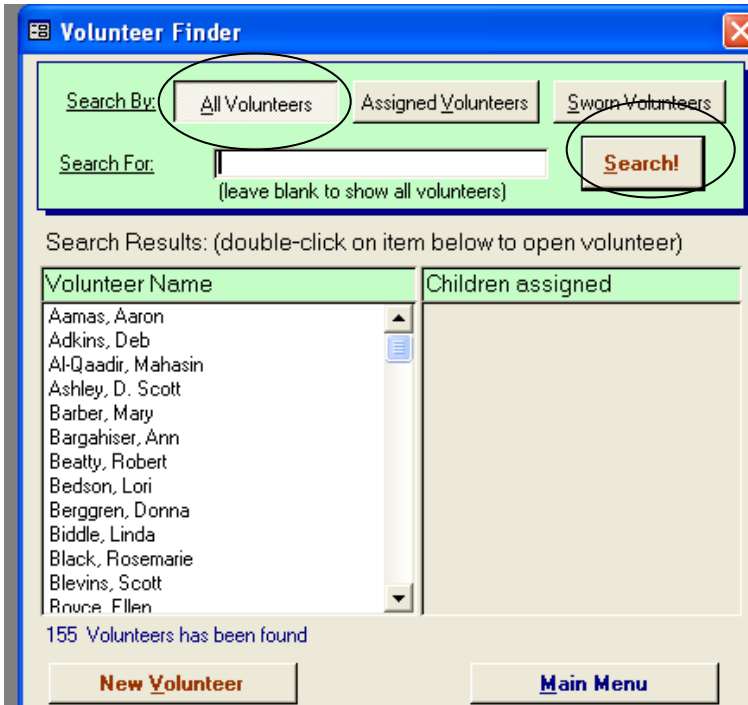


1. On the **Quick Add Volunteer** You can fill in all the information on this at this time or just the two

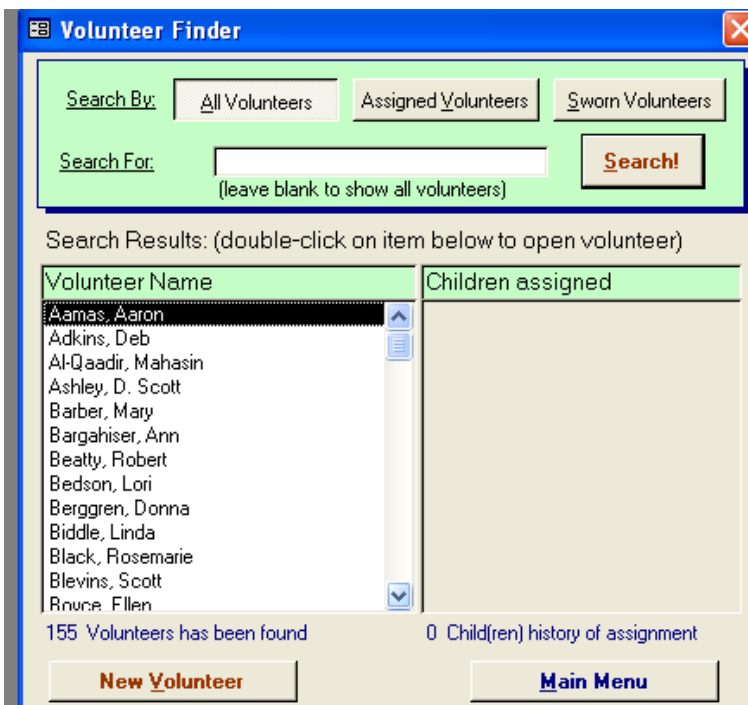
required fields – * First and last names, the rest of the information can be entered at a later time.

It is recommended that you complete the fields with a blue asterisk as well.*

2. Click OK



3. On the **Volunteer Finder Screen** click on the **All Volunteer button** and then click on the **Search Button**



4. Find the volunteers name on the list double click to display the volunteers record