

How to Create a Volunteer Account

Welcome to your online volunteer account! This secure, online volunteer management database is designed to enhance your volunteer experience, improve program efficiency and volunteer communication, and allow us to better track your volunteer hours.

Please follow the steps below to create your volunteer account:

Step 1: For CURRENT AND RETURNING VOLUNTEERS

Visit our online [Returning Volunteer Application Form \(click here\)](#) and create a username and password for yourself in the bottom left box titled **“I am new to MyVolunteerPage.com”**.

Please read through our policies stated in the top box and click “I agree with the organization’s policies”

Note: If you are a volunteer with another organization already using the Better Impact database, you can use the **“I already have a username”** box. We require you to complete the specific application for volunteering at VGBA as different organizations’ requirements vary.



Application Form - Vancouver Botanical Gardens Association

Organization Policies

I acknowledge that I understand the intent thereof, and I hereby agree and absolve and hold harmless the Vancouver Botanical Gardens Association, corporate sponsors, co-operating organizations and any other parties connected with volunteer activities in any way, singly or collectively, from and against any blame and liability for any injury, misadventure, harm, loss, inconvenience, or damage hereby suffered or sustained as a result of volunteering or any activities associated therewith. I hereby consent to and permit emergency treatment in the event of injury or illness. I also give full permission for use of my name and/or photo in connection with volunteer activities. The complete privacy statement can be found here <http://vandusengarden.org/privacy/>.

Email is our primary means of communication. Therefore, an active and frequently checked email address should be provided. By providing my email address, I give the VBGA permission to contact me by email. Your email may be shared within your volunteer team with the purpose of allowing team members to communicate program related information.

Before accepting the terms above, please follow the link below to read our volunteer handbook which includes the volunteer code of conduct, confidentiality agreement and respectful workplace policy. <http://vandusengarden.org/wp-content/uploads/2015/02/VBGA-Volunteer-handbook.pdf>

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 6 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

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

[Forgot your username or password?](#)

I agree with the organization’s policies

Login and Continue

Already use MyVolunteerPage.com to volunteer with this organization?
[Go to volunteer login](#)

Step 2: Once you have created a username, you will be directed to a new page to create a password and complete your contact information.



Application Form - Vancouver Botanical Gardens Association

Contact Information

You need to complete all fields flagged (*) as required on this page and on the next one. If you don't fill in all required fields and click save on the next page, your application will not be submitted to Vancouver Botanical Gardens Association.

NAME FIELDS

Username *

Password

Confirm Password

Passwords must be a minimum of 6 characters

First Name

Last Name

ADDRESS

Address line 1

Address line 2

Town / City

Country

Province

Postal Code

Email Address

Step 3: Complete the Application Form

Please read carefully through each question, and answer all questions that include a flag next to them.

Note: applications will vary for brand new volunteers and current volunteers as we transition onto this online database



Application Form - Vancouver Botanical Gardens Association

Please note that your application will not be submitted until you have completed all fields flagged, and have clicked 'Submit Application'. You will know your application is complete when you are directed to a new screen.

General Interests

- | | | |
|--|---|---|
| <input type="checkbox"/> i Education | <input type="checkbox"/> i Office Support and Administration | <input type="checkbox"/> i Garden Activities |
| <input type="checkbox"/> i Guest Services | <input type="checkbox"/> i Special Event Day Roles | <input type="checkbox"/> i Ongoing Special Event Roles |

Additional Info

Step 4: Click "Submit Application"!

This application does not confirm your registration into a volunteer role. Once you have completed this application, visit the opportunities tab on your profile to sign up or apply for activities.

Got it!

Please note that your application will not be submitted until you have completed all fields flagged, and have clicked 'Submit Application'. You will know your application is complete when you are directed to a new screen.

[Submit Application](#)

MyVolunteerPage.com

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Step 5: You will be directed to a new page with a brief message. Please follow the link provided within this message to your new, complete profile. You can also reach this page by [clicking here](#).

Step 6: Your browser will direct you to your profile, if not it will direct you to login.

  Vancouver Botanical Gardens Association



MyVolunteerPage.com Login

Login

Username Usenames **are not** case sensitive.

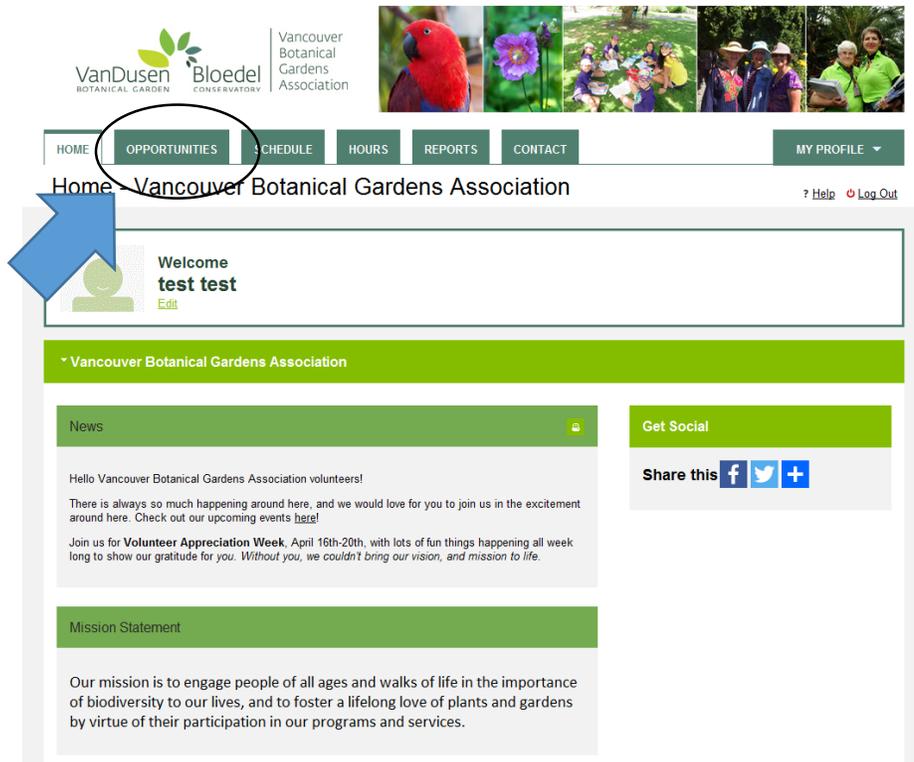
Password Passwords **are** case sensitive.

[Forgot your username or password?](#) [Login](#)

Privacy Policy

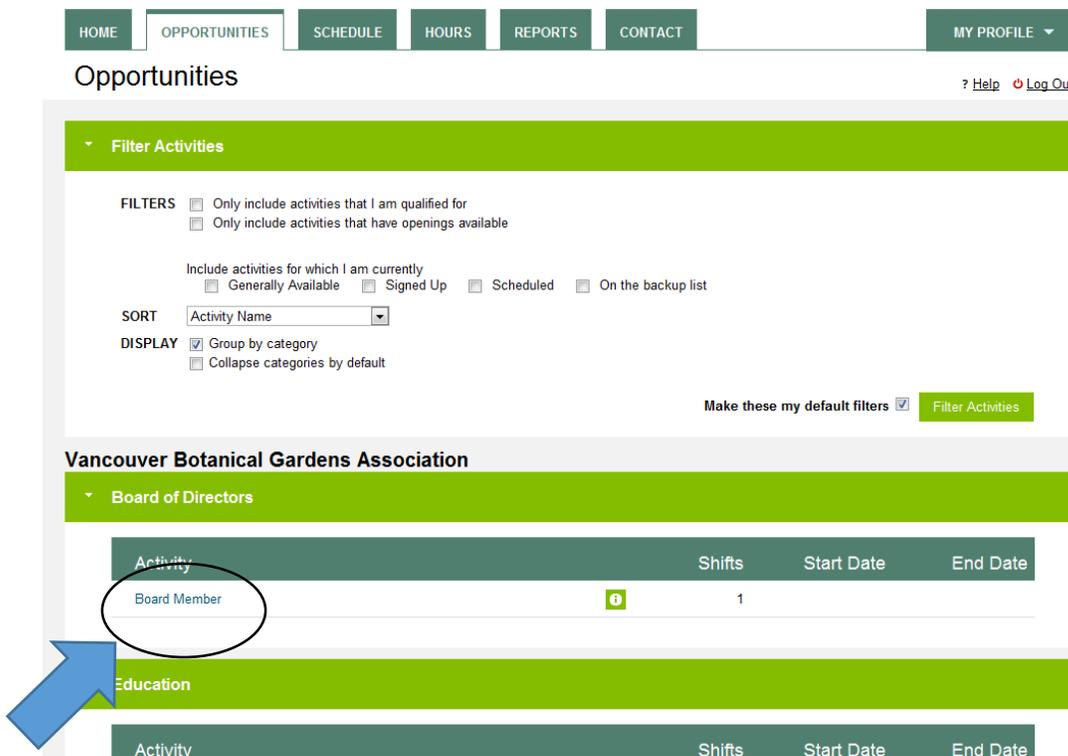
Information contained here is only visible to you and the specific organization(s) you volunteer for. It will neither be disclosed to any other party nor used for any other purpose. [Click here to view the complete MyVolunteerPage.com privacy policy.](#)

Step 6: Once you are signed in, welcome to your homepage! You can view all activities available to sign up for under the 'opportunities' tab.



Step 7: Scroll down through the activities to find those you are a current volunteer.

Note: For returning volunteers, at this time, please only sign up for activities you are a current volunteer for. Activities under 'Special Events' (ie. Plant Sale and Bloedel Tourism Challenge) are open to all new and returning volunteers.



Step 8: Click the specific activity (ie. Board Member) listed under the Area of Interest (Board of Directors). This will bring you to a new page with a link to “+ Sign Up”.

Click this button.

Note: Activities will be found within their specific area of interest (ie. School Program Leader will be found under Education)

VanDusen Botanical Garden | Bloedel Conservatory | Vancouver Botanical Gardens Association

HOME OPPORTUNITIES SCHEDULE HOURS REPORTS CONTACT MY PROFILE

Garden Activities - Today In The Garden

[← Back to Activity List](#) [? Help](#) [Log Out](#)

Activity Details

Volunteers maintain an up-to-date arrangement of flowers and flora along the welcome walkway for visitors to learn more about what to expect 'today in the garden.'

Schedule

This activity has no sc

[+ Sign Up](#)

Step 9: Considered yourself assigned to this volunteer activity when it says “You are signed up for this activity”! Now you will be able to track your volunteer hours for this specific activity.

Please also check out our tutorial on how to log volunteer hours.