How to Create a Volunteer Team

1. Go to www.handsonatlanta.org and log into your volunteer account.
2. Choose a project by searching or using the calendar.
3. Click on the volunteer you want to sign-up for and scroll down to the bottom of the page. Click “sign up with a team”.
4. If you don’t have a team of your own “create a new team” and enter the information required.

Remember:
- Every team member must enter a first and last name.
- No two members can have the same email address.
- You don’t have to enter yourself as a member of the team. By creating the team, you are automatically the Team Captain.
- Team members who do not want to have an email address submitted won’t be notified that they have been made a team member.

5. Submit your team information by clicking “create a team”.
6. A message will pop up on your screen to let you know that your team information has been submitted successfully. Scroll down the page and click “Click here to continue opportunity sign-up with your team” to complete sign-up.
7. Now that you are back to the opportunity sign up page with the project of your choice, click on option #1, “choose one of your teams” and click “select”.
8. Then put a check next to the name of every team member you would like to sign-up.
9. Then click “submit”.

Remember!
When a Team Captain creates a team, the following takes place:
- Team members who already have a log-in are asked to log in and confirm themselves as a member.
- Anyone who does not have a log-in is invited to visit the Hands On Atlanta website and create a volunteer account.
- Team members with no emails will not be sent information— and it’s up to the Team Captain (YOU) to make sure they have the information they need.