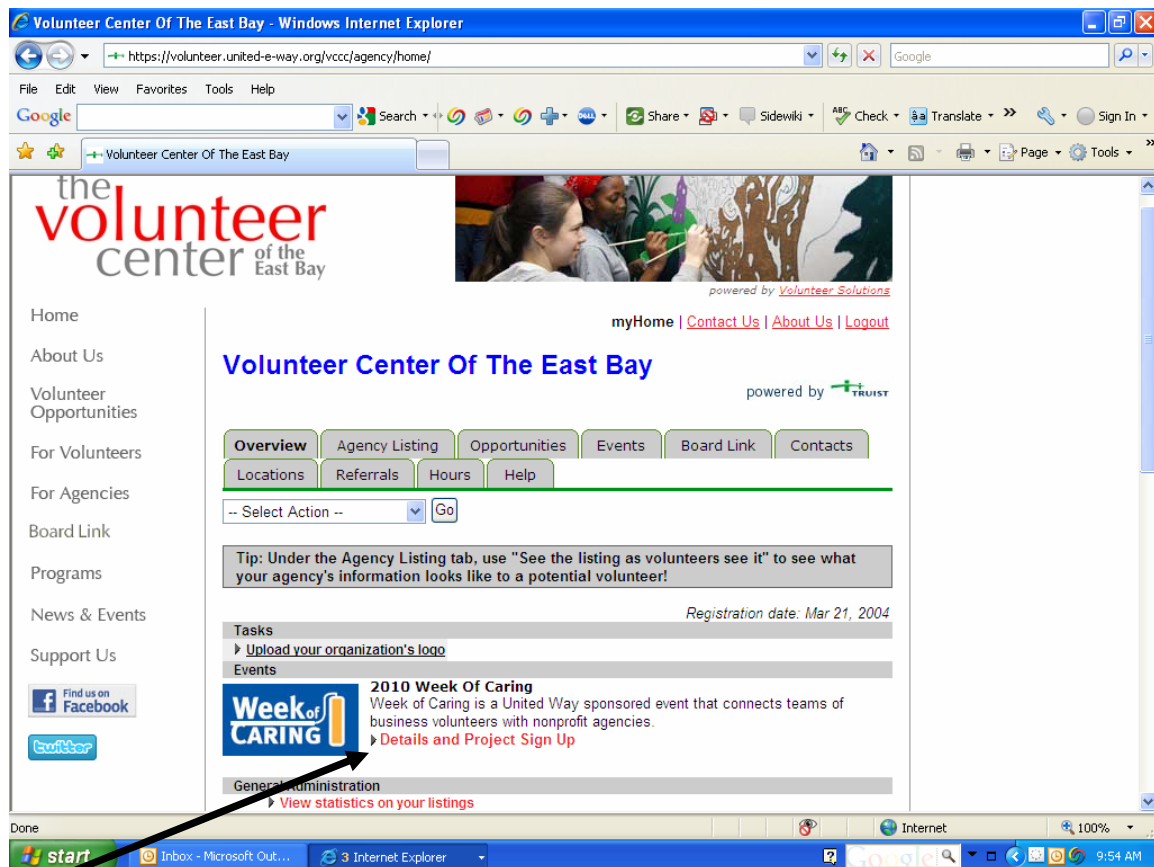


## How to Submit Your Project(s) Online

1. Review the Project Registration Checklist to ensure you have all the information you need to submit your project.
2. Log into your agency's listing with the Volunteer Center. To do this, go to [www.helpnow.org](http://www.helpnow.org) and click on **For Agencies**. Then, select **Log In/Register** and login in using your agency's name and password.  
  
\* If your agency is not yet registered on the Volunteer Center site, please click on **Not Registered? Sign up now** and follow the directions.
3. Once you've logged in, you will see your agency's overview page. (See example screen shot below). Scroll down to **Week of Caring 2010**, under the Events heading. Click on **Details and Project Sign Up**.



The screenshot shows a web browser window displaying the homepage of the Volunteer Center Of The East Bay. The page features a navigation menu on the left with categories like Home, About Us, Volunteer Opportunities, For Volunteers, For Agencies, Board Link, Programs, News & Events, and Support Us. The main content area includes a header with the organization's name and logo, a navigation bar with tabs for Overview, Agency Listing, Opportunities, Events, Board Link, and Contacts. Below the navigation bar, there is a section for '2010 Week Of Caring' with a description and a link to 'Details and Project Sign Up'. A black arrow points to this link. The page also includes social media links for Facebook and Twitter, and a footer with the start button and system tray.

4. Click **Add a Project**.
5. Follow the onscreen instructions to add a project.

6. When your project data is complete, you will arrive at a screen with **Time Slot Created** at the top in bold, blue print. From here you have a few options.
  - a. If you want your project to occur on multiple days, click on **Add another timeslot for this project**. Please note; if you submit the same project for multiple shifts and/or days, we will recruit volunteers for each day and shift.
  - b. If you want to add a different project; click on **Add a new project for Week of Caring**.

If you need assistance, please contact  
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Theresa Hurley, [thurley@helpnow.org](mailto:thurley@helpnow.org) or (925) 472-5776