



GROUP MEMBER REGISTRATION INSTRUCTIONS

Please forward these instructions to each of your group members so that they can complete the process. Be sure to include your group number so they know which group to join.

THE STEPS FOR EACH GROUP MEMBER TO REGISTER THEMSELVES (Due 2 weeks pre-trip):

1. Go to Quick Group Member Sign Up: <http://www.servicenetwork.com/reg/APPSESV/Join.asp>.
2. Enter your group number _____ and click "Join an existing group"
3. If the correct group info appears, click "Join this group"
4. A pop-up box will appear and ask if you are new or returning:
 - If you have registered using the online process before, enter your username and password under **ARE YOU RETURNING?** and click Sign In. (If you have forgotten your username, there is a link where you can retrieve it.)
 - If you have not registered using the online process before, or if your email address has changed, proceed under the **ARE YOU NEW?** section and click Next.
 - *If you are a parent registering your child, when filling out this section and the forms, enter the information of the person who is actually attending the trip.*
5. Follow the prompts to complete the forms and submit your registration.
6. Remember to 'Sign Out' once you have completed your registration.

Here are some tips for registering multiple family members:

1. Every person must have their own separate account with their own name and birth date listed.
2. Multiple people can have the same **email address** on their account, but not the same **username**.
3. After registering the first person, **log out completely**, and then start over back at the [Quick Group Member Sign up](#) link and repeat the process for the second family member, but be sure to create a different username for them (or use their existing username if they are returning).

If you need assistance with the registration process, please contact:

Laura Moree, Volunteer Specialist 423-854-4405
Marie Coffman, Volunteer Assistant 423-854-4407