

## Volunteer Registration: [www.helpcounter.net/eugene](http://www.helpcounter.net/eugene)

After your registration is processed, you may log in to HelpCounter to add your schools and to update your preferences and contact information.

### Create a username and password.

1. Go to [www.helpcounterweb.com/ci/volunteer](http://www.helpcounterweb.com/ci/volunteer)
2. Click "Create New User Name."

HelpCounter School Volunteer Manager

## Volunteer Log in

### We've Updated

All volunteers will now need to create a User Name, **even if you've logged in previously using your e** will allow you to easily add or remove schools and manage them from a single login - even if they have an

There are three quick steps to creating your user name

1. **Create your own User Name and your own Password**
2. **Select your school and we'll send a confirmation email to you for that school.**
3. **Open the email, click on the confirmation link**

You'll only have to do this step one time.

No user name?

Create New User Name

Otherwise, please log in using your user name and password.

User Name

Password

Log In

Keep me logged in on this device

Do not check this box if you are on a public or shared computer

Forgot User Id or Password

hablo español

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3. Enter your desired username and password. Enter your first and last name and email address exactly as you did when you completed the volunteer registration form. Then, click “Create This User Name.”

HelpCounter School Volunteer Manager

## Create New User Name and Password

This form will create a new user name and password for you in the HelpCounter Volunteer Manager program activities, etc.

You will be able to add any schools that use the HelpCounter system or remove your self from any schools to personal volunteer information. Otherwise, we'll make it as easy as possible to add schools while following th

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### Let's create your User Name

Your new User Name	Make up a Password
<input type="text"/>	<input type="text"/>
Your First Name	Your Last Name
<input type="text"/>	<input type="text"/>
Your Email Address	Repeat the email address
<input type="text"/>	<input type="text"/>
<input type="button" value="Create This User Name"/>	<input type="button" value="Cancel"/>

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# Set up your account.

1. Log in to HelpCounter: [www.helpcounterweb.com/ci/volunteer](http://www.helpcounterweb.com/ci/volunteer)

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## 2. Enter your school, and click "Find School."

You are logged in as:  
Volunteer: [REDACTED] User ID: [REDACTED]

### Add/Remove Schools

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**Step 1 - Select your new school**

Enter part of your school's name and click on 'Find School'.  
A list of matching schools will appear below the box.

Churchill

**Tips:**

- Enter just enough of your school's name to identify it
- Do not include phrases like 'elementary school' or 'middle school', stick to the main name
- If it's not found, try entering less
- If it's named after a person, try just the last name
- Saint is sometime St. and vice versa or just skip that part of the name
- Keep trying different combinations until you find your school
- Not all schools use HelpCounter, if your school doesn't, let them know they should

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## 3. A list of schools will appear. Select the school that applies to you.

You are logged in as:  
Volunteer: [REDACTED] User ID: [REDACTED]

### Add/Remove Schools

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**Step 1 - Select your new school**

Enter part of your school's name and click on 'Find School'.  
A list of matching schools will appear below the box.

churchill

If you see your school on this list, check the selector next to it

Churchill High School Eugene OR  
 Churchill High School Athletics (District Approved Non Contract/Volunteer Coaches Only) Eugene OR

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#### 4. Enter your email address and click “Search for this Address.”

Churchill High School

## Add This School

**Email address to search for:**

Churchill High School  
1850 Bailey Hill Rd.  
Eugene, OR  
Eugene School District 4J

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We will search for your email address at this school. If it's on record at the school, we will send you a confirmation. offer an option to apply at that school. This will only be necessary if your email address is not already on file.

Email address to search for  
 Search for this Address

The default setting is the email address you entered when you set up your account. If you think email address on file at the school n access to login, you can change your email addresses freely.

[Return](#)

#### 5. Click “Back to Home Page.”

logged in as  
Volunteer: [redacted] User ID: [redacted]

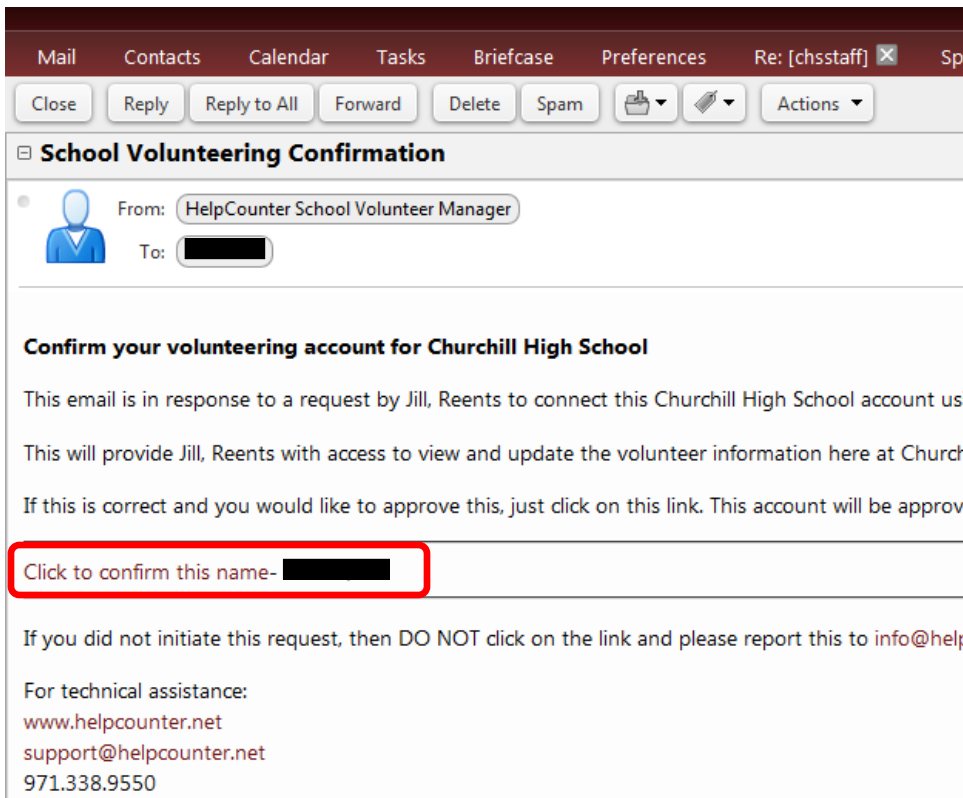
## Your School Was Added

**What's next?**

We just sent an email to the email account you selected for the school. That email will contain a link that will verify th  
So your next step should be to check your email. Open the email was sent and click on the confirmation link. Then w  
If you don't see the email in your inbox, check the spam folder.

[Back to Home Page](#)

## 6. Check your email. Click on “Click to confirm this name.”



The screenshot shows an email client interface with a dark red header bar containing navigation options: Mail, Contacts, Calendar, Tasks, Briefcase, Preferences, Re: [chsstaff] x, and Sp. Below the header is a toolbar with buttons for Close, Reply, Reply to All, Forward, Delete, Spam, and Actions. The email subject is "School Volunteering Confirmation". The sender is "HelpCounter School Volunteer Manager" and the recipient is redacted. The email body contains the following text:

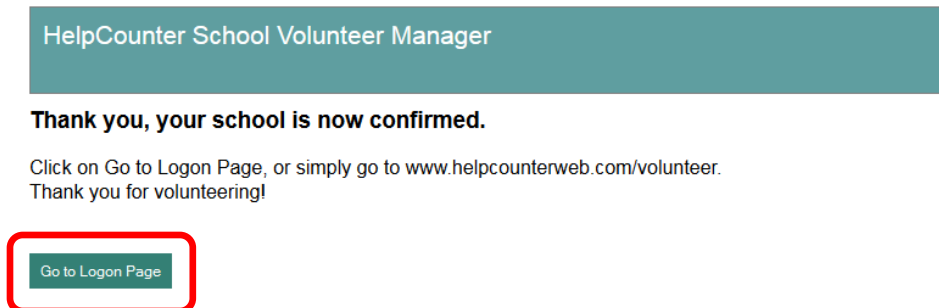
**Confirm your volunteering account for Churchill High School**

This email is in response to a request by Jill, Reents to connect this Churchill High School account us  
This will provide Jill, Reents with access to view and update the volunteer information here at Church  
If this is correct and you would like to approve this, just click on this link. This account will be approv

Click to confirm this name- [REDACTED]

If you did not initiate this request, then DO NOT click on the link and please report this to info@help  
For technical assistance:  
www.helpcounter.net  
support@helpcounter.net  
971.338.9550

## 7. Click “Go to Logon Page.”



The screenshot shows a confirmation page with a teal header bar containing the text "HelpCounter School Volunteer Manager". Below the header, the text reads:

**Thank you, your school is now confirmed.**

Click on Go to Logon Page, or simply go to [www.helpcounterweb.com/volunteer](http://www.helpcounterweb.com/volunteer).  
Thank you for volunteering!

A button labeled "Go to Logon Page" is highlighted with a red border.

## 8. Enter your username and password, then click “Log In.”

HelpCounter School Volunteer Manager

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9. From here you can add schools, update your interests, sign up for upcoming events, manually record or review your volunteer hours, update your contact information and more...

Churchill High School



Update Your Volunteering Interest Form

Check for Upcoming Opportunities

Record Hours/Review Past Hours Volunteered

Update Profile Information

Coordinate Activities

End This Session

**Keep me logged in on this device**

Do not check this box if you are on a public or shared computer

Change Password

Change Email Address

Add/Remove Schools

hablo español

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