Volunteer Profile and Project Registration

Below you will find instructions on how to create a volunteer profile and register for your project.

Step 1: Create a Volunteer Profile

- ✓ Go to www.corazon.org

- ✓ Click on the button **Calendar**, located in the middle of our home page.

- ✓ Click on **New Volunteer Profile** located at the top right corner.

- ✓ Fill in blanks marked with an asterisk (*), then click submit.

You will be directed back to our calendar.

After you create your volunteer profile, your profile will require approval by the office. This process helps us streamline duplicate profiles, which is why we have this approval process. Approvals are made every weekday in the morning, so please allow 24 hours to receive confirmation (or more if sent in over the weekend).

5. Once your profile is approved, you will receive an email from automail@civicore.com confirming the approval of your volunteer profile. The email subject line will read: Corazon – Volunteer Approval.

You can now register for a project!

Step 2: Register for a Project

- ✓ Go to www.corazon.org

- ✓ Click on **Calendar.**

- ✓ In the upper right hand corner, select **Volunteer Log In.**

- ✓ Enter the email and password you used to create your profile.

- ✓ Locate your project date and/or group under **-- Projects Needing Volunteers –** and click on **Sign Up** *(last column to the right under Volunteers).*

- ✓ Fill in the blanks and please make sure you check the box if you are associated with the group and hit **submit**.

Once you register for a project, you will receive a confirmation email with a Saturday Bulletin via email from automail@civicore.com with important project day information.

If you have any questions, comments or concerns, please contact the office at 714-547-0357 or email us at office@corazon.org.

Thank you!