



USER GUIDE HoCoVOLUNTEER.ORG

Welcome to the user guide for the Howard County Department of Recreation & Parks HoCoVolunteer website. Visit www.HoCoVolunteer.org to maintain your volunteer profile and easily sign up for volunteer opportunities.



Howard County
RECREATION & PARKS



flickr



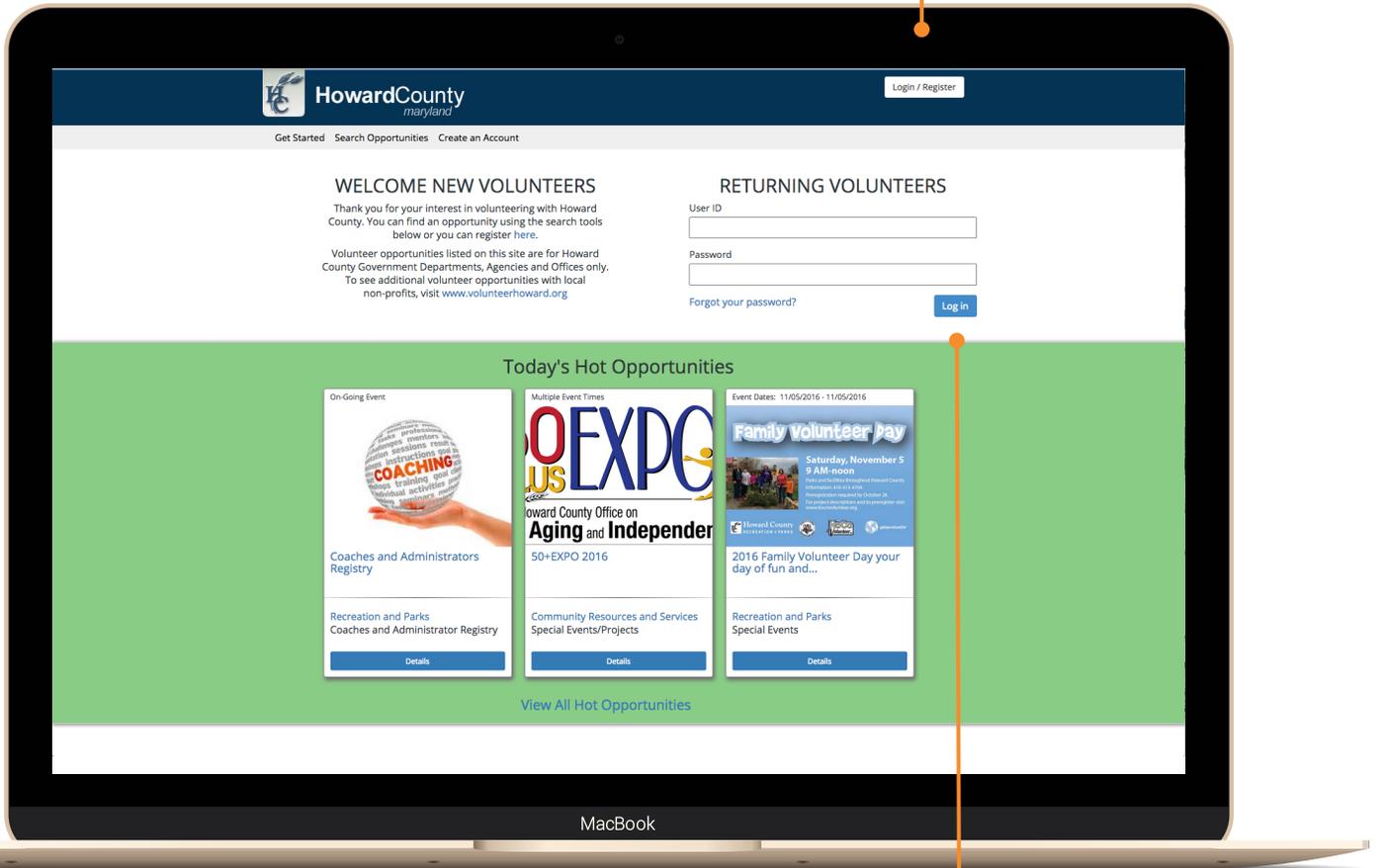
HoCoParks
APP



CREATING A VOLUNTEER PROFILE

1. Log onto www.hocovolunteer.org.

2. Click "Login/Register."



3. Click "Login."



4. Agree to the Volunteer Agreement by selecting "I agree."

This step is required before proceeding.

Howard County
maryland

Get Started Search Opportunities Create an Account

Volunteer Agreement

[View Volunteer Agreement](#)

* By checking this box, I acknowledge and agree that the information I will provide is correct and I fully understand and agree to the terms and conditions of volunteering with Howard County Government. I hereby release and hold harmless Howard County, Maryland, its officials, agents and employees from all liability or obligation arising from, or in connection with, activities related to the volunteer experience.

I agree
 I do not agree and wish to discontinue my Volunteer Application

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George Howard Building
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Ellicott City, MD 21043

Department and Office Phone Directory

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5. Complete the User Information section.

*Red asterisk means that the box is a required field.

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* By checking this box, I acknowledge and agree that the information I will provide is correct and I fully understand and agree to the terms and conditions of volunteering with Howard County Government. I hereby release and hold harmless Howard County, Maryland, its officials, agents and employees from all liability or obligation arising from, or in connection with, activities related to the volunteer experience.

I agree
 I do not agree and wish to discontinue my Volunteer Application

User Information

* First Name Middle Name or Initial * Last Name

Please use name as it appears on Social Security card

* Gender * Date of Birth

* User ID

* Password

User ID and password are required to re-access the system. Your username can include most characters, and can even be an email, but it cannot include spaces.



6. Complete the Contact Information section.

*Red asterisk means that the box is a required field.

Contact Information

*Street Address 1 Street Address 2

*Zip *City *State

*Email Address

*Home Phone Work Phone Cell Phone

Best Way to Contact You?

Home Phone
 Work Phone
 Cell Phone
 Email

Emergency Contact

*Name *Primary Phone Number Secondary Phone Number

Email *Relationship

7. Complete the Emergency Contact section.

*Red asterisk means that the box is a required field.

Emergency Contact

*Name *Primary Phone Number Secondary Phone Number

Email *Relationship

Additional Information

What is volunteer's ethnic background?

Conviction Status

The "Attachment" section below applies only to volunteers interested in sport coaching opportunities and The Coaches and Administrator's Registry.

Attachment Instructions

Profile Image
Please attach a color head shot from the shoulders up. This photo will be used on your coaches badge. Sunglasses should not be worn in the photo.

Work Permit (if required)
If under 18 years of age, a Work Permit is required to volunteer for opportunities lasting more than three days. Work Permits are not required for one-day events/special events. The link to the Maryland DLLR website is <http://www.dlir.state.md.us/labor>



8. Some volunteer opportunities may require additional information.

You may be required to upload and attach items such as a work permit, certification, or a profile image. To upload, download, and/or delete a file, follow the steps listed on the screen.

Additional Information

What is volunteer's ethnic background?
----- None -----

Conviction Status
Never been convicted

The "Attachment" section below applies only to volunteers interested in sport coaching opportunities and The Coaches and Administrator's Registry.

Attachment Instructions

Profile Image
Please attach a color head shot from the shoulders up. This photo will be used on your coaches badge. Sunglasses should not be worn in the photo.

Work Permit (if required)
If under 18 years of age, a Work Permit is required to volunteer for opportunities lasting more than three days. Work Permits are not required for one-day events/special events.. The link to the Maryland DLLR website is <http://www.dllr.state.md.us/labor/wages/empm.shtml>. The work permit, when complete, should be uploaded here.

American Sports Education Program ("ASEP") Coaching Essentials Certificate
Complete the online course "Coaching Essentials" at www.ASEP.com and upload the certificate here. You can request a code to take the online course by clicking below.

Please send me a free ASEP Code

ASEP codes are not sent immediately upon clicking this box. Codes are sent after 1) the account is reviewed AND 2) a sports program/opportunity has been selected by the volunteer. Once these conditions are met, codes are sent within 24-48 BUSINESS hours of checking the box.

9. Submit your application by clicking the "Submit Application" button.

- Concussion Awareness Certificate from NFHS or CDC
- Miscellaneous Attachment 1
- Miscellaneous Attachment 2
- Miscellaneous Attachment 3
- Miscellaneous Attachment 4
- Miscellaneous Attachment 5

To Upload a File 1. Select an Attachment Above 2. Select a File <input type="button" value="Browse..."/> No file selected.	To Download a File 1. Select an Attachment Above 2. Download the File <input type="button" value="Download"/>	To Delete a File 1. Select an Attachment Above 2. Delete the File <input type="button" value="Delete"/>
--	---	---

Allowed file types: msg, doc, docx, jpg, jpeg, png, gif, ppt, pptx, pdf
Maximum file size: 10 MB per attachment

3. Upload the File

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Congratulations! You have now created your Howard County Volunteer Application – don't forget to save your login information!

VIEWING YOUR VOLUNTEER PROFILE

1. Log onto www.hocovolunteer.org.
2. Enter your username and password.

The screenshot shows the Howard County Volunteer website. At the top, there is a navigation bar with the Howard County logo and the text 'Howard County maryland'. Below the navigation bar, there are links for 'Get Started', 'Search Opportunities', and 'Create an Account'. The main content area is divided into two sections: 'WELCOME NEW VOLUNTEERS' and 'RETURNING VOLUNTEER'. The 'WELCOME NEW VOLUNTEERS' section contains a message thanking users for their interest and providing information on how to find opportunities. The 'RETURNING VOLUNTEER' section has a login form with fields for 'User ID' and 'Password', and buttons for 'Volunteer Login' and 'Register'. A dropdown menu is open over the 'Register' button, showing 'Volunteer User ID' and 'Password' fields, and a 'Forgot your password?' link. Below the login form, there is a 'Today's Hot Opportunities' section with three featured events: 'On-Going Event' (Coaches and Administrators Registry), 'Multiple Event Times' (50+EXPO 2016), and 'Event Dates: 11/05/2016 - 11/05/2016' (2016 Family Volunteer Day).

3. Click "Login."
4. Your volunteer dashboard will assist you with your desired function.

You can search volunteer opportunities, view your assigned opportunities, report & review your hours, and view your schedule.

The screenshot shows the Howard County Volunteer dashboard. At the top, there is a navigation bar with the Howard County logo and the text 'Howard County maryland'. Below the navigation bar, there are links for 'Get Started', 'Dashboard', 'Search Opportunities', and 'Log Out'. The main content area is divided into two columns. The left column contains a user profile section with a placeholder for a profile picture, a link to 'Edit My Profile', and information about the user's status and total hours served. The right column contains four main action buttons: 'Report & View Hours', 'View Schedule', 'My Opportunities', and 'Search Opportunities'. Each button has an icon and a brief description of its function. At the bottom of the dashboard, there is a footer section with contact information for Howard County, Maryland, and social media links for Facebook, Twitter, and YouTube.

SIGNING UP FOR A VOLUNTEER OPPORTUNITY

1. Log onto www.hocovolunteer.org.
2. Enter your username and password.

The screenshot shows the Howard County Volunteer website. At the top, there is a navigation bar with the Howard County logo and the text 'Howard County maryland'. Below the navigation bar, there are links for 'Get Started', 'Search Opportunities', and 'Create an Account'. The main content area is divided into two sections: 'WELCOME NEW VOLUNTEERS' and 'RETURNING VOLUNTEERS'. The 'WELCOME NEW VOLUNTEERS' section includes a thank you message and a link to search for opportunities. The 'RETURNING VOLUNTEERS' section has a login form with fields for 'User ID' and 'Password', and a 'Volunteer Login' button. A 'Forgot your password?' link is also present. A 'Register' button is located below the login form. The 'Today's Hot Opportunities' section features three event cards: 'Coaches and Administrators Registry', '50+EXPO 2016', and '2016 Family Volunteer Day'. An orange line points from the 'Login / Register' button to the login form, and another orange line points from the 'Volunteer Login' button to the 'Login / Register' button.

3. Click "Login."
4. Click "Search Opportunities."

The screenshot shows the Howard County Volunteer website dashboard. At the top, there is a navigation bar with the Howard County logo and the text 'Howard County maryland'. Below the navigation bar, there are links for 'Get Started', 'Dashboard', 'Search Opportunities', and 'Log Out'. The main content area is divided into two sections: a user profile section and a main dashboard section. The user profile section includes a placeholder for a profile picture, a link to 'Edit My Profile', and information about the user's status and total hours served. The main dashboard section features four main action buttons: 'Report & View Hours', 'View Schedule', 'My Opportunities', and 'Search Opportunities'. An orange line points from the 'Search Opportunities' button to the 'Search Opportunities' button in the dashboard. The footer contains contact information for Howard County, Maryland, and social media links.



5. Opportunities can be searched by using filters or by selecting "Search All."

How would you like to search?

Click to add or remove options then click Search 🔍 .

- By type of opportunity
- By keyword or phrase
- By date range
- By zip code
- By departments
- Programs by Departments** ▼

Search All 🔍

Show results in a calendar

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6. A list of available volunteer opportunities will be displayed.

7. **Find your opportunity of interest.** Details about the opportunity are listed by selecting the appropriate tab: Description, Schedule, Address, and Contact Info.

8. Sign up for the opportunity by clicking "Sign up."

After signing up, you will receive an automated email with information regarding your volunteer assignment. Some opportunities are self-placement and others must be approved by a supervisor. The email you receive will notify you of the type of opportunity you've been selected to perform.

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Get Started Dashboard Search Opportunities Log Out

Opportunity Search Results

Sort | Search Again 🔍

Coaches and Administrators Registry

Recreation and Parks - Coaches and Administrator Registry

Description Schedule Address Contact Info

The Coaches and Administrators Registry Opportunity must be completed by all coaches and administrators prior to being approved for any sport specific coaching opportunity. The following are the requirements of the Coaches and Administrators Registry. Once you have created a user account, the following items should be uploaded in the attachment section of your profile.

- **Color head shot.** The photo will be used for your coaching badge. Sunglasses should not be worn.
- **American Sport Education Program (ASEP) "Coaching Essentials" Certificate** from <http://www.asep.com/>. You can request a code and instructions within the system as part of your application. Please note that you should use either Internet Explorer or Firefox to take the ASEP Course in. **NOTE: Requesting a code is for volunteers who have never taken the ASEP in the past - NOT to request a copy of your certificate. You can obtain a duplicate certificate through ASEP.com**

Sign Up

Share



9. After selecting “sign up,” you will receive an on-screen message that says, “Opportunity Request Sent.” The message will tell you whether you have been placed or if a volunteer coordinator will review your request and place you. **If you need to remove yourself from the opportunity, simply click the “Remove Me” button and you will be removed.**

The screenshot shows the Howard County Maryland website interface. At the top, there is a navigation bar with the logo and the text "HowardCounty maryland". Below the navigation bar, there are links for "Get Started", "Dashboard", "Search Opportunities", and "Log Out". The main content area is titled "Opportunity Search Results" and includes a "Sort" dropdown and a "Search Again" button. The opportunity being viewed is "Coaches and Administrators Registry" under the category "Recreation and Parks - Coaches and Administrator Registry".

A green banner at the top of the opportunity details reads "Opportunity Request Sent". Below this, a message states: "Your request to volunteer for the 'Coaches and Administrators Registry' opportunity has been sent. To change this request go to 'My Opportunity Requests' below or in the volunteer navigation. Please note: you are not yet placed with this opportunity, a volunteer coordinator will review your request and place you." Below the message are tabs for "Description", "Schedule", "Address", and "Contact Info".

On the left side of the opportunity details, there is a "Remove Me" button in a red box and a "Share" button below it. A hand holding a globe with the word "COACHING" is also visible.

The description text reads: "The Coaches and Administrators Registry Opportunity must be completed by all coaches and administrators prior to being approved for any sport specific coaching opportunity. The following are the requirements of the Coaches and Administrators Registry. Once you have created a user account, the following items should be uploaded in the attachment section of your profile."

- **Color head shot.** The photo will be used for your coaching badge. Sunglasses should not be worn.
- **American Sport Education Program (ASEP) "Coaching Essentials" Certificate** from <http://www.asep.com/>. You can request a code and instructions within the system as part of your application. Please note that you should use either Internet Explorer or Firefox to take the ASEP Course in. **NOTE: Requesting a code is for volunteers who have never taken the ASEP in the past - NOT to request a copy of your certificate. You can obtain a duplicate certificate through ASEP.com**

10. If you chose to remove yourself from the opportunity, you will see a confirmation message.

The screenshot shows the Howard County Maryland website interface, similar to the previous one. The main content area is titled "Opportunity Search Results" and includes a "Sort" dropdown and a "Search Again" button. The opportunity being viewed is "Coaches and Administrators Registry" under the category "Recreation and Parks - Coaches and Administrator Registry".

A yellow banner at the top of the opportunity details reads "Removed From Opportunity". Below this, a message states: "You have been removed from the opportunity: 'Coaches and Administrators Registry'." Below the message is a link that says "Find another opportunity to volunteer." Below the message are tabs for "Description", "Schedule", "Address", and "Contact Info".

On the left side of the opportunity details, there is a "Sign Up" button in a blue box and a "Share" button below it. A hand holding a globe with the word "COACHING" is also visible.

The description text reads: "The Coaches and Administrators Registry Opportunity must be completed by all coaches and administrators prior to being approved for any sport specific coaching opportunity. The following are the requirements of the Coaches and Administrators Registry. Once you have created a user account, the following items should be uploaded in the attachment section of your profile."

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- **American Sport Education Program (ASEP) "Coaching Essentials" Certificate** from <http://www.asep.com/>. You can request a code and instructions within the system as part of your application. Please note that you should use either Internet Explorer or Firefox to take the ASEP Course in. **NOTE: Requesting a code is for volunteers who have never taken the ASEP in the past - NOT to request a copy of your certificate. You can obtain a duplicate certificate through ASEP.com**

You have successfully signed up for a volunteer opportunity!

HOW TO LOG VOLUNTEER HOURS

1. Visit www.hocovolunteer.org.
2. Enter your username and password.

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Get Started Search Opportunities Create an Account

WELCOME NEW VOLUNTEERS

Thank you for your interest in volunteering with Howard County. You can find an opportunity using the search tools below or you can register [here](#).

Volunteer opportunities listed on this site are for Howard County Government Departments, Agencies and Offices only. To see additional volunteer opportunities with local non-profits, visit www.volunteerhoward.org

RETURNING VOLUNTEER

User ID

Password

Forgot your password?

Volunteer Login

Register

Today's Hot Opportunities

On-Going Event

Multiple Event Times

Event Dates: 11/05/2016 - 11/05/2016

3. Click "Login"

3. Click on "Report Service Hours" in left column or the book icon.

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Get Started Dashboard Search Opportunities Log Out

Report & View Hours

Report service hours and view history.

View Schedule

See the shifts where I have signed up.

My Opportunities

View opportunities I have applied for.

Search Opportunities

Find ways to serve.

» Edit My Profile

Status: Active
Volunteer since: 10/04/2016

Total Hours Served

Month: 0
Year: 0
Lifetime: 0

» Report Service Hours

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4. Click on "Report Service."

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Get Started Dashboard Search Opportunities Log Out

Report Service Logbook

Date Range Start Date: Oct 4 2015 End Date: Oct 4 2016 Go

Log Book Details
No data

Edit Selected Record(s) Delete Selected Record(s) Rows to display All of 0

Log Book Summary
No data

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5. Select the program title that you are entering hours for from the drop-down menu.

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Get Started Dashboard Search Opportunities Log Out

Report Service Logbook

Report Service/Hours

Please select from the following survey(s):

Start Date: 10/05/2016
End Date: 10/05/2016

How many hours did you serve?
How many miles did you drive?
Service Performed:

OK Cancel

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6. Log your hours using the fields provided. Then click the "OK" button.

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Get Started Dashboard Search Opportunities Log Out

Report Service Logbook

Report Service/Hours

Please select from the following survey(s):

[Dropdown menu]

Start Date: 10/05/2016

End Date: 10/05/2016

How many hours did you serve? [Input field]

How many miles did you drive? [Input field]

Service Performed: [Text area]

OK Cancel

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7. You will receive a confirmation message stating that your service has been recorded.

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Get Started Dashboard Search Opportunities Log Out

Report Service Logbook

Report Service/Hours

Please select from the following survey(s):

[Dropdown menu]

Thank You! Your service has been recorded.

[Report again for this opportunity](#)

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You can log your service hours anytime!

VOLUNTEER QUESTIONS & INFORMATION

Please contact us with questions or for additional information.

Shawnté Berry, Volunteer Manager
sberry@howardcountymd.gov or 410-313-4624

Kathy Kemp, Administrative Assistant
kkemp@howardcountymd.gov or 410-313-4620

Melissa Byrne, Volunteer Supervisor
mbyrne@howardcountymd.gov or 410-313-4704

