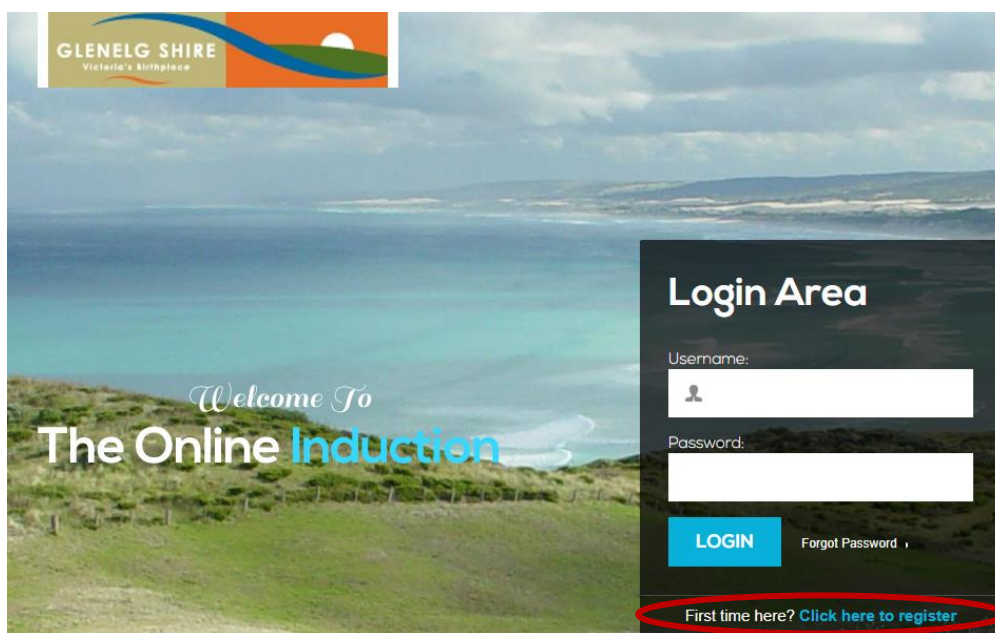
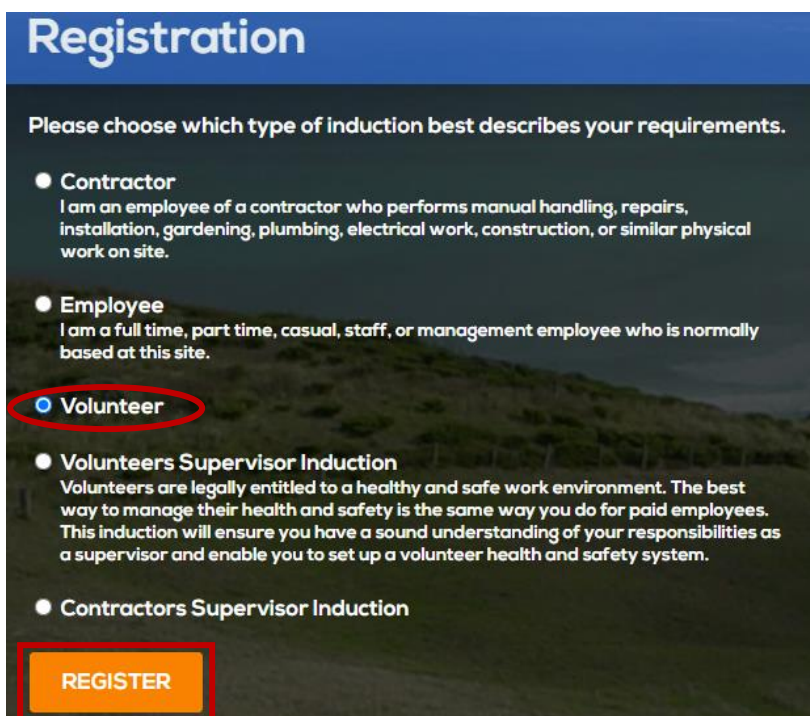


How to Register for the Online Volunteer Portal

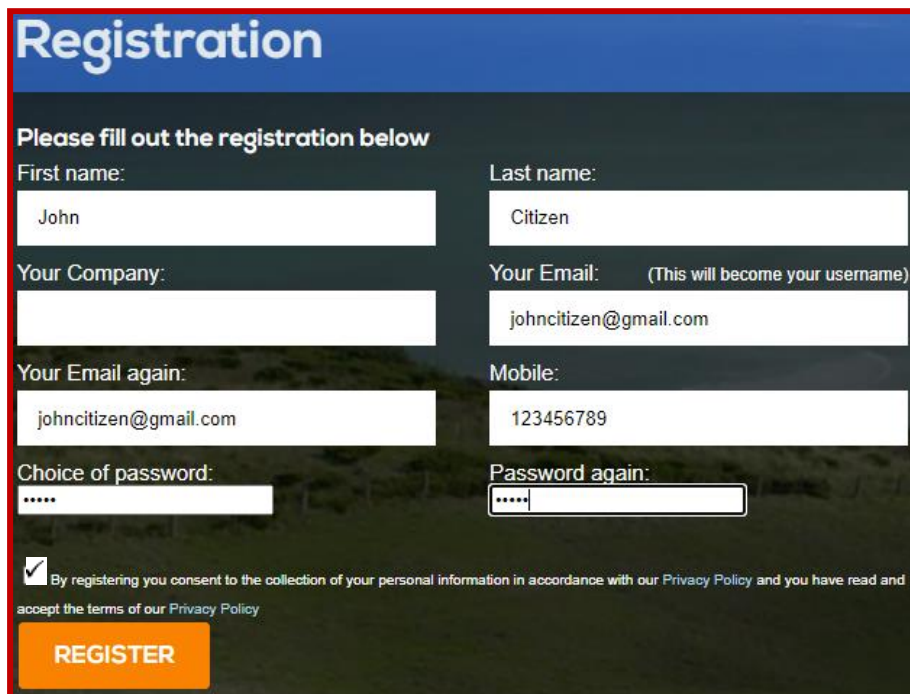
1. Click the link <https://www.onlineinduction.com/glenelgoi/index.php>
2. If you are registering for the first time, click 'click here to register' as seen below.



3. Click on 'volunteer' (ensure the dot is displayed) and click 'register' as seen below.

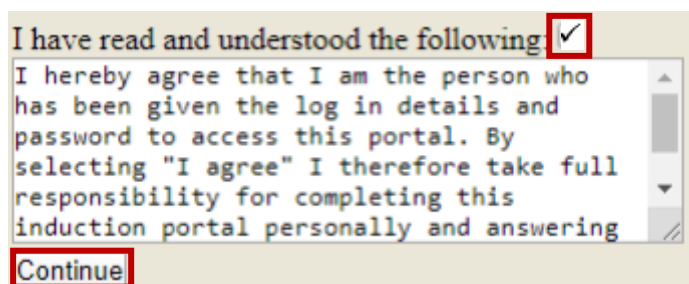
A screenshot of the "Registration" form. The title "Registration" is at the top in a blue header. Below it, the text "Please choose which type of induction best describes your requirements." is displayed. There are five radio button options: "Contractor", "Employee", "Volunteer", "Volunteers Supervisor Induction", and "Contractors Supervisor Induction". The "Volunteer" option is selected, indicated by a blue dot and a red circle around it. Below the options is an orange "REGISTER" button, which is also highlighted with a red rectangle. The background of the form is a dark, textured image.

4. Fill out the registration with your details and click 'register' as seen below.

A screenshot of a web registration form titled "Registration". The form has a blue header with the title. Below the header, it says "Please fill out the registration below". The form is divided into two columns. The left column contains fields for "First name:" (filled with "John"), "Your Company:" (empty), "Your Email again:" (filled with "johncitizen@gmail.com"), "Choice of password:" (filled with "*****"), and a checkbox for "By registering you consent to the collection of your personal information in accordance with our Privacy Policy and you have read and accept the terms of our Privacy Policy". The right column contains fields for "Last name:" (filled with "Citizen"), "Your Email:" (filled with "johncitizen@gmail.com", with a note "(This will become your username)"), "Mobile:" (filled with "123456789"), and "Password again:" (filled with "*****"). At the bottom left of the form is an orange button labeled "REGISTER".

Please note:

- You do not need to add a company name when registering as a volunteer.
5. Once you have completed your registration you will see the below page. Please read the information and click on the white box to insert a tick. Click 'continue' to proceed.

A screenshot of a web page showing a text area with the text "I have read and understood the following:" followed by a checkbox that is checked. Below this is a larger text area containing the text "I hereby agree that I am the person who has been given the log in details and password to access this portal. By selecting 'I agree' I therefore take full responsibility for completing this induction portal personally and answering". At the bottom of the text area is a button labeled "Continue".

6. Once you have registered for the system, you will be directed to complete the online Volunteer Registration Form. After completing this form, Council will be in contact with you regarding the next steps.