



## Creating Your Individual Volunteer Profile

In order to volunteer with Union Gospel Mission Twin Cities, you must have a volunteer profile, unless you are part of a team. To learn more about team volunteering, go to our 'Creating Your Team Profile' and 'Team Volunteering' resources.

**Step one:** To start the process, go to [volunteers@ugmtc.org](mailto:volunteers@ugmtc.org). You will be registering for a volunteer account.

**Step two:** Under the heading "We Need You!" click the link that says, "[Click Volunteer Application to get started](#)" or click "[Volunteer Profile](#)" at the top next to the UGMTC logo.

**Step three:** This is where you get to sign up to be a volunteer!

**Option 1:** If you have a Google, Facebook, or Apple account, you can click the corresponding buttons at the top right of the page to link your account. This means you can sign into your UGMTC volunteer profile with your Google, Facebook, or Apple account. Your account will be automatically filled in with the information we need. And you're done! Congratulations, you have a volunteer profile!

**Option 2:** Use your email to create an account. The following instructions create an account not connected to pre-existing accounts.

**Step four:** Fill in your basic information: your first name, last name, and birth date. The birth date is important because some opportunities are not appropriate for people under the age of 12, or unaccompanied people under the age of 18.

**Step five:** Fill in your contact information in the next section. This includes your home address and phone number.

**Step six:** The next section—demographic and volunteer options—is not required. Only fill out your gender, how you heard about us, and/or ethnicity if you would prefer.

**Step seven:** "Volunteer Availability" is not required, though it would help us when pairing you with volunteering opportunities.

**Step eight:** "Volunteer Interests" is not required, though it would help us when pairing you with volunteering opportunities.

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**Step nine:** “Log In Information” is an important required field. You will enter an email address and a password of your choice. This will be your login whenever you want to sign up to volunteer.

**Step ten:** Finally, there is a box for you to click if you would like to receive communications from Union Gospel Mission Twin Cities. We recommend you click this box because the first people to learn about serving opportunities are on this email list.

**Step eleven:** Click “Submit.”

**Step twelve:** You will be sent an email to verify your account. Go to your email and click the verification email that you have been sent. Follow the instructions in that email to verify your account.

**Conclusion:** Now you can volunteer with Union Gospel Mission Twin Cities once you are signed into your account. Thank you for volunteering with us!