Cultural Ambassadors Sign-up Instructions

These instructions will guide you through the registration process for the Cultural Ambassadors Volunteer and Connector Programs.

To start, go to: [http://www.globaldetroit.com/partner-initiatives/cultural-ambassadors/](http://www.globaldetroit.com/partner-initiatives/cultural-ambassadors/)

Global Detroit’s volunteer management software, MyVolunteerPage.com, functions similar to a social media platform: you have constant access to the portal, are able to continually update your volunteer profile, connect with administrators and other volunteers, and view and sign-up for upcoming volunteer opportunities.

Instructions:

1. **Create a Login**
   Under “I am new to myVolunteerPage.com” create a username and fill in your email address.

   ![Volunteer Application: Global Detroit Cultural Ambassadors Program](image)

   *If you use MyVolunteerPage.com through another organization, you can use your same username and password here. You will be able to function inside MyVolunteerPage.com for both organizations.*

2. **Volunteer Application**
   All items with a blue asterisk are required. You will not be able to save or proceed until these items have an entry.
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Remember, all information entered within the volunteer application can be updated or changed at a later date.

If you are confused about any questions, hover over the in the circle (to the right of the fill in box) for guidance. If you still have questions, email primary@globaldetroit.com for help.

a. Primary and Contact Information Complete the primary contact information section. This is where you will create your password.

If you would like to be able to receive email communications on your phone, click on “Not available in all areas. Click here for details” for instructions on what to include for your “phone email.” This is NOT your phone number. These are messages that will come to you as a text message via your mobile email, and vary depending on carrier.

Save and Continue.

b. General Interest and Additional Info

General Interests – This section is attempting to understand why you want to participate in the Cultural Ambassadors program. It may be used to inform you of specific volunteer activities that align with your interests.

*If you are signing up to participate as a Citizenship Ambassador, be sure to select the “Citizenship Ambassador Program” box.

Additional Info – This is the bulk of the application. The first question tells us what volunteer role you are signing up for. You are able to sign up for both.

Cultural Ambassadors Volunteer / Citizenship Ambassador:
Volunteers activities will be posted in MyVolunteerPage.com by partner organizations that you can sign up for, and organizations may reach out to you for specific activities that you may accept or decline. Activities can vary in commitment, time, and needs. Activities cover a broad spectrum, and for example, can range from working the registration table at a cultural event or helping an individual practice their English skills, to volunteering your professional skills to help internationals navigate our systems or offering to help welcoming international investors. You can be U.S.-born or foreign-born.

Cultural Ambassadors Professional Connector Program as a Connector: As a Professional Connector, you submit that you are an
established professional in your region and community who knows a lot of people and are in the habit of making introductions. You commit to meeting with young and emerging professionals in your industry, and providing them with three additional referrals to help grow their professional network. You can be American-born or foreign-born.

**If you are signing up to be a Citizenship Ambassador, please select the volunteer roles you would like to participate in:** Here you will select which Citizenship Ambassador roles you would like to volunteer for. You are able to choose as many as you want.

Complete the rest of the intake form as best as you can. Keep in mind, you can return and change or update your answers to these questions at any time.

*Save and continue.*

The next screen will say, “Thank you! Your application has been submitted.” You may choose to go to your profile, or log out.

Your application at this point is submitted, but there is additional information that you may add if you choose. Below is an image of your “homepage” when you login to your volunteer profile.
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Volunteer Page Tabs explained:

- **Home**: This is your homepage. This page shows you any recent news posted by administrators. On the right, you will see any volunteer activities you have signed up for, as well as the hours you have logged that week, month, and year.
- **Sign-Up**: This page will list the volunteer activities available to you. From here, you can sign up for activities.
- **Assignments**: This page will give you a schedule of all of the activities you have signed up for. You can elect to be emailed a weekly schedule.
- **Hours Log**: This is where you can enter and track the hours you volunteer. You are asked to log all of your volunteer hours, both for our records and for your personal use.
- **Contact**: From this tab you can email the Cultural Ambassadors Program Coordinator, Beth Szurpicki, at e.szurpicki@gmail.com. Below, Global Detroit and partner organizations are listed with primary contacts.
- **Reports**: Here you are able to see a graph analyzing your volunteer hours over time. You may choose a date range and export them in detail as a .pdf, .doc, .xls, or .mhtml.
- **My Profile**: Your profile page has 6 secondary tabs.
  - **Basic Info**: This includes your name, contact information, birthday and native language.
  - **Additional Info**: Here are all of the questions you answered on the “additional info” section of the application, including your volunteer role(s), language skills, educational and professional background, and skills.
  - **Qualifications**: Qualifications are various qualities assigned to volunteer activities. When you would like to sign up for a volunteer activity, if that activity has any qualifications that must be met, you must be qualified.
  - **Interests**: The same interests prompted in the *general interests* section of the application.
  - **Availability**: You can enter your general availability so that you may be better matched to volunteer activities that fit within your available days and times.
  - **Goals**: You can set volunteer hour goals, and MyVolunteerPage.com will help keep you on track.

MyVolunteerPage.com has created a User Guide with more comprehensive instructions.

To find this guide, click the question mark icon at the top right corner of every screen.

Questions? Contact Beth Szurpicki, Global Detroit, at GDCulturalAmbassador@gmail.com.