

Volunteer STEM Wizard Guide



Registration:

Step 1: Go to the [STEM Wizard page](#) for your fair and select the Registration option. Volunteer will be one of the options in the drop-down menu.

Step 2: The Volunteer Registration is fairly basic, including things like your name, email address, etc.

Profile Update

After your account is created, you can make changes to your personal information:

- Click on your name on the upper right.
- Click Profile.
- Click Edit.
- Submit.

Volunteer Registration

First Name *

Last Name *

Phone * Extension

Primary Email Address *

Re-enter Email *

Password *

Confirm Password *

Communication Preference * Phone Email

Dashboard

This page displays all the milestones that volunteers will be required to complete, as well as announcements from the fair admin. By clicking on the milestone, it will take volunteers to the Registration Wizard page for them to complete their milestone.

Announcements Show All +

SUBJECT	MESSAGES	DATE RECEIVED
No announcements at this time.		

Please click on "Fair Experience/Qualification" steps below to begin answering the remaining judge registration questions. Thank you again for your participation!



To complete a milestone:

- Click on the milestone.
- Enter info in the field box.
- Save and continue to the next milestone.

Messages

Volunteers receive messages from fair admin on this page. Volunteers can also send messages to fair admin. To send messages:

- Click on "New Messages".
- Click on "Contact list".
- Select your desired recipients.
- Click "+ ADD" icon on the bottom right.
- Write the email and click "Send".

NEW MESSAGE

INBOX (0) SENT MAIL

[SHOW ALL](#) [SHOW ONLY UNREAD](#)