

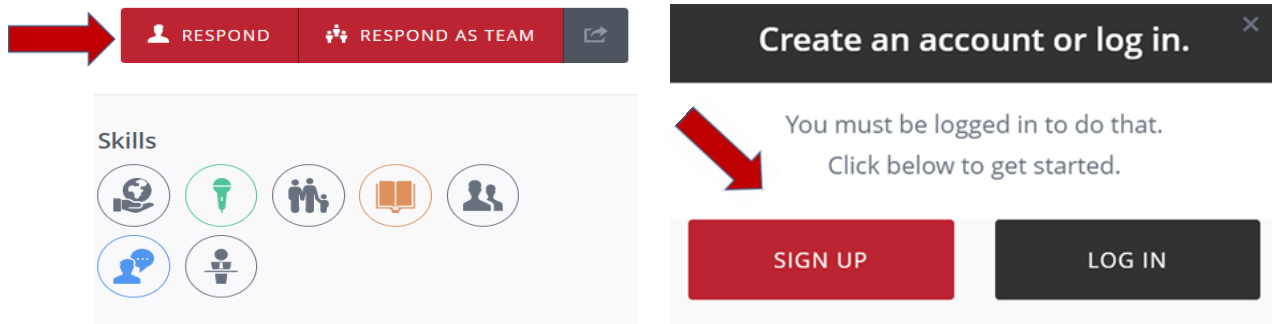
Galaxy Digital - Create Account



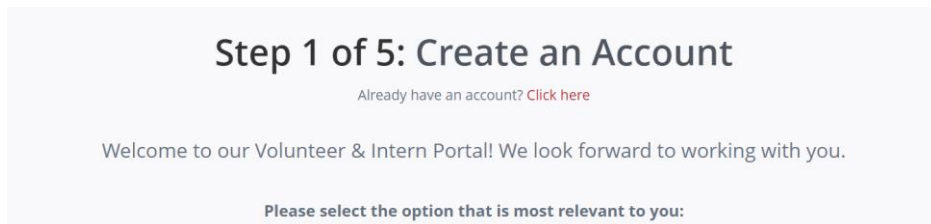
Step 1: Visit <https://volunteers.ccdocle.org> and click the “Volunteer Now” button located in the center of the page. **Note:** Chrome is the recommended browser.



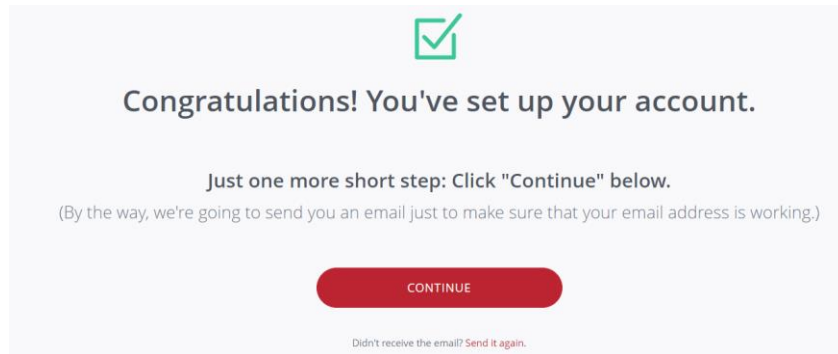
Step 2: Once directed to the “Opportunities” page, click the opportunity that you’re interested in. From there, select “Respond” which will prompt a pop-up window. Select “Sign Up” and follow the prompts to create your account.



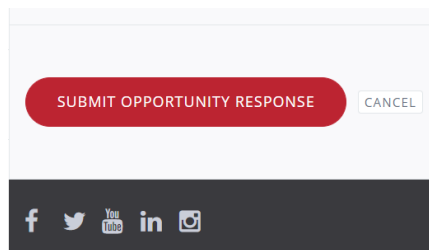
Step 3: Go through the steps to complete your account. ** Make sure you view and sign your **Volunteer and Intern forms** found on Step 5. Download your handbook and select “Yes” to acknowledge receipt.



Step 4: An email will be sent to your provided account confirming account creation. If you do not see this screen, verify information and try again. From here, click “Continue”.



Final Step: Verify your information. Scroll down and click on “Submit Opportunity Response” button located in the bottom-left hand corner.



CONGRATS! You have completed the application process. You will hear from someone regarding next steps. Download the App and start logging hours!



Figure 1 Apple iPhone



Figure 2 Android

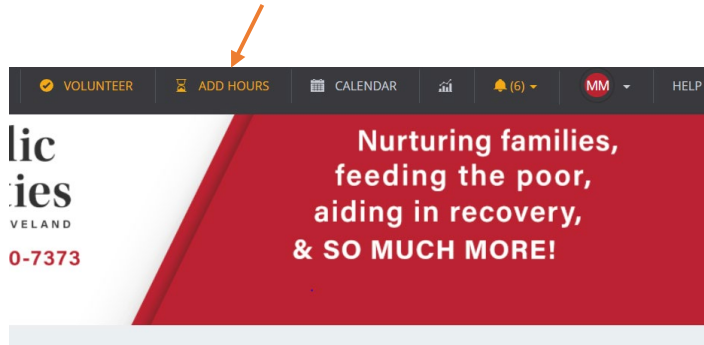
Galaxy Digital – How to Record Volunteer Hours



Step 1: Visit <https://volunteers.ccdocle.org> and click the “Login” button located at the top right hand side of the page. **Note:** Chrome is the recommended browser.



Step 2: To clock in the day of service, Select “Add Hours” from the Banner Menu.



Step 3: Add in “Hour Type and Hour Details”. Click the “Submit Hour Entry” button to complete this step.

Want to use the mobile app to log your hours? Download by scanning the QR code!



Figure 1 Apple iPhone



Figure 2 Android