

**Volunteer Registration Process:  
Step by Step Instructions on how to join up**

**1. Submit a Volunteer Application**

To start your Volunteer Application, you must click on one of the Great Ride logo's on the 'Volunteering with Us' webpage.

You will be directed to the [Volunteer Online System \(www.myvolunteerpage.com\)](http://www.myvolunteerpage.com)

Have you registered to Volunteer with this system in the past?

**Yes.**

If you do have an existing User ID and Password because you have used this system to sign up as a Volunteer before, click 'Yes'.

You can now insert your existing User ID and Password to log in, saving you the effort in creating and filling in a whole new application.

Once you are logged in, you can choose which Volunteer Activity you would like to apply for by clicking on: 'Take me to the volunteer opportunities!'

Proceed to *Step 2: Signing Up for an Activity*

**No.**

If you don't have an existing myVolunteerPage.com User ID and Password, click 'No'.

Create a User ID, make it easy to remember as such an email address  
Click Next

Enter your email address  
Click Next

Now create a Password! Make your Password easy to remember as you will need it to log back into the Volunteer Registration System at a later date for confirmation. Refer to Step 3 for further clarification.

Fill in your contact details, address and relevant phone numbers.

\*Please note, your application must have a valid email address and/or phone number. Both are only used in relation to your work with us.

Next, read through the Volunteer Policy.  
Tick the box if you agree with the Volunteer policies outlined and then click next

Fill in the additional information needed, including your Emergency contact details, T-Shirt Size, Medical Conditions, Meal type, Gender and DOB on the next few pages.

Proceed to *Step 2: Signing Up for an Activity*

**Step 2. Signing Up for an Activity**

Once you are logged in and all your contact and additional information has been provided, you can select the Volunteer Activity you would like to apply for.

Have a look through the list of Available activities and click on the one that suits you.  
Have a read through the job description, schedule and check whether there are any compulsory qualifications that are required i.e. Motorcycle license or First Aid training.

Select whether you are:

'I am Available to perform this activity and would like to be assigned to it'

or

'In general, I am interested in performing this activity and would like to be contacted if additional volunteers are needed in the future'

Click 'Save'

**Step 3: Bicycle Victoria Approves your Application**

Bicycle Victoria will review your application. Once approved, you will be allocated to a Volunteer position.

Once you have received an acceptance e-mail from Bicycle Victoria to Volunteer, you need to log back onto the [Volunteer Online System](http://www.myvolunteerpage.com) ([www.myvolunteerpage.com](http://www.myvolunteerpage.com)) with your existing Username and Password to Confirm your position.

Please keep in mind that it may be some time before you hear back from Bicycle Victoria regarding your application. This is because every application needs to be reviewed, positions allocated and Teams made before we correspond with you.

**Step 4: Changing your Volunteer Application**

Should you wish to amend any of your personal details, log back onto the [Volunteer Online System](http://www.myvolunteerpage.com) ([www.myvolunteerpage.com](http://www.myvolunteerpage.com)) with your existing Username and Password.

Click on the 'My Profile' tab to update your contact info.

Click 'Save'