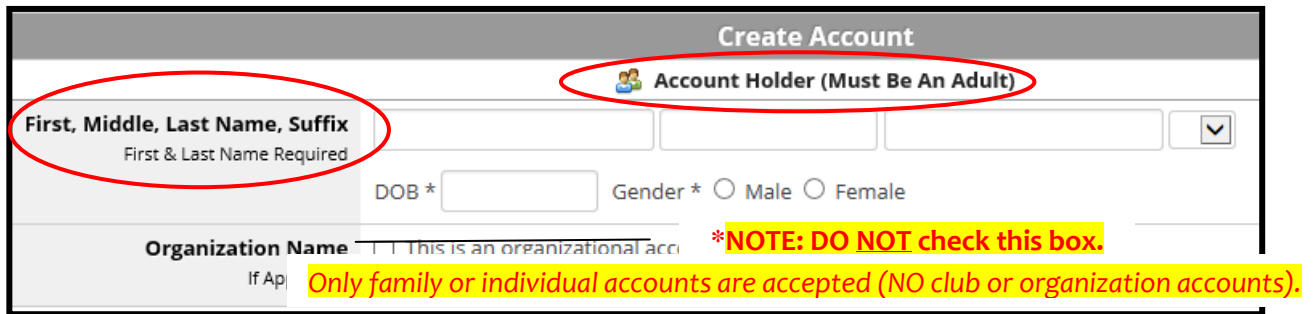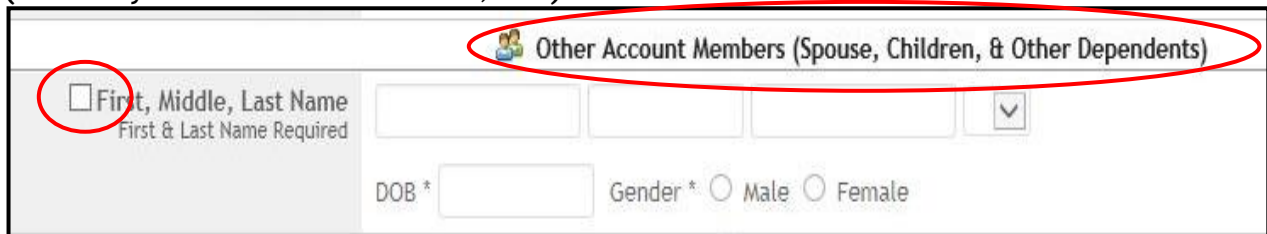# How to Create an Account

If you have registered in the past for any Recreation class with the City of Santa Clarita or
if you are a member of the Newhall or Canyon Country Community Center,
please use the __same__ account to sign up for volunteer opportunities.
To check if you already have an account, email volunteers@santa-clarita.com
or call (661) 250-3708.

Go to
www.SantaClaritaVolunteers.com ➡ 🖉 Create Account

1. Enter your name, date of birth, and gender.

Create Account

👥 Account Holder (Must Be An Adult)

First, Middle, Last Name, Suffix
First & Last Name Required

DOB * Gender * ⚪ Male ⚪ Female

Organization Name ☐ This is an organizational acc...
If Ap... ***NOTE: DO NOT check this box.**
Only family or individual accounts are accepted (NO club or organization accounts).

2. Click the **box** to ADD other account members and enter their information.
   (You may do this at a later time, too).

👥 Other Account Members (Spouse, Children, & Other Dependents)

☐ First, Middle, Last Name
First & Last Name Required

DOB * Gender * ⚪ Male ⚪ Female

3. When entering your address, spell out your street name completely. Do
   NOT abbreviate. Unit numbers should be entered on the "Address Line 2".

🏠 Residential Information

Address Line 1 Required, No PO Boxes	Note: Enter complete street name. Verify spelling.
Address Line 2 No PO Boxes	Note: Include Unit or Apt. # here
City, State, Zip Required	

4. Email/Password: The *email address* you provide will be your **USER NAME** for this account. **Use a password that you will easily remember later.**
   Note: Details and instructions about volunteer opportunities you register for will be sent to you by email.

	Contact Information
Phone 1 Required	
Phone 2	
Phone 3	
Email Address	
Password	
Confirm Password	
	Save

5. Click **SAVE.**

6. Please provide at *least* one emergency contact.

	Other Information	
Emergency Contact Name		
Emergency Contact Number		*Preferably*
Emergency Contact Name - Alternate		***two***
Emergency Contact Number - Alternate		*emergency*
Authorized Pick Up Name		*contacts for*
Authorized Pick Up Number		***minors.***
Authorized Pick Up Name - Alternate		
Authorized Pick Up Number - Alternate		
Allergies		
	Skip This Step (Go To Account)	Save

7. Click **SAVE.**

*YOU'RE NOT DONE! After creating your account, **log back in and sign up to volunteer** for **each** opportunity you are interested in.*