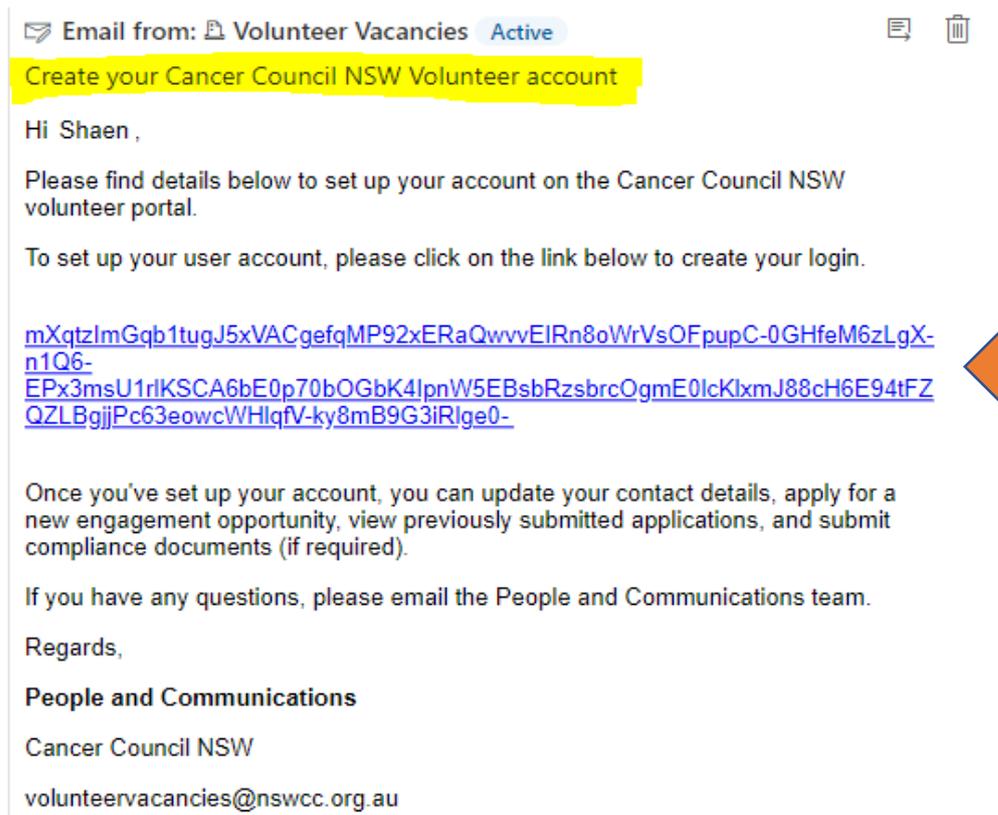


# Volunteer Guide to Registering to volunteer with Cancer Council using the two-step process.

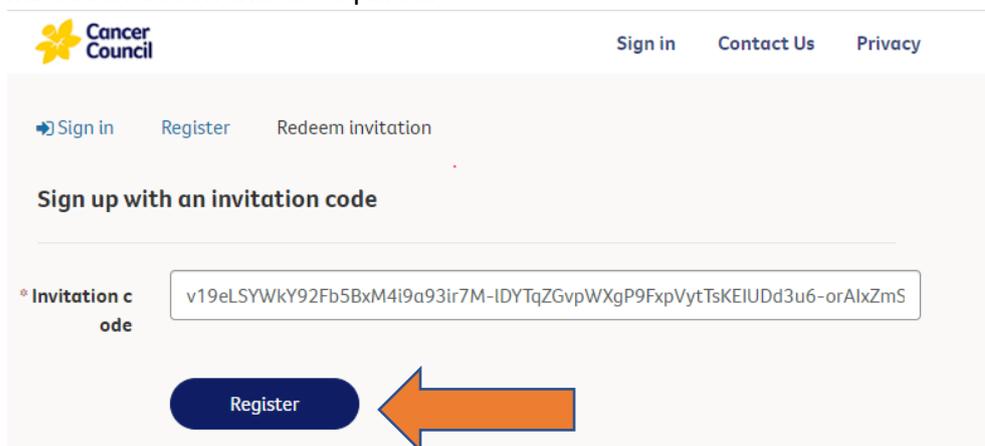
## Step 1. Cancer Council Account Registration

1. Open up the email titled *Create your Cancer Council NSW Volunteer account*
2. Click the link in the email and it will open in your default browser ie. Google Chrome or Safari



3. The invitation code field is pre-populated for you. Click on the *Register* button

NB. Do not click on *Sign in* or *Register*. This link has taken you directly to the *Redeem Invitation* action that is required.



**4. Your email is also pre-populated. Do not change your email address at this stage.**

NB. Once your account is set up, you will have the option to change the email address if required.

**5. Decide on and fill in your preferred username. We suggest your first and last name.**

**6. Decide on and enter your new password in the *Password* and the *Confirm Password* fields.**

For security purposes your password needs to be at least 9 characters in length and contains upper & lower case as well as a number or non-alphabetic characters

**7. Open and read the *Privacy Collection Statement*.**

You can access it by clicking the link under the blue button OR you can find the statement on our website.

<https://www.cancercouncil.com.au/about-us/policies/privacy-collection-statement/>

**8. Click on the *Register* blue button**

The screenshot shows the Cancer Council NSW registration page. At the top left is the Cancer Council logo. At the top right are links for 'Sign in', 'Contact Us', and 'Privacy'. Below these are buttons for 'Sign in', 'Register', and 'Redeem invitation'. A 'Redeeming code' is displayed in a grey box. The main heading is 'Register for a new account', followed by a paragraph explaining the benefits of creating a login. The registration form has four fields: 'Email' (pre-filled with melaina.tate@nswcc.org.au), 'Username', 'Password', and 'Confirm password'. Each field has a red asterisk indicating it is required. A blue arrow points to the 'Register' button. Below the button is a disclaimer: 'By clicking on 'Register' I have read and agree to Cancer Council NSW's Privacy Collection Statement'.

**9. You have completed Part 1 when you screen looks like this.**

## Step 2. Register for your Volunteer Role

1. Open the email titled with the name of your volunteer position. Click on the link in the email which will open in your browser

Relay for Life Committee Member - Sutherland (Registration)

 Volunteer Vacancies  
 To:  Divya Jothi

11:47 AM

  
 Hello there!

We are delighted to offer you the **Relay for Life Committee Member – Sutherland** volunteer role. It is always exciting when new team members come on board, and we know that you will be a great fit for the team.

Volunteer registration is a **two-step process** so you will receive two emails from us to complete the registration. **We have attached a visual guide; it would be great if you could follow these instructions.**

**The first step is to create a login to your account;** you would have received a separate email with a link from the People & Communications Team via [volunteervacancies@nswcc.org.au](mailto:volunteervacancies@nswcc.org.au). The link in the email is unique to you. This step must be completed before you action this email.

**This email is the second step of the process** to formalise your volunteer registration and accept our Terms & Conditions. Using your login details from the first step, click this link [Engagement Details - Cancer Council NSW Volunteers](#) and login in by clicking on the *Apply Now* button.

You will be asked to fill out several fields and then read and accept *The Cancer Council Volunteering Agreement*.

This will complete your registration for your volunteering role. Next steps are eLearning and compliance (role specific) which will be prompted by the completion of this step in the next couple of days.

If you have any questions about your volunteer role, you can contact your volunteer manager, **Renee Piper** or email the People & Communications team.

Warm regards,

People & Communications, Cancer Council NSW  
 E: [volunteervacancies@nswcc.org.au](mailto:volunteervacancies@nswcc.org.au)

2. You will see the details for the role you are registering for.

3. Click the orange *Apply Now* button

**Cancer Council** Contact Us My engagements Melaina Tate ▾

## Event Administration Support - Northern

📅 Wednesday, March 29, 2023 📍 Byron Bay, NSW

[Apply Now](#)

### Details

Thanks for your interest in volunteering at Cancer Council NSW. Please submit your application online by clicking on APPLY NOW!

To begin your application, you will need to create an account or log in with your existing account.

If you require any support to submit your application, please get in touch with us at [volunteervacancies@nswcc.org.au](mailto:volunteervacancies@nswcc.org.au)

Please note, the health and safety of our people is a priority for us. Cancer Council strongly recommends all employees and volunteers to be vaccinated to minimise the risk of serious illness as a result of COVID19.

Cancer Council NSW is committed to promoting diversity in the workplace. Applications from people of Aboriginal and Torres Strait Islander descent are encouraged and welcomed.

**Location**  
Byron Bay, NSW

**Short Detail**  
To assist with the development and delivery of a fundraising community event by supporting the Community Fundraising Coordinator pre-event, on the day and post event administration and logistic tasks.

**Advert End Date**  
Tuesday, March 28, 2023

4. You will land on a new page with a form to fill out (see below for images)

- Name and Engagement Opportunity (position name) are pre-populated
- Using the drop down menu free text, answer the (mandatory) availability fields
- Using drop down menu, select from (mandatory) qualifications
- You do not need to upload a cover letter or resume (unless you were asked to do so)
- Complete the *More about you* section
- Answer the two questions under *Terms and Conditions*
- Read the *Terms and Conditions* which you can access by clicking on the hyperlink *Please read our terms and conditions.*
- Once read and you agree, tick the box which confirms that *I agree to the terms and conditions.*
- Click the blue *Submit* button when all required fields are completed

This completes the two-step process. Next, you will receive your welcome email which will have your compliance requirements and your eLearning login details to action.

## Contact details; Availability; and Qualifications

 [Contact Us](#) [My engagements](#) [Melaina Tate](#)

Please complete this form to submit your application for an advertised engagement opportunity. If you are successful in this role, we will use this information to register you as a Cancer Council NSW volunteer.

### Contact Details

**Contact \***  
Melaina Tate

**Engagement Opportunity \***  
Event Administration Support - Northern



### Availability

**How long are you interested in volunteering for? \***

**Which days are you available? \***

**How many hours a week would you like to volunteer? \***

**What is your current employment/study status? \***

### Qualifications

**What is your highest academic qualification? \***

Upload your Cover Letter and Resume

[+ Add files](#)

*NB. You do not need to upload a cover letter and/or resume unless your volunteer manager has asked for one. This field predominantly applies to office based volunteer positions only.*

## More about you; Terms and conditions

### More about you

Do you have any pre-existing medical conditions that may impact your volunteer role? \*

No  Yes

Are you currently authorized to work in Australia/NZ? \*

No  Yes

Do you identify as being Aboriginal or Torres Strait Islander? \*

What best describes the main reason you are interested in volunteering with Cancer Council NSW? \*

How did you hear about this volunteer position? \*

### Terms and conditions

Are you a person prohibited by the Child Protection Act 2000 from seeking child-related employment? \*

No  Yes

Have you had any criminal convictions in past last 10 years? \*

No  Yes

Please read our terms and conditions  I agree to the terms and conditions \*

Cancel Application



Submit

Once you have clicked submit, your registration will be processed, and you will receive your welcome email. Please contact your Volunteer Manager if you have any questions or email [volunteervacancies@nswcc.org.au](mailto:volunteervacancies@nswcc.org.au)