

## 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 verify if you already have an account, email [volunteers@santa-clarita.com](mailto:volunteers@santa-clarita.com).



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 account **\*NOTE: DO NOT check this box.**  
If App: *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	<input type="text"/>
Phone 2	<input type="text"/>
Phone 3	<input type="text"/>
Email Address	<input type="text"/>
Password	<input type="password"/>
Confirm Password	<input type="password"/>
<a href="#">Save</a>	

5. Click **SAVE**.

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

Other Information	
Emergency Contact Name	<input type="text"/>
Emergency Contact Number	<input type="text"/>
Emergency Contact Name - Alternate	<input type="text"/>
Emergency Contact Number - Alternate	<input type="text"/>
Authorized Pick Up Name	<input type="text"/>
Authorized Pick Up Number	<input type="text"/>
Authorized Pick Up Name - Alternate	<input type="text"/>
Authorized Pick Up Number - Alternate	<input type="text"/>
Allergies	<input type="text"/>
<a href="#">Skip This Step (Go To Account)</a> <a href="#">Save</a>	

Preferably two emergency contacts for minors.

7. Click **SAVE**.

**IMPORTANT: After creating your account, log back in and register for each volunteer opportunity you are interested in.** For instructions, see “How to Sign Up to Volunteer” on the Getting Started page.