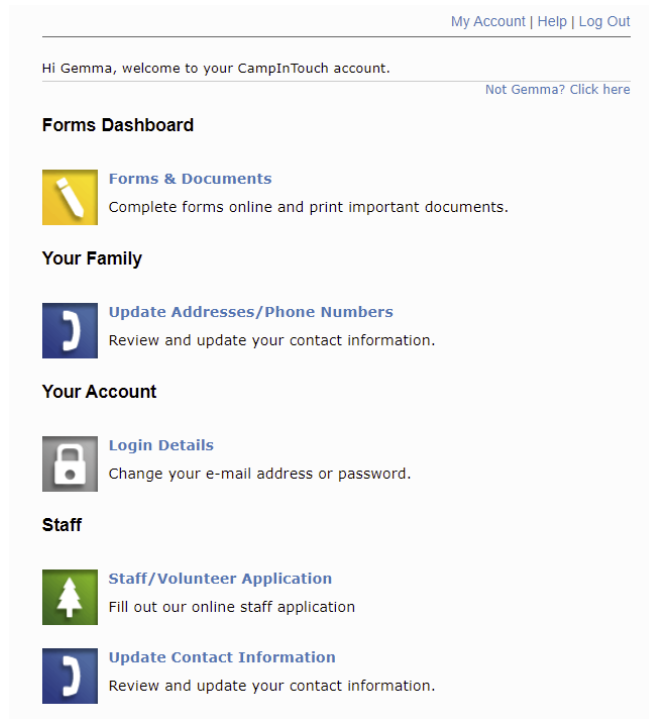


How to Update Staff or Volunteer Contact Information

1. Go to <https://athousandsummers.org/>
2. Navigate to Programs, then Volunteer Program
3. Locate the Returning Volunteers box and click on the red Sign-In button
4. Enter your login email and password.
5. On the Forms Dashboard, select **Update Addresses/Phone Numbers** or **Update Contact Information** by the blue phone icon.



6. Update contact information as needed.

The screenshot shows the 'Staff Information Update' form. At the top right, there are links for 'My Account | Help | Log Out'. The form is divided into several sections: 'Name' (SuperStar Mentor), 'Gender' (Female), 'Birthday' (Month, Day, Year dropdowns), 'Social Security', 'Birth Place' (Vicenza), 'Citizenship' (usa), and 'Year at School or Occupation'. Below these are 'Driver's License' (text input), 'Issuing State' (CO), and 'Bus License' (radio buttons for Yes/No). The 'School Information' section includes 'School Name', 'Major', 'Graduation Date', 'Extracurricular Activities', and 'Career Goal'. The 'Telephones' section includes 'Home Phone', 'School Phone', 'Cell Phone' (555-555-5555), 'Work Phone' (555-555-5555), and 'Other Phone'. At the bottom left is a 'Cancel' button, and at the bottom right is an 'Update Information' button. A yellow arrow points to the 'Update Information' button. At the very bottom, there is a 'CompMinder' logo and links for 'Privacy Policy' and 'Terms of Use'.

- To save updates, click on the **Update Information** or **Submit** button at the bottom right of the screen.

[My Account](#) | [Help](#) | [Log Out](#)

UPDATE CONTACT INFORMATION

Contact Information

Title	<input type="text" value="Undefined"/>
First Name	<input type="text" value="SuperStar"/>
Last Name	<input type="text" value="Mentor"/>
Middle Name	<input type="text"/>
Nickname	<input type="text"/>
Maiden Name	<input type="text"/>
Suffix	<input type="text" value="None"/>

Phone Numbers

Phone numbers for custodial parents only! Include area code.

Cell Phone	<input type="text" value="303-523-3448"/>
Work Phone	<input type="text" value="720-981-2532"/>
Other Phone	<input type="text"/>
Personal Fax	<input type="text"/>

Email

For purposes of logging in to your account, each parent/guardian must have a unique email address. This address will 'belong' to the first person for which it is entered. If it is to be 'shared,' it must be entered as the 'Alternate Email' for the second person.

Login/Email	<input type="text" value="kbivinsmith@yahoo.com"/>
Alternate Email	<input type="text"/>

Miscellaneous

Occupation	<input type="text"/>
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Addresses

Home Address

Country	<input type="text" value="United States"/>	City	<input type="text"/>
Address	<input type="text"/>	State	<input type="text" value="Select State"/>
	<input type="text"/>	Zip	<input type="text"/>

Home Phone (Land line)	<input type="text"/>	Home Fax	<input type="text"/>
	EX: 828-555-1212		EX: 828-555-2121

Summer Address

Country	<input type="text" value="United States"/>	City	<input type="text"/>
Address	<input type="text"/>	State	<input type="text" value="Select State"/>
	<input type="text"/>	Zip	<input type="text"/>

Sum. Phone (Land line)	<input type="text"/>
	EX: 303-555-1212

Staff Emergency Contacts

As a staff member enter information for two additional people we can contact in an emergency.

	Name & Relationship	Telephone Number
Contact 1	<input type="text" value="JOHN DOE (UNCLE)"/>	<input type="text" value="303-555-7724"/>
Contact 2	<input type="text"/>	<input type="text"/>