



Volunteer Registration Instructions for Des Moines Corporate Games

Step 1: Go to www.mealsfromtheheartland.org

Step 2: Hover on the word “CALENDAR” on the task bar then **(click)** on the words “Sign Up Now”

Step 3: **(click)** the blue arrow by the name of the month located at the top of the calendar to the desired month (i.e. June or July) **the June calendar will go live on April 27**

Step 4: **(click)** on a shift time on a day that you are interested in then **(click)** “**Event Details**”

Below is a list of our regular Packaging Center shifts by day of the week. Mobile and/or Private Packaging Center events can be scheduled Monday through Saturday.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning	Closed		9:30-11:30 10:00-Noon*			9:30-11:30 10:00-Noon*	9:00-11:00 9:30-11:30
Afternoon	Closed			2:30-4:30 3:00-5:00*	2:30-4:30 3:00-5:00*	1:00-3:00 1:30-3:30*	
Evening	Closed		6:00-8:00 6:30-8:30*	6:00-8:00 6:30-8:30*	6:00-8:00 6:30-8:30*		

***Shift will be opened if the earlier shift fills up**

Step 5: A new webpage will open. **(click)** “**SIGN ME UP**”

Step 6: Before you fill out the form, scroll to the bottom of this page and check how many “Available” spots are remaining in your desired shift. ***If you plan to sign up 16 volunteers you need a minimum of 16 in the “Available” column.

Step 7: Change the number in the “# of volunteers” box from 0 to the # of volunteers you plan to bring.

Step 8: Scroll back to the top of this page and put in your contact information. *****DO NOT USE AUTOFILL!** In the Group Name box please use “**DMCG+ Company Name**”

Step 9: **(click)** “**NEXT**” at the bottom of the page. You will be taken to a confirmation page. You will also receive a confirmation email almost instantly. **(IF not please check your spam folder)** Please share this confirmation email with your co-workers as this has important information.

Congratulations, you did it! If your numbers change, please contact us ASAP as we often have a wait list (and only we can change your registration). Each volunteer will package over 400 meals during your 2 hour shift, that is almost like feeding 2 kids for an entire year!!!

Please contact Georgie Filber at 515.473.9530 or email georgie.filber@mealsfromtheheartland.org if you have questions or need assistance with the sign up system.