## **Team Member Application:**

- Go to profile.onecollective.org
- Create an account
- Verify your account by validating a link in an email the system will send to you. You must click this link to verify your account and continue. Please check your spam folder if needed.
- Once validated, re-click the link in this email: profile.onecollective.org
- Log In
- Click on "Short-Term Teams" in the upper right-hand corner
- Search using your team's unique ID by typing it into the search box: **772**
- Team is titled: Chapelstreet STT to El Refugio
- Click 'Apply'
- You can then access your application.
- Once complete, submit the application. After your application has been approved, you will need to login to complete your paperwork and some remaining questions.

## How to sign in in the future

- Go to profile.onecollective.org
- Login (username <u>Johndoe@gmail.com</u> or Johndoe-remember how you set it up initially)
- In the upper right hand corner click "Short-Term Teams"
- Scroll down and you will see your team
- Click "Manage Process"
- Blue boxes indicate completed tasks, while green boxes indicate tasks which must still be completed.
- Information typed into boxes will automatically be saved
- If the information does not apply to you, simply type N/A