

HC Lax HoCoVolunteer.org Account Creation and Sign Up Instructions:

1. Go to hocovolunteer.org. Click on “Create an Account.”

The screenshot shows the top navigation bar with links for "Get Started", "Search Opportunities", and "Create an Account". A red arrow points to the "Create an Account" link. Below the navigation bar, there are two main sections: "WELCOME NEW VOLUNTEERS" and "RETURNING VOLUNTEERS".

WELCOME NEW VOLUNTEERS
Thank you for your interest in volunteering with Howard County. You can find an opportunity using the search tools below or you can register here.

RETURNING VOLUNTEERS
User ID:
Password:
Forgot your password? [Log In](#)

Today's Hot Opportunities

<p>On-Going Event</p>  <p>Coaches and Administrators Registry</p> <p>Recreation and Parks Coaches and Administrator Registry</p>	<p>Event Dates: 01/09/2016 - 01/09/2016</p>  <p>Snowflake Ball</p> <p>Recreation and Parks</p>	<p>On-Going Event</p>  <p>Project Holiday</p> <p>Citizen Services Special Events/Projects</p>
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2. **Volunteer Agreement Acceptance:** New Users will be brought to the Volunteer Agreement screen. In order to proceed with your application and create an account, you will need to read the Agreement and click “I agree”.

HowardCounty
maryland

Get Started Search Opportunities Create an Account

Login / Register

Volunteer Agreement

[View Volunteer Agreement](#)

* By checking this box, I acknowledge and agree that the information I will provide is correct and I fully understand and agree to the terms and conditions of volunteering with Howard County Government. I hereby release and hold harmless Howard County, Maryland, its officials, agents and employees from all liability or obligation arising from, or in connection with, activities related to the volunteer experience.

I agree
 I do not agree and wish to discontinue my Volunteer Application

User Information

* First Name Middle Name or Initial * Last Name

Please use name as it appears on Social Security card

* Gender * Date of Birth

3. **Completing Your Application:**

After accepting the Volunteer Agreement, the following application will be presented to you. Fill out the application and hit the “Submit Application” button.

Notes:

- You can come back to the application screen anytime to edit your information. (You do have to complete all of the red asterisked information in order to submit the application.)
- You do not have to attach all of your credentials/courses in order to submit your application.
- Please follow the instructions embedded in the application to attach your headshot, concussion and ASEP certificates.
- If you need a code to take the ASEP course, there is a box to check under the ASEP heading on the application.
- If you are a **returning coach**, you do not need to take the courses again. Simply load the certificates you have received in the past. If you no longer have your certification documents:
 - Go to ASEP.com and search under “Registry”/”Find a Coach...” and attach a screenshot of the results evidencing your completion of the “Coaching Essentials” course.
 - Go to NFHSLEARN.com and go to “User Lookup” and attach the screen print to your profile as evidence of completion of “Concussion in Sports”.
 - If you have difficulty following the above steps, you can email Coaches@howardcountymd.gov for help.

* User ID

* Password

* Password Verify

User ID and password are required to re-access the system. Your username can include most characters, and can even be an email, but it cannot include spaces. Your password must be at least 8 characters long and include at least one letter and one number.

Contact Information

* Street Address 1

Street Address 2

* Zip

* City

* State

* Email Address

* Home Phone

Work Phone

Cell Phone

Best Way to Contact You?

Home Phone

Work Phone

Additional Information

What is volunteer's ethnic background?

Conviction Status

Departmental Questions

Recreation and Parks

Nickname

Do you have a family member participating in the program you are volunteering for?

Yes

No

Are you a returning Volunteer?

Yes

No

Are you currently or in the process of becoming an HCRP Employee?

Yes

No

Attachment Instructions

Profile Image

Please attach a color head shot from the shoulders up. This photo will be used on your coaches badge. Sunglasses should not be worn in the photo.

Work Permit (if required)

A Work Permit is required for volunteers under the age of 18. The link to the Maryland DLLR website is <http://www.dllr.state.md.us/labor/wages/empgm.shtml>. The work permit, when complete, should be uploaded here.

American Sports Education Program ("ASEP") Coaching Essentials Certificate

Complete the online course "Coaching Essentials" at www.ASEP.com and upload the certificate here. You can request a code to take the online course by clicking below or you can send an email to coaches@howardcountymd.gov requesting a code.

Please send me a free ASEP Code

NFHS "Concussion in Sports" Certificate

Complete the free Online "Concussion in Sports" course at <http://nfhslearn.com/courses/38000>. Click on "Register Now" as a new user to create an account. The certificate upon completion should be uploaded here.

Attachments

Attachment List

- Profile Image
- Minor Work Permit
- American Sports Education Program (ASEP) Certificate
- Concussion Awareness Certificate from NFHS or CDC
- Miscellaneous Attachment 1
- Miscellaneous Attachment 2
- Miscellaneous Attachment 3

Image Preview



To Upload a File

1. Select an Attachment Above

2. Select a File

No file selected.

3 MB maximum per attachment

3. Upload the File

To Download a File

1. Select an Attachment Above

2. Download the File

To Delete a File

1. Select an Attachment Above

2. Delete the File

Emergency Contact

* Name * Primary Phone Number Secondary Phone Number

Email * Relationship

After hitting “Submit Application”, you will receive the below message:



4. **Signing Up for Opportunities:**

After completing your Application, you will need to sign up for the Opportunities (Programs) that you wish to coach with. Hit the “Find and Sign Up for Opportunities” button (as noted on the screen above).

- a. The first opportunity you will need to sign up for is the Coaches and Administrator’s Registry. This is a one time sign up. In future years, you will not need to sign up for the Registry again as you will be a member for as long as you keep your background review current. You can use the key word “Registry” to locate the opportunity.
- b. Next, you will need to sign up for the specific sport/program (Cobra Lacrosse, HC Lax, etc.) that you wish to work with this season. For each season and/or new program you wish to coach with, you will need to sign up to let us know you wish to be included on those rosters. Any coach not on a program roster for the correct season (Fall, Winter, Spring, Summer), or will not be able to coach.

a. **Key Word Search:**

The easiest way to find a specific sport is the key word search. For example, type in “lacrosse”. Hit the Green “Search” button.

HC Lax Recreational and Cobra Coaches: As we have many Lacrosse programs, for the HC Lax Recreational Lacrosse program, use the key word/phrase “HC Lax” to find the specific program. For Cobra programs, use the key word “Cobra” and then choose the boys or girls opportunity.

View All Hot Opportunities

How would you like to search?

Click to add or remove options then click Search 

- By type of opportunity
- By keyword or phrase
- By date range
- By zip code
- By departments
- Programs by Departments

Enter a keyword or phrase.

HC Lax

eg: Big Sunday

 Search

Show results in a calendar

Howard County, Maryland

George Howard Building
3430 Courthouse Drive
Ellicott City, MD 21043

Follow Us On



A screen similar to the following which lists all of the keyword opportunities will be displayed. Click the “Sign Up” button to indicate your interest in the program. You will receive an email confirmation for a successful sign up.

[Get Started](#) | [Dashboard](#) | [Search Opportunities](#) | [Log Out](#)

Opportunity Search Results

Sort | Search Again

Coaching and AGCs HC LAX Recreational Lacrosse Spring 2018

Recreation and Parks - Coaching



Recreation and Parks

Sign Up

Share

Description | Address | Contact Info

This opportunity is to be a volunteer coach for the Howard County Recreational Lacrosse Program.

Note: You must complete the Coaches & Administrator's Registry Opportunity prior to applying for this opportunity.

Additional info:

This opportunity requires completion of the Coaches and Administrators Registry Opportunity.

Requirements

Minimum age: 15

Sort | Search Again

Alternative Search Method: You can also search under “Departments” if you would like to see a broader category of coaching opportunities. You would choose “Departments” and then “Recreation and Parks” and click the smaller box on the right for Coaching. Hit the green “Search” button.

How would you like to search?

Click to add or remove options then click Search 

- By type of opportunity
- By keyword or phrase
- By date range
- By zip code
- By departments
- Programs by Departments** 
- Citizen Services
- Community Sustainability
- Recreation and Parks 

Choose one program.

- Coaches and Administrator Registry
- Coaching**
- After School & Childcare
- Comm. Centers & Fac. - Belmont Manor
- Comm. Centers & Fac. - Gary J. Arthur Community Center
- Comm. Centers & Fac. - Meadowbrook Athletic Center
- Comm. Centers & Fac. - North Laurel Community Center
- Comm. Centers & Fac. - Robinson Nature Center
- Comm. Centers & Fac. - Roger Carter Community Center
- Emergency Preparedness
- Heritage
- Natural Resources, Environmental & Parks
- Seniors 55+
- Special Events
- Therapeutic Recreation



Show results in a calendar

A screen similar to the following which lists all of the keyword opportunities will be displayed. Click the “Sign Up” button to indicate your interest in the program.

Coaching Burtonsville Wrestling Fall 2015 through Spring 2016

Recreation and Parks - Coaching



Description Schedule Address Contact Info

This opportunity is to be a volunteer coach with the Burtonsville Wrestling Program.

Note: You must complete the Coaches & Administrators Registry Opportunity prior to applying for this opportunity.

Sign Up

Share

Minimum age: 16

Coaching EYO : Board Members Fall 2015-Summer 2016

Recreation and Parks - Coaching



Description Schedule Address Contact Info

This is a volunteer opportunity with the Elkridge Youth Organization Board of Directors. EYO has partnered with Howard County Department of Recreation and Parks to include EYO coaches in the Coaches Registry.

Questions about volunteering with EYO should be directed to that organization. Contact information can be found on their website at <http://www.eyosports.org>

Sign Up

Share

Note: You must complete the Coaches & Administrator's Registry Opportunity prior to being accepted for this opportunity.

You will receive an email confirmation for a successful sign up.

5. **Congratulations!** You will receive the following message when you have signed up for an opportunity correctly:

The screenshot displays the Howard County, Maryland website interface. At the top, the logo for Howard County, Maryland is visible on the left, and the user name "Beth Snyder" is on the right. Below the header, a navigation bar includes links for "Get Started", "Dashboard", "Search Opportunities", and "Log Out".

The main content area features a green notification box titled "Opportunity Request Sent". The text inside the box reads: "Your request to volunteer for the 'Coaching EYO : Recreational Basketball Winter 2015-2016' opportunity has been sent. To change this request go to 'My Opportunity Requests' below or in the volunteer navigation. Please note: you are not yet placed with this opportunity, a volunteer coordinator will review your request and place you." Below the notification box are three buttons: "Back to Search Results", "My Opportunities", and "My Volunteer Dashboard".

The footer section contains contact information for Howard County, Maryland, including the address: "George Howard Building, 3400 Courthouse Drive, Ellicott City, MD 21043". It also includes a "Department and Office Phone Directory" link and social media icons for Facebook, Twitter, and YouTube under the heading "Follow Us On". At the bottom of the footer, it states "2014 © Howard County, Maryland. All Rights Reserved | Privacy Policy | Terms of Use".

At the very bottom of the page, there is a "Powered by" logo for Samaritan Technologies.