Get Connected for CERT Coordinators

**Step 1: Create Your Organizational Account**
Follow the instructions in “CERT Get Connected – Creating Organizational Account.”

**Step 2: Create an Ongoing Private Opportunity for Your Fully Trained Volunteers**
Follow the instructions in “CERT Get Connected – Adding and Managing Opportunities.”
Be sure to select “Private” for Privacy and “Ongoing” for the Duration.
The respondents to this opportunity serve as the list of volunteers who are covered via limited liability.

**Step 3: Send the Link to your Certified Volunteers**
From your CERT Team opportunity, copy the opportunity link.

Send this link to your fully certified CERT volunteers with the following instructions and attach the Get Connected CERT Volunteer Guide:

Once you have created your Get Connected account using the attached instructions, follow this link: [INSERT LINK].

Click the RESPOND button then the SUBMIT OPPORTUNITY RESPONSE button to be added to the official CERT Team roster.

By being on this opportunity, you are eligible for limited liability coverage while volunteering!

You also have to ability to manually add volunteers to an opportunity once they have an account on get Connected. Follow the instructions in “CERT Get Connected – Manually Adding a Volunteer to an Opportunity.”

**Additional Tools:**

**How to Create a Public Recruitment Opportunity**
Follow the instructions in “CERT Get Connected – Adding and Managing Opportunities.”
Be sure to select “Public” for Privacy and “Ongoing” for the Duration.
This serves as a recruitment tool to gain new volunteers. They are NOT covered by limited liability coverage.

**How to Create Opportunities for Events/Meetings**
Follow the instructions in “CERT Get Connected – Adding and Managing Opportunities.”
These opportunities are for any events and/or meetings you may have. They can be private if you want people who are sent the link to be able to respond, or public if anybody can participate.

**How to Pull a List of Respondents**
Follow the instructions in “CERT Get Connected – Reports.”

**How to Input Hours**
Follow the instructions in “CERT Get Connected – Managing Volunteer Hours.”

**How to Pull Reports of Hours**
Follow the instructions in “CERT Get Connected – Reports.”

**How to Edit or Clone an Opportunity**
Follow the instructions in “CERT Get Connected – Adding and Managing Opportunities.”

**How to Remove a Volunteer from an Opportunity**
Follow the instructions in “CERT Get Connected – Removing Volunteers.”

**Checking In Volunteers**
Follow the instructions in “CERT Get Connected – Volunteer Check In.”