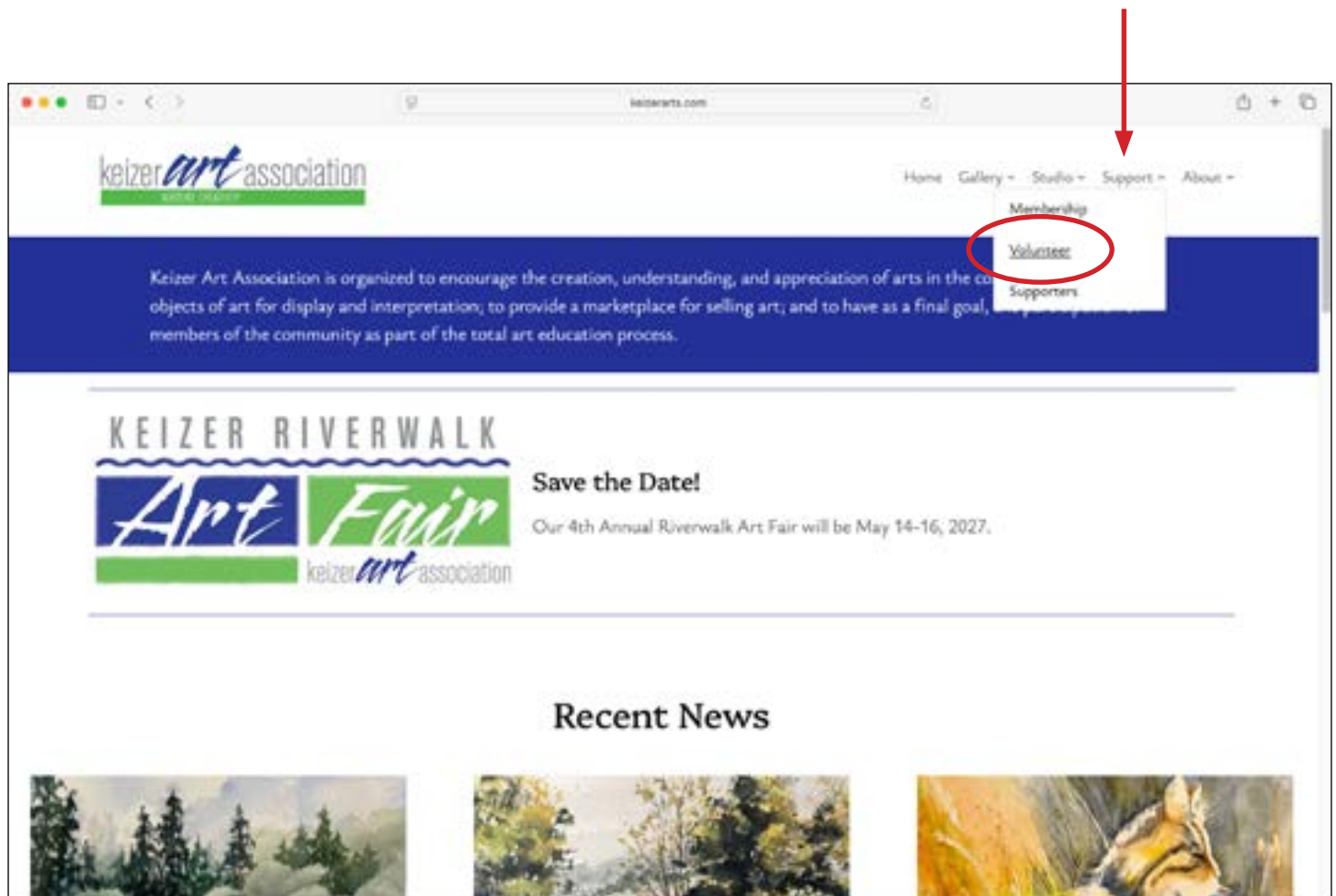


How to Sign Up for Volunteer Assignments on the Keizer Art Association Website

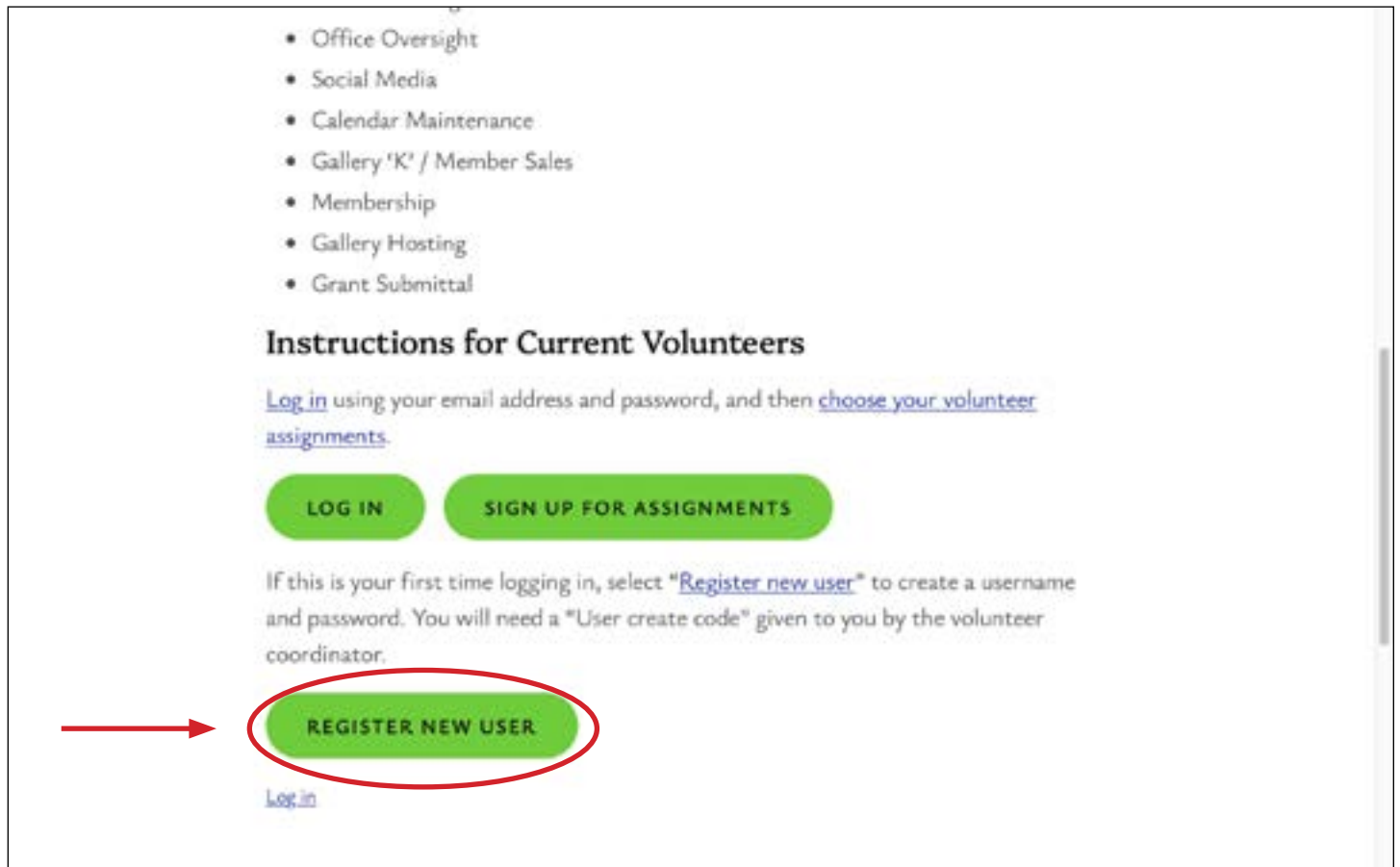
Step 1: Register as a new user

All volunteers must register with a username and password in order to sign up for volunteer assignments using the KAA website.

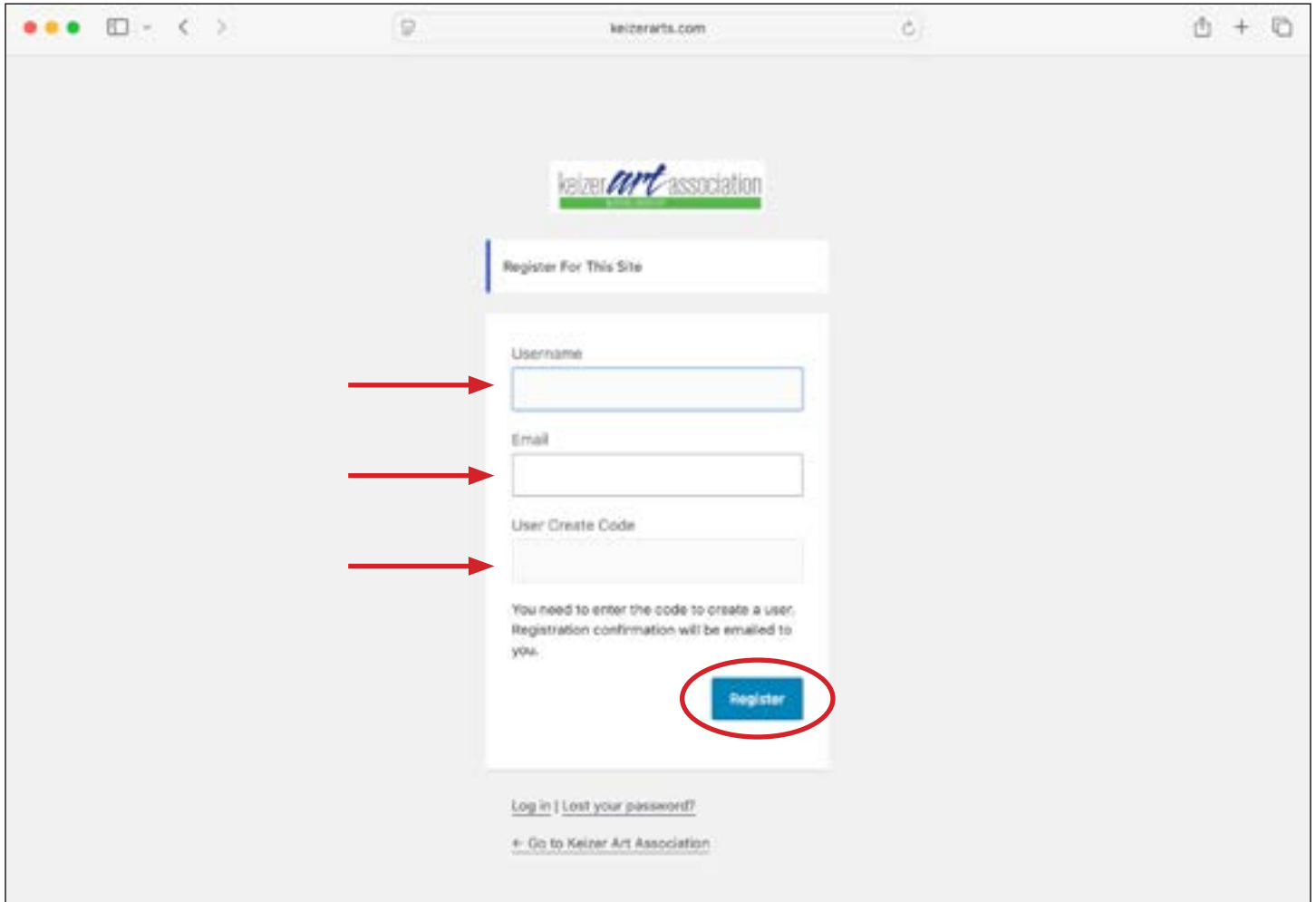
1. Go to the Volunteer page by selecting **Support** > **Volunteer** from the main menu.



2. Scroll down to the section named ***Instructions for Current Volunteers.***
3. Select the ***Register New User*** button.



4. The screen will say ***“Register For This Site.”***
5. Enter a new username, your email address, and the secret ***User Create Code*** given to you by the volunteer coordinator. Then select ***Register***.

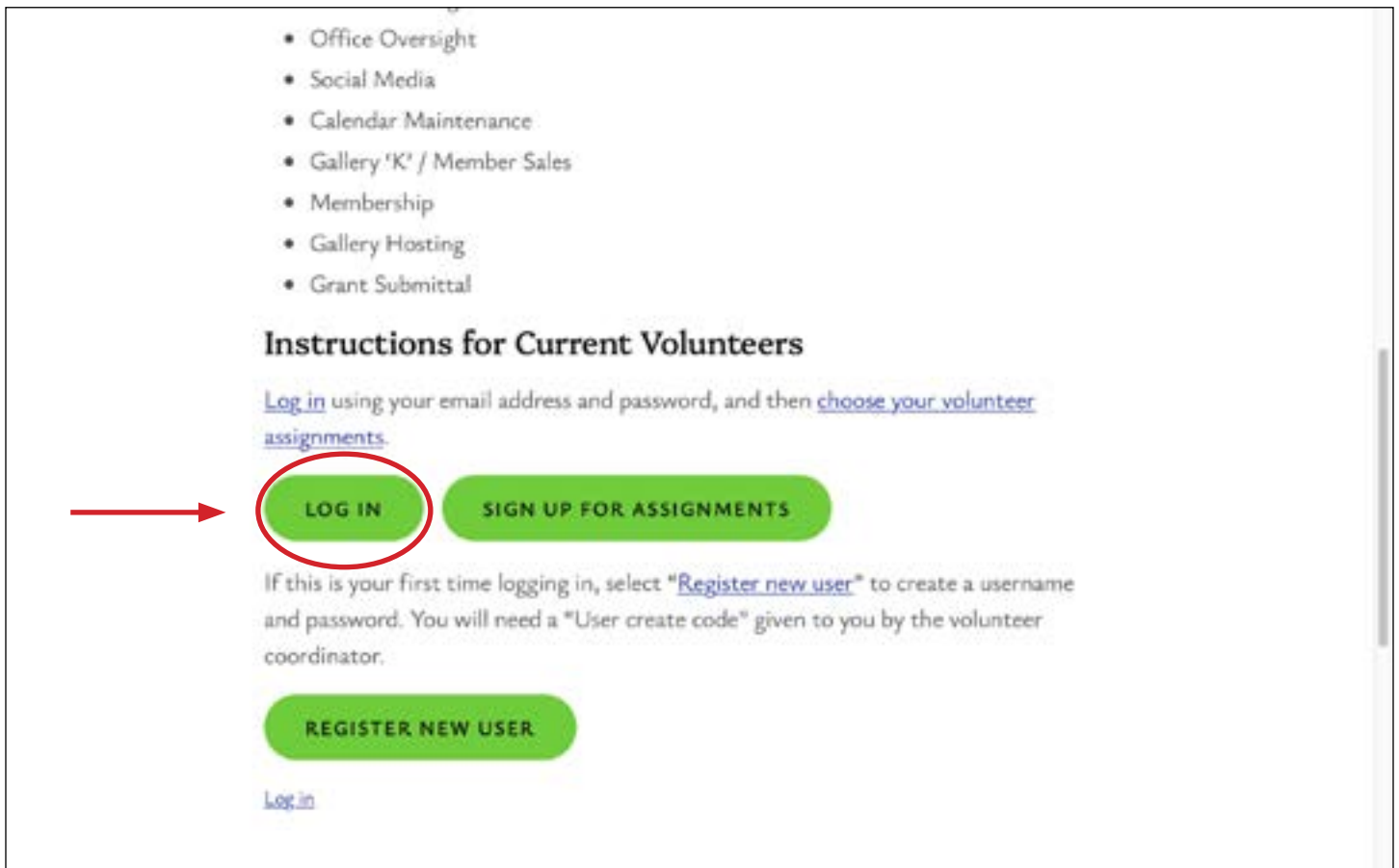


The screenshot shows a web browser window with the URL keizerarts.com. The page features the Keizer Art Association logo at the top. Below the logo is a registration form titled "Register For This Site". The form contains three input fields: "Username", "Email", and "User Create Code". Three red arrows point to these fields from the left. Below the input fields is a message: "You need to enter the code to create a user. Registration confirmation will be emailed to you." At the bottom of the form is a blue "Register" button, which is circled in red. At the very bottom of the page, there are links for "Log in | Lost your password?" and "Go to Keizer Art Association".

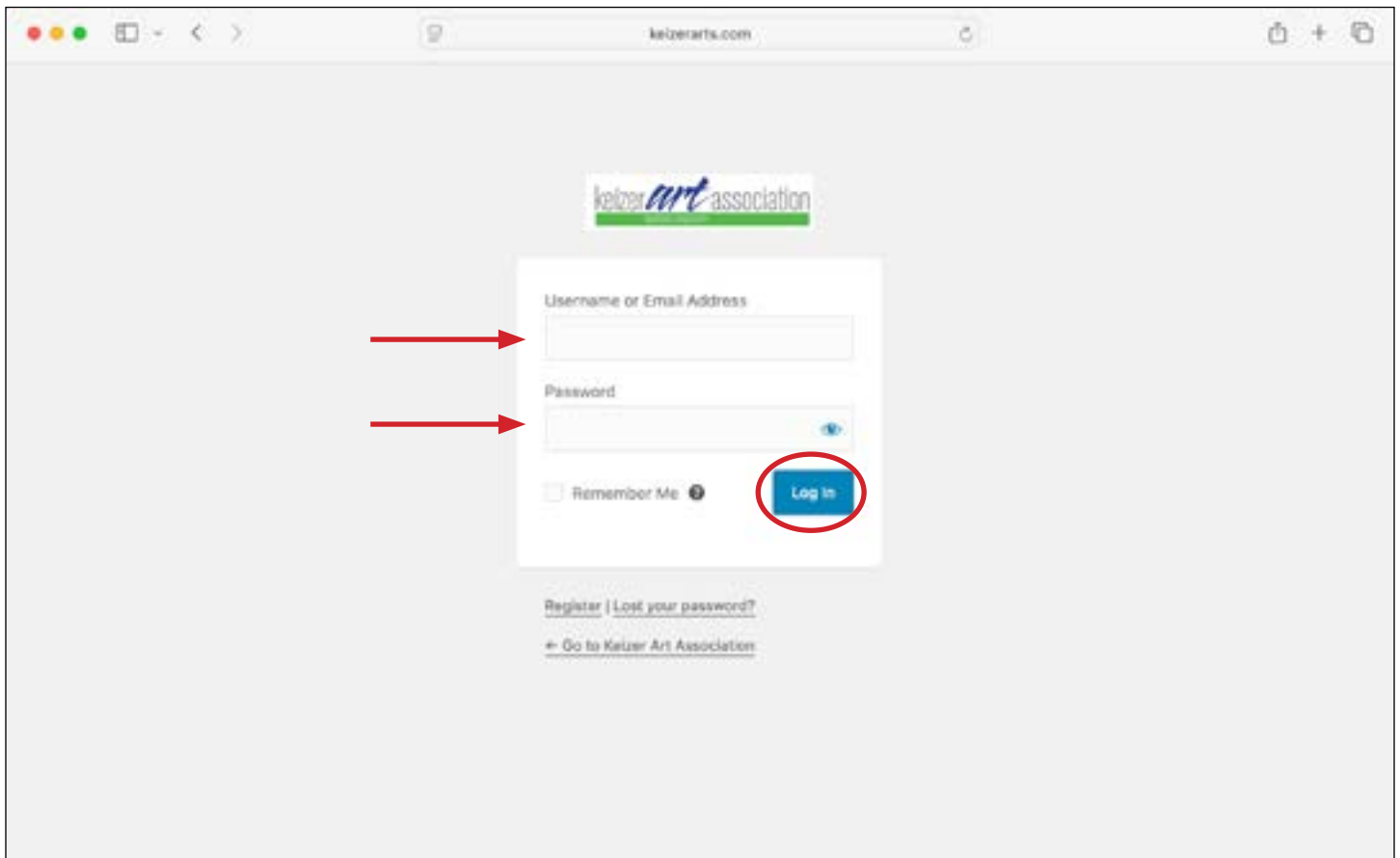
6. Go to your email inbox, find the login details message from support@keizerarts.com, and follow the link in the email to create your password.
7. Make sure your password is very strong by using a combination of uppercase and lowercase letters, numbers, and special symbols.
8. Now you can log in using your new username and password.

Step 2: Log in to the website

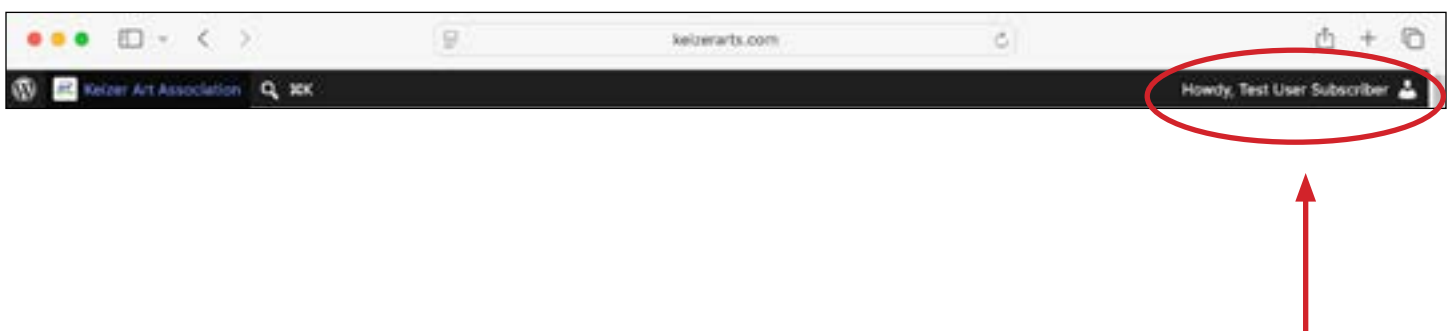
1. Go to the Volunteer page by selecting **Support > Volunteer** from the menu.
2. Scroll down to the section named **Instructions for Current Volunteers**.
3. Select the **Log In** button.



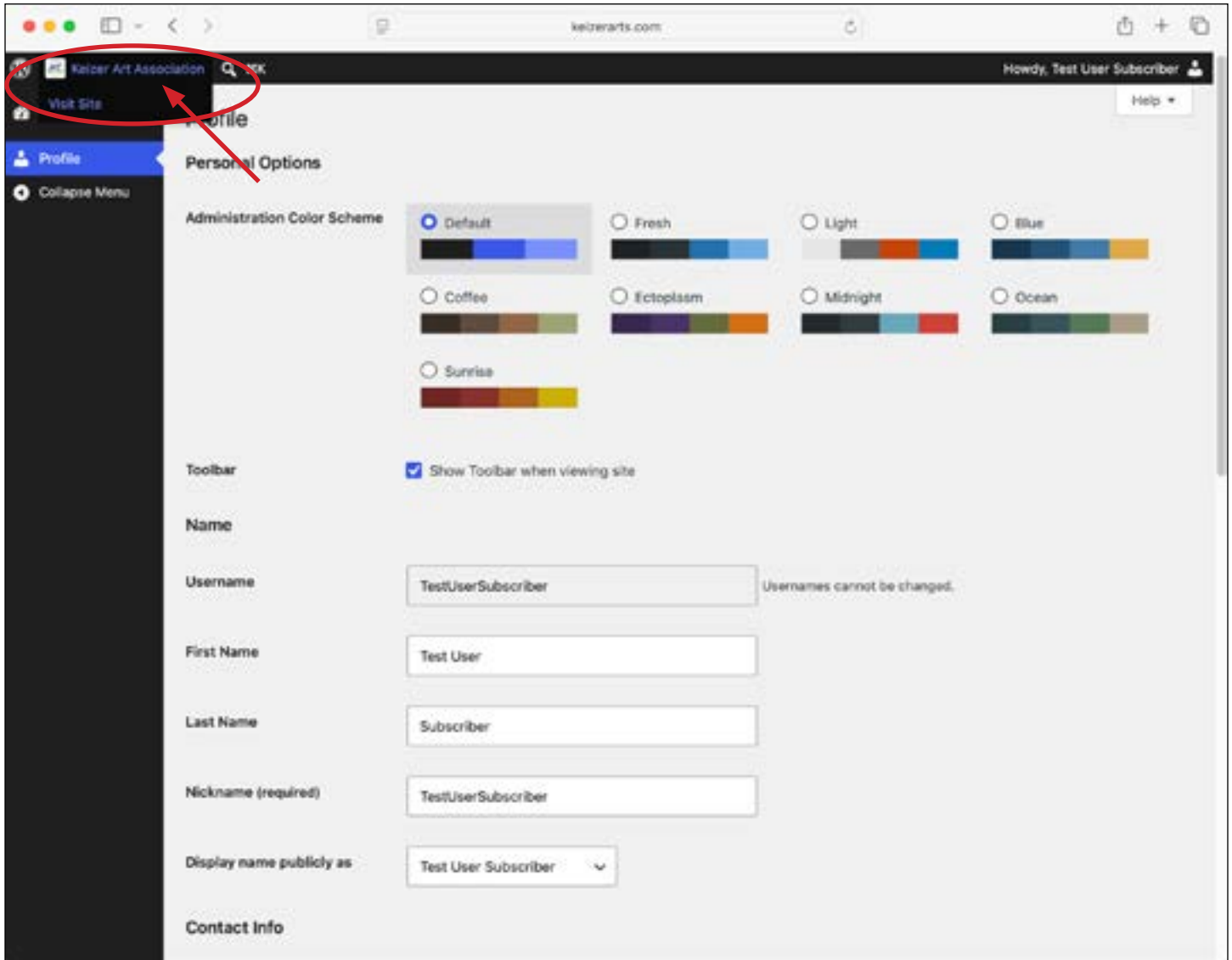
4. On the login screen, type in your username or email address and your password. Then select **Log In**.



5. Once you are logged in, you will see your username in the upper right corner of the screen.

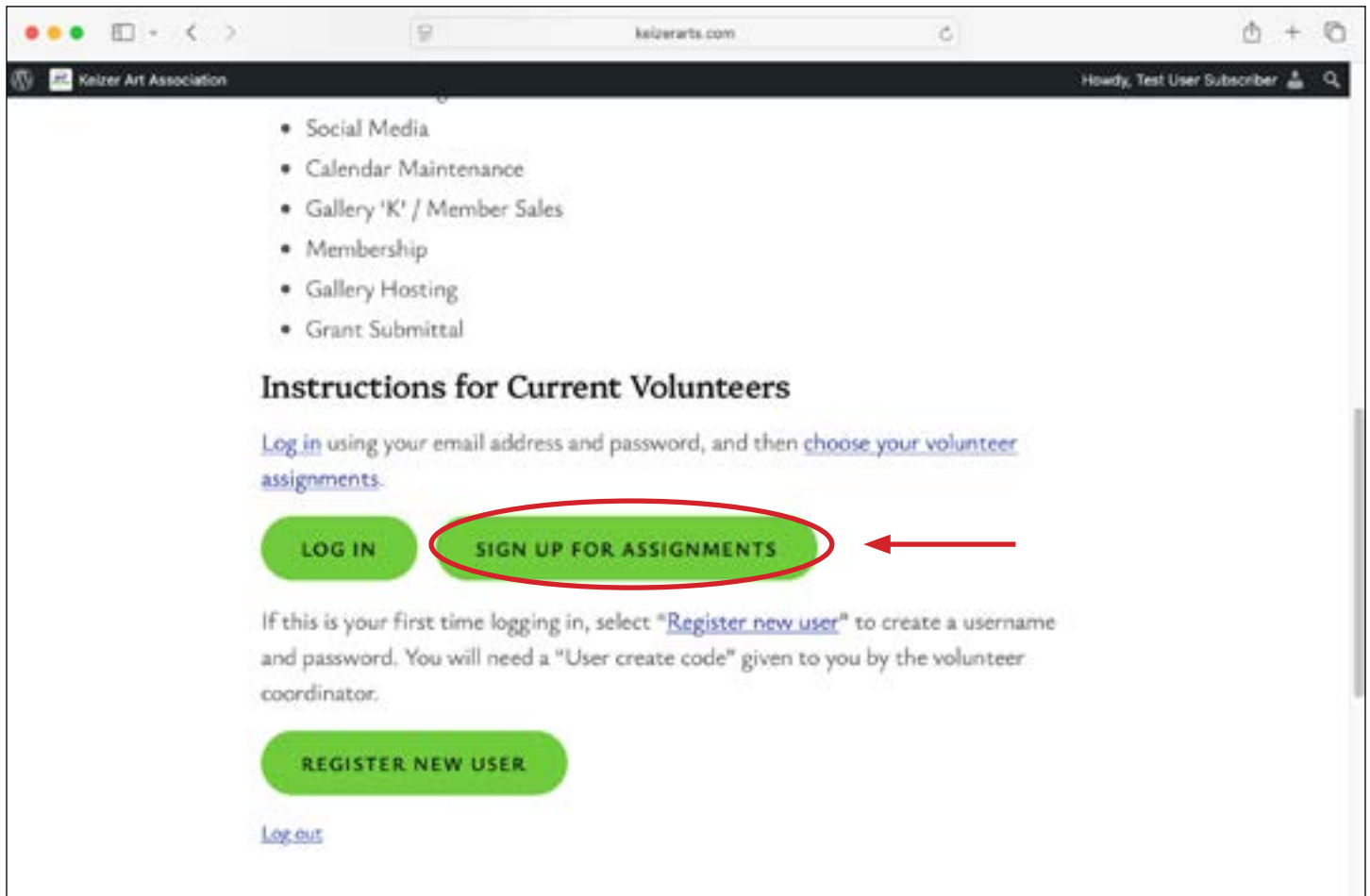


6. The website may redirect you to a dashboard page where you can view your profile information. To get back to the main website, select **Keizer Art Association** or **Visit site** from the upper left menu.

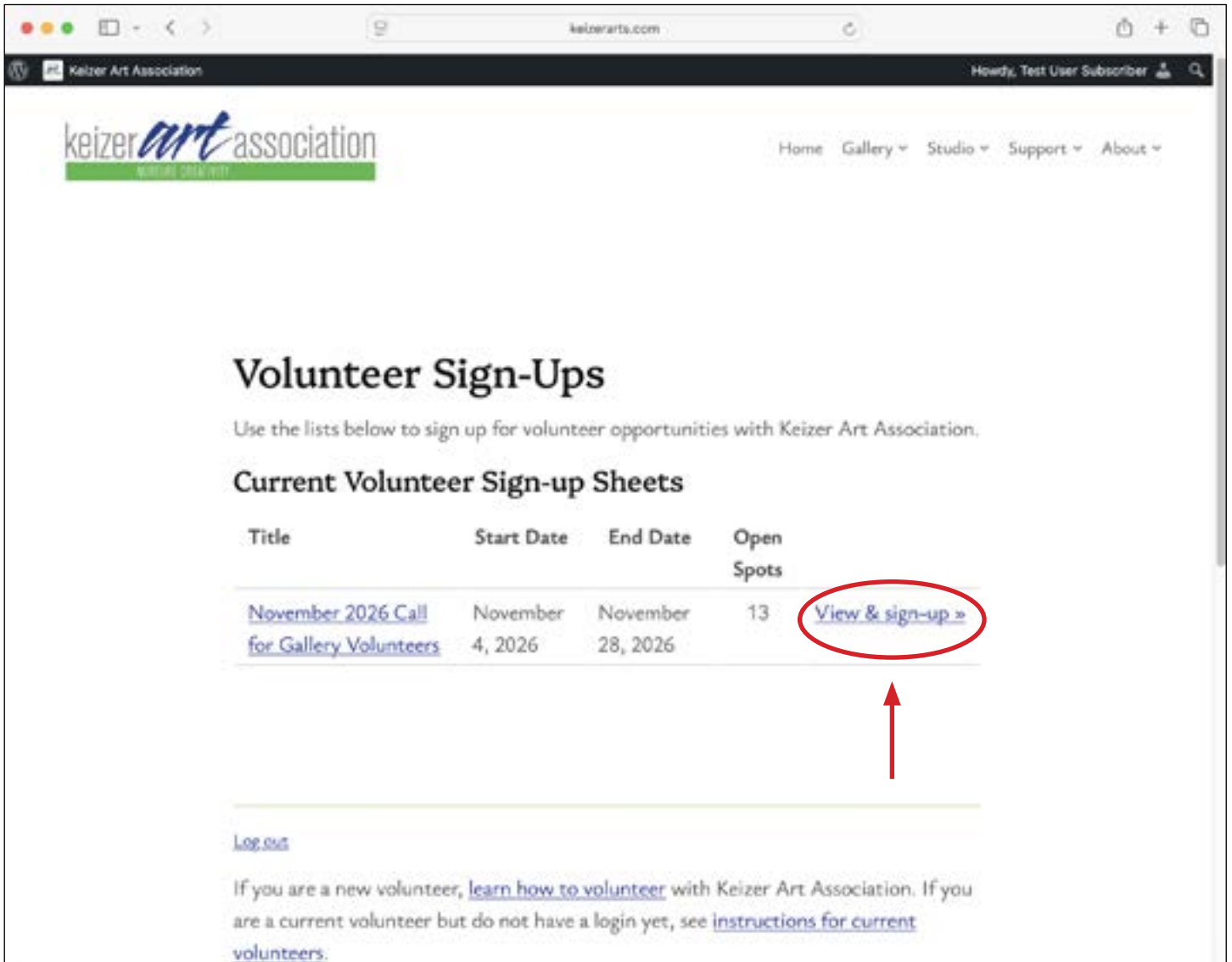


Step 3: Sign up for a volunteer slot

1. Once you are logged in, go back to the volunteer page and select ***Sign Up For Assignments***.



2. On the Volunteer Sign-Ups page, choose the type of assignment you would like to sign up for by selecting either the blue title or ***View & sign-up >>***.



keizer art association

Home Gallery Studio Support About

Volunteer Sign-Ups

Use the lists below to sign up for volunteer opportunities with Keizer Art Association.

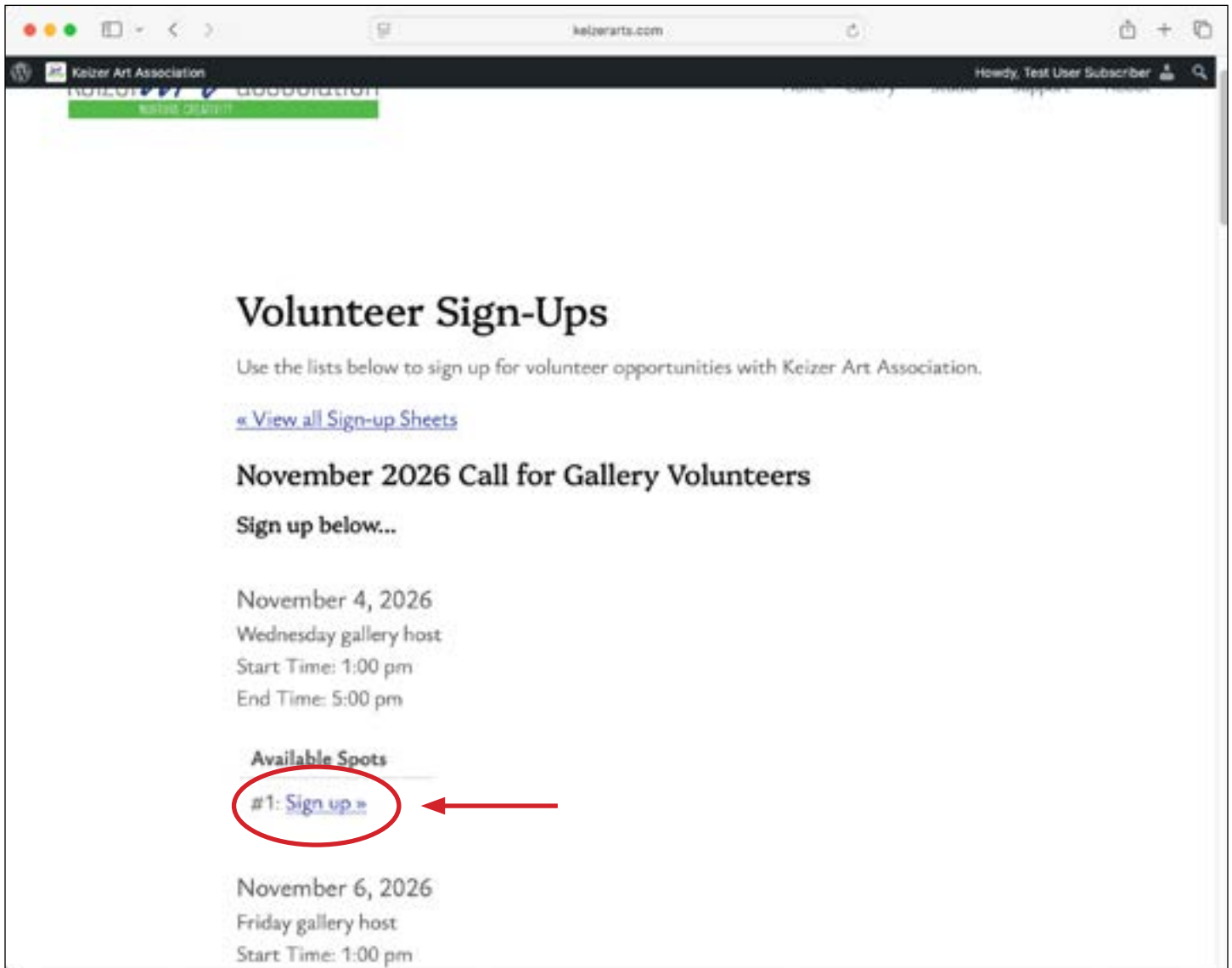
Current Volunteer Sign-up Sheets

Title	Start Date	End Date	Open Spots	
November 2026 Call for Gallery Volunteers	November 4, 2026	November 28, 2026	13	View & sign-up >>

[Log out](#)

If you are a new volunteer, [learn how to volunteer](#) with Keizer Art Association. If you are a current volunteer but do not have a login yet, see [instructions for current volunteers](#).

3. Then select the available spots you would like to sign up for by selecting ***Sign up >>*** underneath the date/time of your choosing.



The screenshot shows a web browser window with the URL keizerarts.com. The page title is "Keizer Art Association" and the user is logged in as "Howdy, Test User Subscriber". The main heading is "Volunteer Sign-Ups" with a subtext: "Use the lists below to sign up for volunteer opportunities with Keizer Art Association." Below this is a link: "[« View all Sign-up Sheets](#)". The section is titled "November 2026 Call for Gallery Volunteers" and says "Sign up below...".

November 4, 2026
Wednesday gallery host
Start Time: 1:00 pm
End Time: 5:00 pm

Available Spots

#1: [Sign up >>](#)

November 6, 2026
Friday gallery host
Start Time: 1:00 pm

A red circle highlights the link "#1: Sign up >>" and a red arrow points to it from the right.

4. Confirm the spot you are signing up for by typing in your name, email, and phone number, and then select the ***Sign me up!*** button.

Volunteer Sign-Ups

Use the lists below to sign up for volunteer opportunities with Keizer Art Association.

Sign Up

You are signing up for...
Wednesday gallery host on November 4, 2026

Start Time: 1:00 pm
End Time: 5:00 pm

→

First Name *

→

Last Name *

→

E-mail *

→

Confirm E-mail *

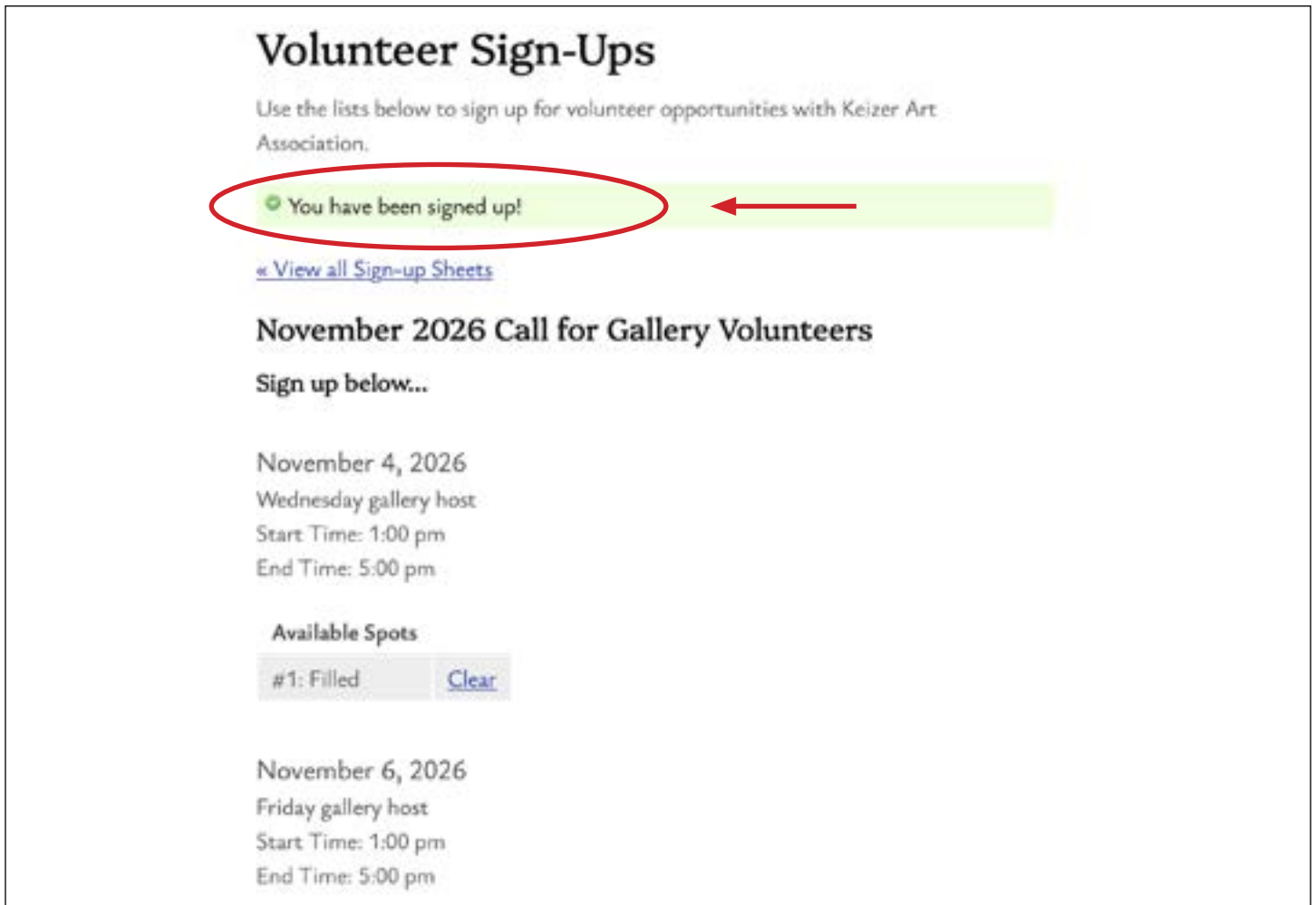
→

Phone *

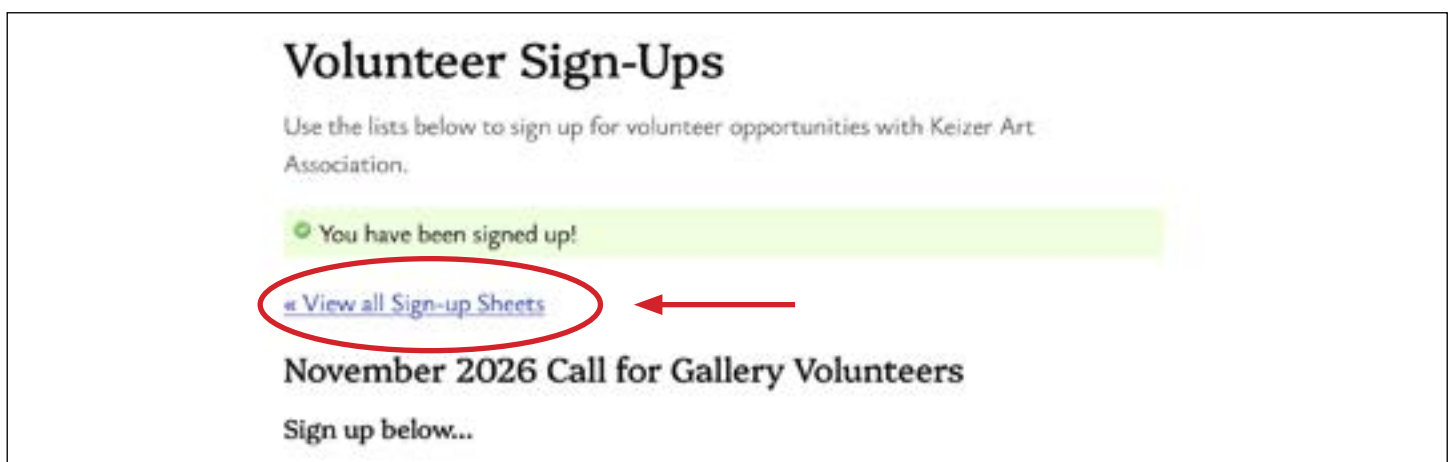
Sign me up!

[go back to the Sign-Up Sheet](#)

5. You will see a green confirmation message that says ***“You have been signed up!”*** on the screen, and you will also get an email confirmation.



6. Select ***View all Sign-up Sheets*** to go back to sign up for another spot, view all of the spots you have signed up for, or cancel any of your sign-ups.



7. You can log in and go to the Volunteer Sign-Ups page at any time to view a list of the spots you have signed up for.
8. Select **Clear** on the right next to a spot to cancel your volunteer assignment.
9. If you clear an assignment, you will receive a confirmation email.

Volunteer Sign-Ups

Use the lists below to sign up for volunteer opportunities with Keizer Art Association.

Current Volunteer Sign-up Sheets

Title	Start Date	End Date	Open Spots	
November 2026 Call for Gallery Volunteers	November 4, 2026	November 28, 2026	12	View & sign-up »

You have signed up for the following

Click on Clear to remove yourself from a signup.

Title	Date	Task/Item	Start Time	End Time	Item Details	Item Qty
November 2026 Call for Gallery Volunteers	November 4, 2026	Wednesday gallery host	1:00 pm	5:00 pm	N/A	Clear