How to sign up to volunteer at Cotswold Archaeology

Register for an account on CA's Volunteer Portal here: https://cotswoldarchaeology.rosterfy.uk/register.

We advise you check **Subscribe to marketing content**. You will then receive email updates whenever new volunteer shifts are added to the platform.

Once registered, you'll then be able to login using your email address and password here: https://cotswoldarchaeology.rosterfy.uk/login. If other family members are volunteering, everyone attending will need to be registered separately.

Once registered, click on **Continue to Dashboard**, where you will be asked to complete your profile. This takes about 5 mins to do, and the information to complete is split over 4 tabs.

1. About you
    a. You may need to re-enter your phone number and if it doesn't show the Union Flag to the left of the number, please go to the drop down menu and select 'United Kingdom'
2. Emergency information
    a. Emergency contacts
    b. Medical information
3. More about you
4. Terms and conditions
    a. Photo permissions
        i. If you are under 18 years you will not see this field, as this field will be completed my your guardian when they give parental permissions.
    b. Code of Conduct (tick box)
    c. Confidentiality (tick box)

After you have completed the above tabs, please press **SAVE.** You won't be able to save until all required fields are filled out.

For volunteers under 18, after completing your profile, you'll see a form on your main dashboard called **Parental Consent**.

1. Fill in your guardian's name and email address.
2. Your parent or guardian will then receive an email with a link to provide consent and complete the photo permission form.

Now, it's time for you to check which opportunities we have available and select which date(s) you might like to do:

Go to 'Events' down the left side. Click **View Event** for further details about each of the volunteering opportunities – this contains very important information which all volunteers need to know. Then press **Apply Now** to view the dates you can apply for. Please check the dates carefully, marking down only those when you're available. Ensure you save and confirm your choices.