



### **Complete the TPWD VOLUNTEER PROFILE PROCESS:**

Here's how to set up your TPWD Volunteer Profile:

- 1) Go to TPWD main webpage: <https://tpwd.texas.gov/>
- 2) At the far right-hand side of the top bar you'll see the word "More." Click on it and a drop-down box appears. Move your cursor to "Volunteer" and click on that.
- 3) The page should be: <https://tpwd.texas.gov/volunteer/> (You can also just click on this link)
- 4) At the top of this page you'll see "Find an Opportunity." Click on that and you should be at this page: [https://tpwd.samaritan.com/recruiter/index.php?class=VolunteerNavigation&recruiterID=1353&act=CONTROL:OPP\\_SEARCH\\_LINK#begin](https://tpwd.samaritan.com/recruiter/index.php?class=VolunteerNavigation&recruiterID=1353&act=CONTROL:OPP_SEARCH_LINK#begin)
- 5) In the box under "Search By Keyword" type in "Government Canyon" and hit "Search"
- 6) You will get a page that lists our current opportunities. Select the opportunity you are interested in and click on the link: "Click here for details or to sign up."
- 7) You'll get that opportunity's description page. Click the blue box that says "Sign Up"
- 8) You're now on the Log-In page. Click the large blue box "Apply To Become A Volunteer"
- 9) You should now be on the "Waivers and Agreements" page: <https://tpwd.samaritan.com/recruiter/index.php?recruiterID=1353&class=VolunteerRegistration#>
- 10) There are 5 steps to completing all the forms.
- 11) Step 1: Under "Background Check" select 'I accept these terms' and fill out the boxes that pop up. Continue to fill in or 'check' all the other boxes on this first page. Once you are at the bottom of this page, click on "Continue"
- 12) Step 2: "Log-In Information." Fill in all the boxes as best you can on this second page; then hit "Continue" (NOTE: Although it says you can type in "NA" if you don't have an email address, in reality it will NOT continue until you put in SOME sort of valid email address.)
- 13) Step 3: Fill in any emergency info/background history, etc.; hit "Continue"
- 14) Step 4: This page is voluntary EXCEPT for the little dot by the 'I accept these terms.' You should check that one. Otherwise, fill in the boxes you care to on this fourth page and hit "Continue"
- 15) Step 5: Click on "Accept and Finish"
- 16) If you have done it successfully, you will get a page that says: "Thank you for signing up for (the opportunity you selected) opportunity. A volunteer coordinator will be contacting you with more information."

### **IMPORTANT:**

- 1) Be sure to click on "approve background check" and fill in the appropriate info. This is required if you will be working with TPWD tools and machinery, working with or around children, or handling money. (Odds are you will be doing the first two, but most-likely not the last one)
- 2) Be sure to select a specific "Volunteer Opportunity" (like Trail Crew or Field Maintenance or whatever) because if you don't the system will not recognize your Profile and won't enter it into the system.

Any questions or problems, let me know.

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