

e-Registration Guidelines

Volunteer and Event Approval

- Volunteers must be:
 - Active (time/experience- 6 months/1 year. 4 events)
 - Up to date on training (required to update every 2 years)
 - Current on all paperwork including confidentiality policies
 - Approved to use e-Registration by Community Development Liaison (CDL)
- Event must be approved by CDL

Training and Distribution of Device

- CDL must train volunteer on e-Registration
 - How to use device and protocol for registering people
 - Review privacy and confidentiality practices and policies
 - Must not add any programs to device and may only be used for e-Registration
 - Volunteer is responsible for the device at all times
 - Must report the device lost or stolen immediately to communications@dnwest.org or 925.480.3400
- The volunteer must sign form that they have received the device and training