# Volunteering for an Event
Member Guide

Step 1: Finding Opportunities
- Because our opportunities are private, members can only find our volunteer opportunities in two places:
  - A direct link to the opportunity that the M/R Coordinator includes in the Weekly Member email.
  - In UAB "Opportunities" **if they have been added to the UAB user group. M/R Coordinator has to request the CCEL to add members to the user group.**
- If the member is part of our user group, they can navigate to their dashboard and select "Opportunities" on the left hand side of the screen. They can then search for "MSU University Activities Board"
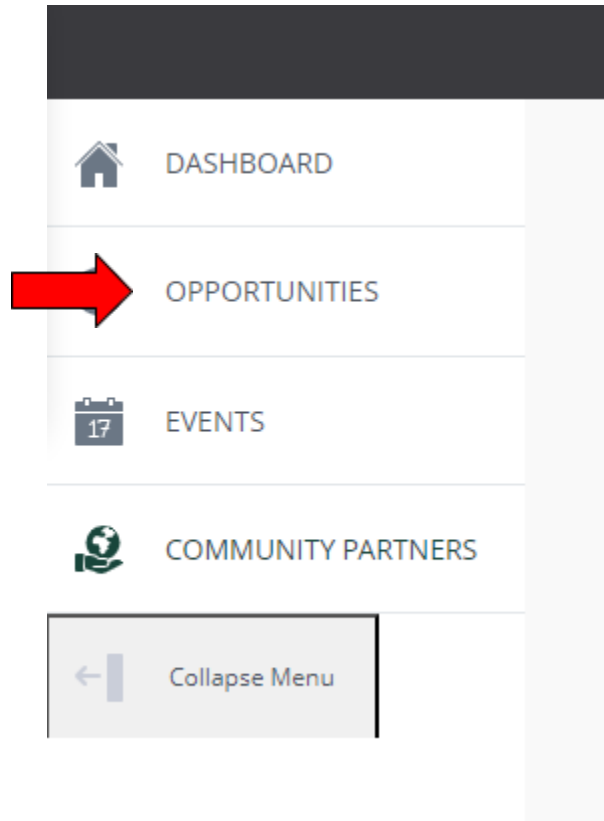
Step 2: Registering
- They can then select the green "Register" button on the top or bottom right of the page.
- The next page will ask them to add notes. It is not required. They can say "I'll arrive late at 5:30." or "I need to leave at 7:00PM"
- Click the green "Submit Opportunity Response" on the bottom left.
- The can unregister by navigating to the opportunity as outlined in step 1 and clicking the green "Unregister" button on the top right.