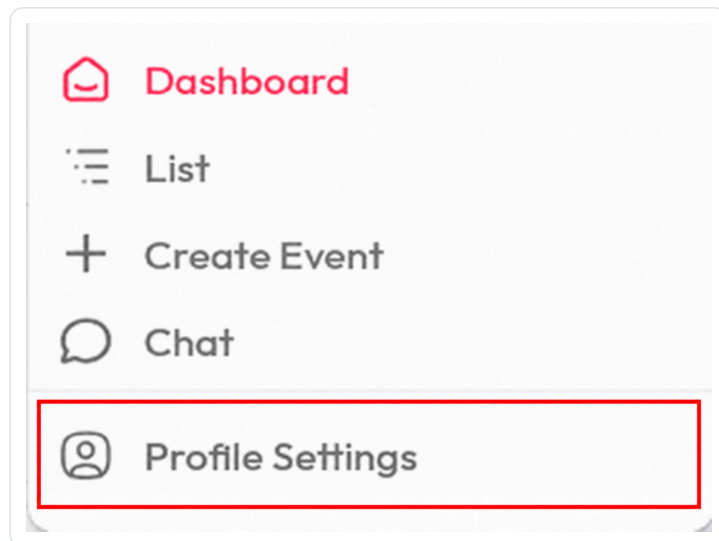


Open your volunteer requirements

1. Click Profile Settings

Click your profile icon at the **top right** to open the menu. Select **Profile Settings**, shown in the red box.



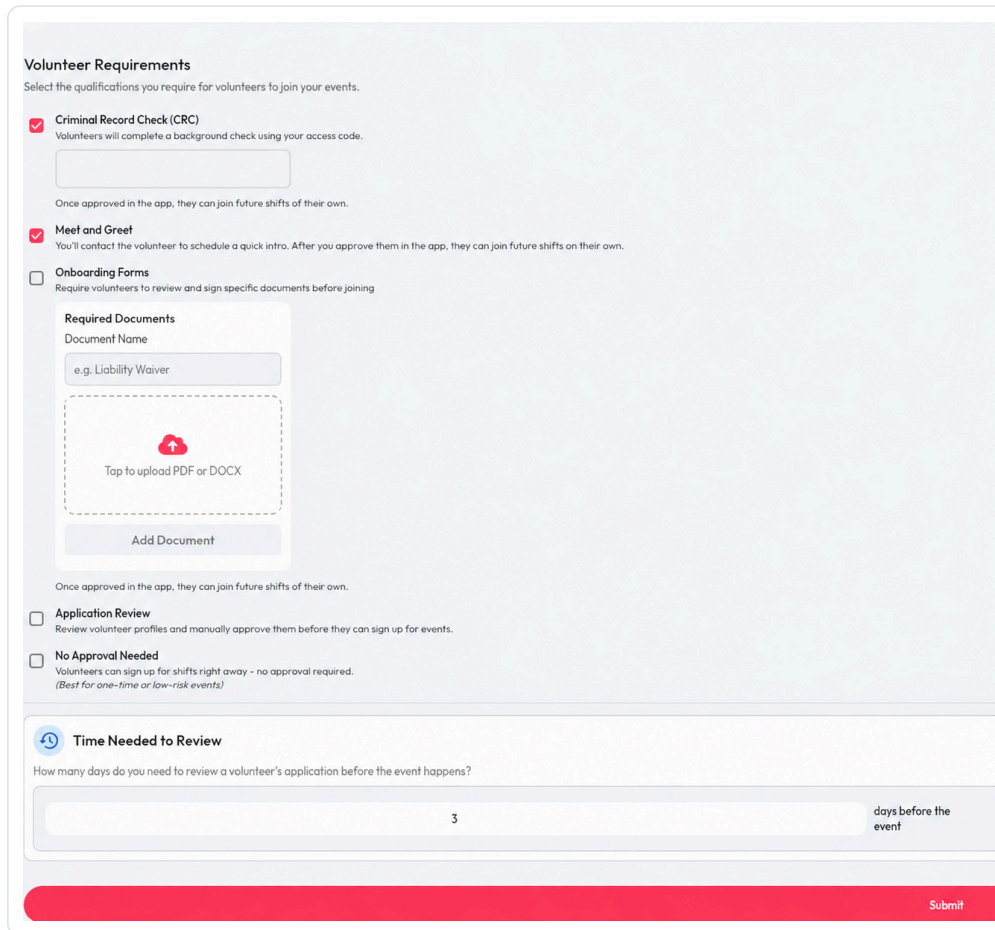
2. Click Volunteer Requirements

On the settings page, select **Volunteer Requirements**, shown in the red box.



The next page explains the settings that need a little more context.

Choose your requirements



Volunteer Requirements
Select the qualifications you require for volunteers to join your events.

☒ **Criminal Record Check (CRC)**
Volunteers will complete a background check using your access code.

Once approved in the app, they can join future shifts of their own.

☒ **Meet and Greet**
You'll contact the volunteer to schedule a quick intro. After you approve them in the app, they can join future shifts on their own.

☐ **Onboarding Forms**
Require volunteers to review and sign specific documents before joining

Required Documents
Document Name


Tap to upload PDF or DOCX

Add Document

Once approved in the app, they can join future shifts of their own.

☐ **Application Review**
Review volunteer profiles and manually approve them before they can sign up for events.

☐ **No Approval Needed**
Volunteers can sign up for shifts right away - no approval required.
(Best for one-time or low-risk events)

 **Time Needed to Review**
How many days do you need to review a volunteer's application before the event happens?

days before the event

Submit

Example settings. The organization's access code has been removed.

Criminal Record Check

Volunteer Corner does **not issue** access codes. For British Columbia charities, enter your code from the **government's Criminal Records Review Program**, if you have one.

No code? Add your criminal record check form under **Onboarding Forms** instead.

Meet and Greet

Your charity arranges the meeting and approves the volunteer in the app.

Onboarding Forms

Forms appear as links in the application email. Volunteers complete them and return them to your charity as instructed.

Application Review

You manually approve volunteer profiles before they can sign up.

No Approval Needed

Volunteers can sign up without an approval step.

Time Needed to Review

Days your team needs **before the event** to review applications—not the processing time for a criminal record check.

Save your settings

Click **Submit** when finished.

What the applicant receives

Welcome! Your Application for Exhibit Guide at H.R. MacMillan Space Centre

Dear Jimmy Sanders,

Thank you for applying to volunteer with H.R. MacMillan Space Centre! We appreciate your interest in joining us as a Exhibit Guide.

We've CC'd H.R. MacMillan Space Centre Team on this email. They will be your main contact.

To help you get ready for our upcoming event, Space Centre Volunteering Event on Oct 18, 2026, please see the next steps below:

Meet and Greet

To help us get to know you better, a brief meet and greet is part of our process. The H.R. MacMillan Space Centre Team will contact you to schedule a time.

Required Forms

Please complete and submit the forms before the event.

[Volunteer Form](#)

Please email your completed form to spacecenter665@gmail.com or follow any instructions provided by the H.R. MacMillan Space Centre Team.

Upcoming Event Details

Event	Space Centre Volunteering Event
Date & Time	Oct 18, 2026 at 7:55 PM - 9:00 PM
Location	1455 Quebec St, Vancouver, BC, Canada, V6A 3Z7

If you have any questions, please **Reply All** to this email.

Your charity is copied

The application email includes your charity team as the volunteer's main contact.

The email explains the next steps

This example includes a Meet and Greet and a link to the required form.

Forms come back to your charity

The volunteer emails the completed form to your charity, or follows your return instructions.

Event information is included

The email shows the event date, time and location. Volunteers can use **Reply All** to ask questions.

Example email. The charity, volunteer, role and event details shown are sample details.