



SEND RELIEF SERVE TOUR

SERVE TOUR REGISTRATION INSTRUCTIONS

HOW TO REGISTER YOUR GROUP

1. Go to [ServeTour.org](https://www.ServeTour.org)
2. Click on the city you would like to serve.
3. Choose a project and click on it.
4. Click on “Sign up for this event.”
5. On the next page:
 - Option A** (returning user): type your username and password, then click “Sign In.”
 - Option B** (New User): create an account by clicking “Register as a New User” and follow the steps to create a new account.
6. Complete personal information (continue to next step).
7. Choose group leader option.
8. Indicate the size of your group.
9. Fill out group information.
10. Continue to next steps to complete your registration as a team leader.
11. Free event (no charges).
12. NOTE: teams are responsible for providing their own transportation and lodging (if applicable).

After you are registered as a group leader, the next step is to invite your group members to complete their personal registrations. You are responsible for sending the invitations to them to register with your group.



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SERVE TOUR REGISTRATION INSTRUCTIONS CONT.

HOW TO INVITE YOUR TEAM MEMBERS TO REGISTER UNDER YOUR GROUP

As the group leader, you will need to ensure that your group members complete their personal registrations prior to their arrival and service dates. There are two options:

Option 1: Send Invitation through the Send Relief Portal.

1. Go to volunteer.sendrelief.org
2. Log in to your account.
3. On your dashboard, click your project.
4. Scroll down until you find “Group Invitations.”
5. Input their name and email, and send the invite (notice the invites are by gender).

They will then be sent an invitation email with instructions on how to register.

Option 2: Send Invitation Manually through email.

1. Manually share the link in your confirmation email with your group. Simply copy the link and paste it into your group email.

Once they sign up for the trip, you will be able to monitor their progress through registration and what elements have been completed or left outstanding.