

How to Update Your Online Volunteer Account

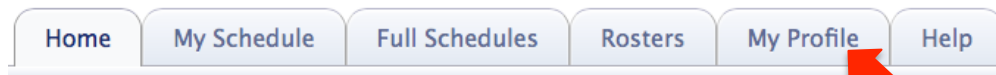
1. Click the blue **VOLUNTEER** button in the upper right corner of the MCC home page:
<http://www.madisonchristiancommunity.org>



2. Enter your login and password. If you have forgotten your password, email enwixson@gmail.com or click the [Forgot your password](#) link below the login box.

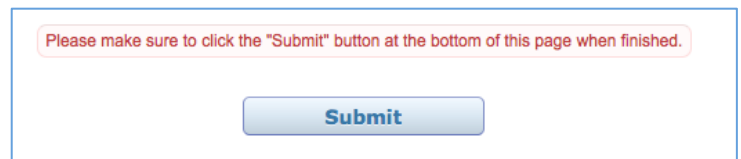


3. Once you are logged into your account, click the **MY PROFILE** tab to display your contact information and biography, ministries, and unavailable dates/times.



- ✓ Review your contact information.
- ✓ Update your **BIOGRAPHY** paragraph entry if present (adult members).
- ✓ **ADD** or **REMOVE** ministries for which you want to volunteer.
- ✓ Enter new **UNAVAILABLE DATES/TIMES** and remove old **UNAVAILABLE DATES/TIMES**.

4. Click **SUBMIT** to save your changes.



5. OPTIONAL – If your account is tied to other family members, **SWITCH** to other family members' accounts (upper right corner of browser) and update as instructed above.