

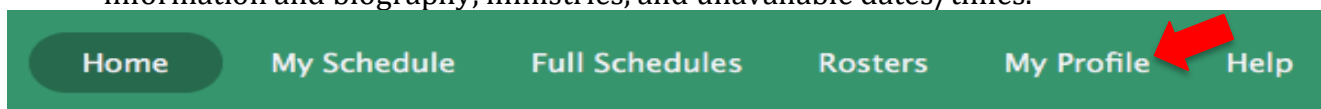
How to Update Your Online Volunteer Account

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 username or 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 (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.



We especially need:

- Coffee klatsch
- Hope Candle Lighter
- Hope Child/Youth Co-Liturgist
- Hope Child/Youth Communion Assistant
- James' Buddy (MCC)
- Hope Worship AV & Tech
- Advent communion prayers
- Advent Children's Message Sunday School volunteers
- MCC Children's Table Activity Planner
- Children's Worship Area Clean Up Supervisor
- Snow captains
- Building Opener/Closer
- Archivists