How to make a Volunteer Connection account

1. Go to:
   https://volunteerconnection.redcross.org/?nd=intake&entry_point_id=2466&unit_id=970&logout=1
2. Fill in the required fields.
3. For the closest chapter box, select "American Red Cross of Central Texas"
4. Make sure to finish all the requirements within 30 days or else your account will be deactivated.

How to use SABA (This website is required if you are planning to take classes with the local Red Cross Chapter)

1. Go to https://classes.redcross.org.
2. To Create an account: (if you already created an account last semester or from a previous experience, just sign in with your username (your e-mail) and password)
   a. Click on New Users at the top of the page
   b. Fill in the Required Fields
   c. Click Save
3. To Register for a class
   a. On the "Home" tab, click Catalog Search
   b. You must enter a zip code (78723 for around the UT campus) and a radius (25 to 50 miles will do)
   c. You must also enter a start and end date (just input an interval for when you'd want to take a class)
   d. You can enter additional information to help narrow your search
   e. Click "Search Learning Catalog" (A class will appear that includes info on where it is being held; select the appropriate location)
   f. You can click on a title for more information
   g. The two classes you need to register for are titled "Disaster Services: An Overview" and "Disaster Action Team Job Induction." **Both** classes must be taken in order to be DAT/DSO certified.
   h. You can Register for a class at any time by clicking "Register"
   i. Then, "Place order" (you must do this even if a class is FREE)
4. To view which classes you are registered for
   a. Click on the tab at the top of the screen that says "My Learning"
   b. You should then be viewing "My Enrollments" in the menu at the left of the screen
   c. You can cancel a registration by clicking on "drop" then "drop"
5. To view which classes you have already taken
   a. From the "My Learning" tab, click on "My Transcript" at the left of the screen
   b. Edit the Completion Date after/before to reflect the period in which you are interested, then hit "Search"

c. You will see a list of the courses you have completed
d. If you want to print a certificate of completion for any of those courses, click on "Print Certificate of Completion" in the Completion Status column for that course.

If you have any further questions, you can also e-mail the club at **redcrossclubtexas@gmail.com** and we'll try to get back to you ASAP.