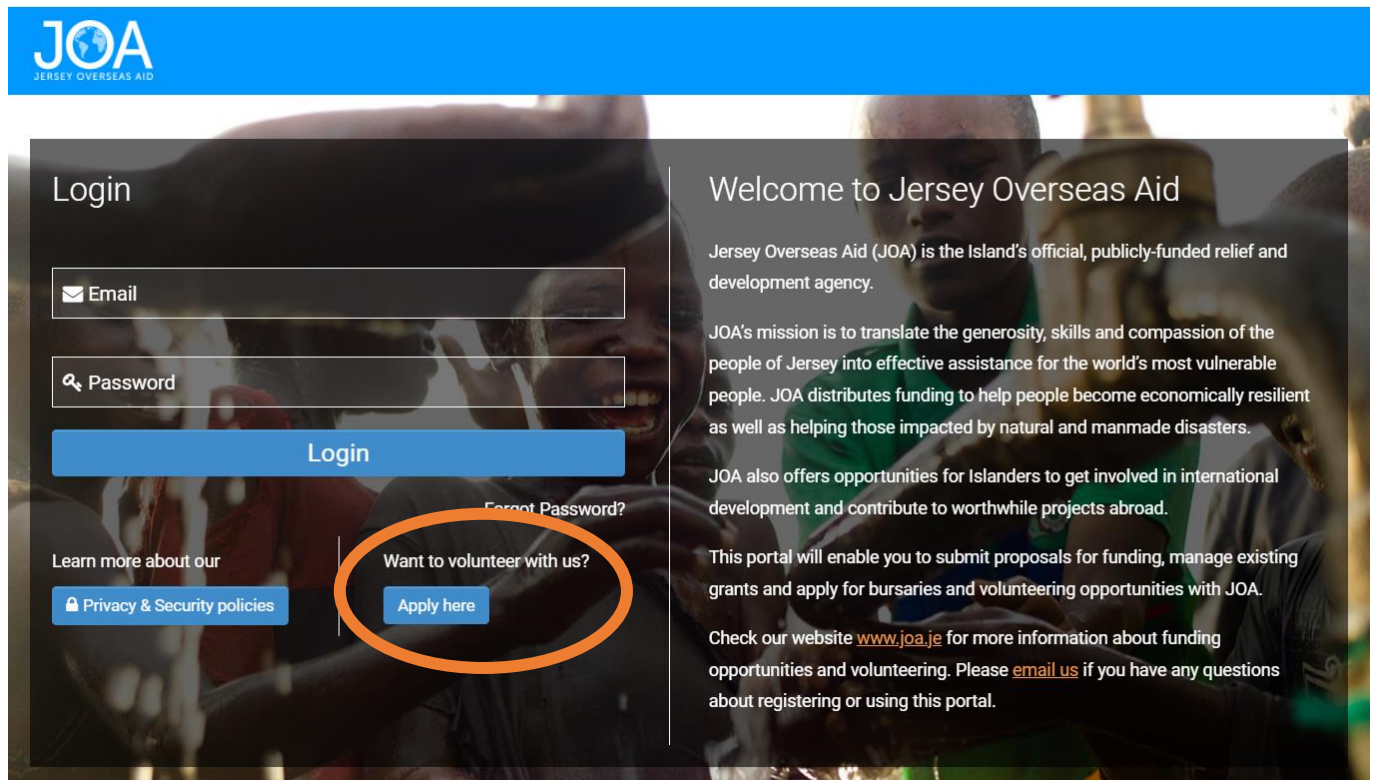## STEP 1: Registration

Please visit:

joa.smartsimpleuk.com

If you already have a username and password, please login and skip to step 2.

Please click on the **Apply here** button

PLEASE NOTE: You must be <u>over 18</u> and a <u>Jersey Resident to apply</u>.

Please complete the contact information on the registration form. Once this is submitted you will receive a registration email containing your username and temporary password to access our Smartsimple system ready to apply for a volunteer project.
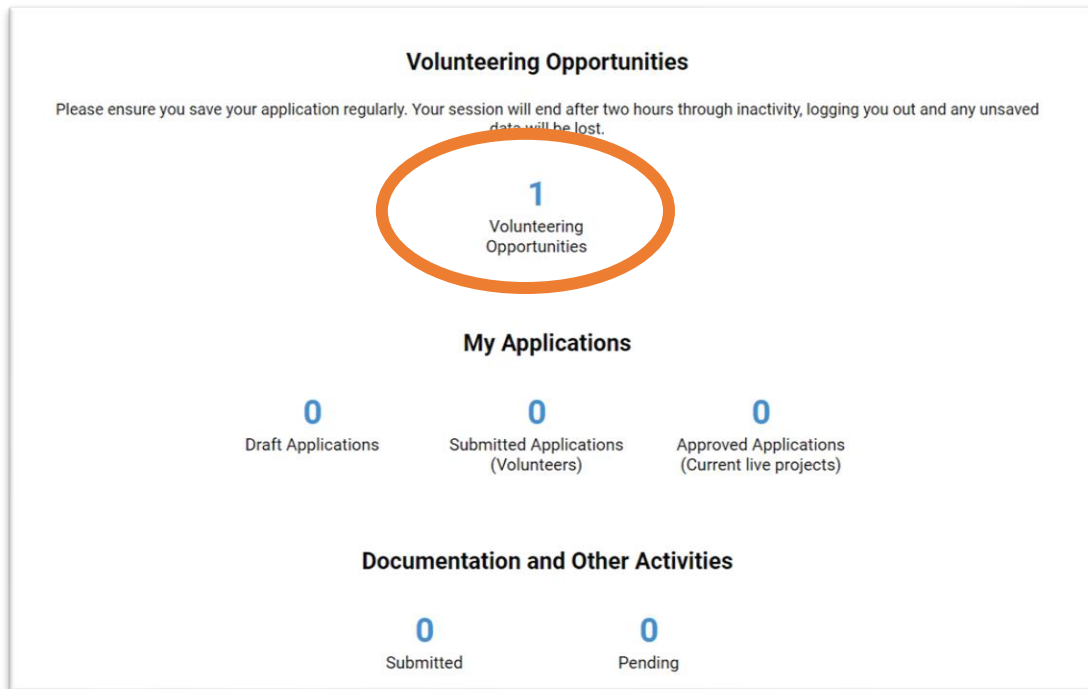
Please note, it may take up to five minutes for the username and password to be sent to your email address. Please check your junk/spam folders if your registration email does not appear directly into your inbox.
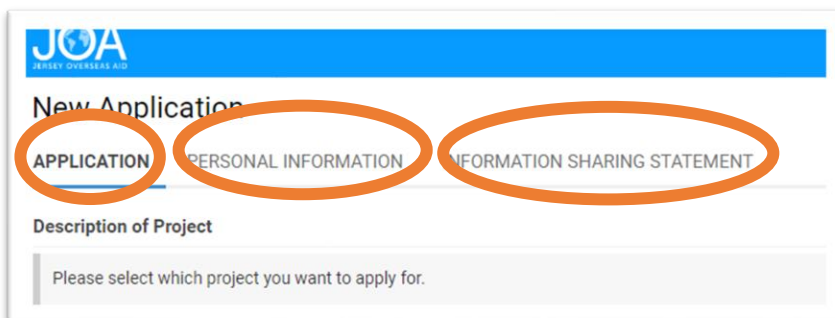
STEP 2: Apply for a volunteer project

You should now have a username and password to login to SmartSimple (https://joa.smartsimpleuk.com/).

For security reasons, you may be asked for a verification code the first time you login. The verification code will be automatically sent to your email address.
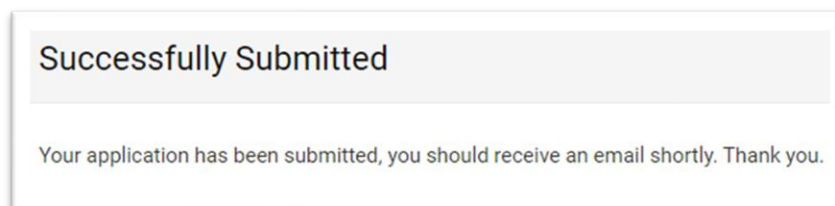
Once you have logged into the system, you will be directed to your dashboard.

Select **volunteering opportunities** and then click the 'Apply now' tab. Select the volunteer project you wish to apply for and fill out all the information requested on each of the three tabs and submit.

After submitting your application you will see the notification:

The deadline for applications is the 15th December 2023. Interviews will be held throughout January.