

Basic Registration and Signup Overview

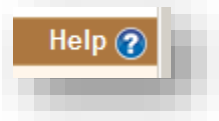
SevaTour.org
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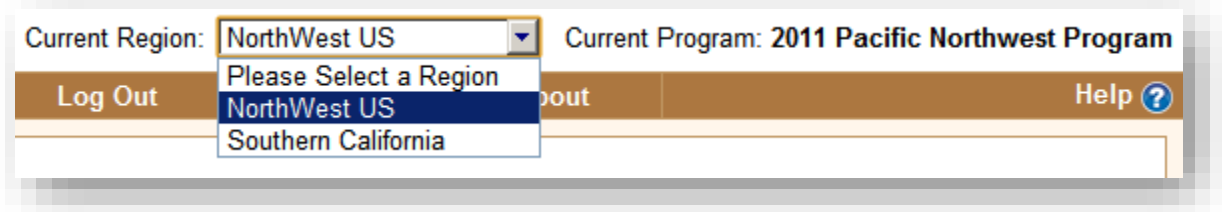
Overview

This document provides a brief overview of the steps required to sign up for sevas for an up and coming program. Answers to additional questions and support contact information can be found on the SevaTour.org web site by clicking the help icon in the upper right corner of the page.



Step 1: Access the SevaTour.org web site and select a program

- 1) Go to <http://www.sevatour.org/>
- 2) Select the program you would like to attend from the list of currently available program in the upper right corner of the page.



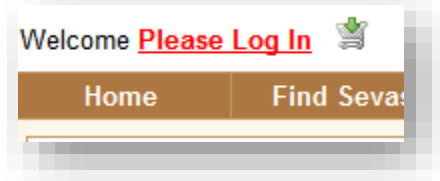
Step 2: Log in

If you have been to SevaTour.org before, the site should remember you and display your name in the upper left corner of the page, for example:



If you do not see your name in the upper left corner, you will need to log in. To log in:

- 1) Click the "**Please Log In**" link in the upper right hand corner of the page.

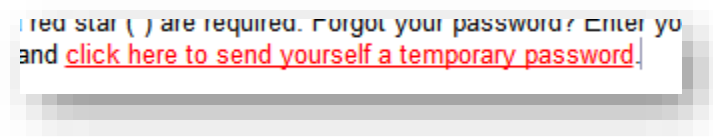


The Login page loads.

- 2) From the Login page, you have 3 options:
 - a. If you have been to any SevaTour.org site before, enter your email address and password. Click Login.

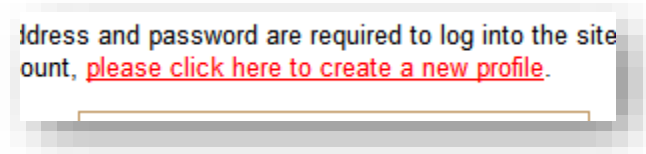
A screenshot of the login form. It features two input fields: '*Email:' containing 'my.email.address@inter.net' and '*Password:' containing '*****'. To the right of the password field is the text '(Case Sensitive)'. Below the fields is a brown 'Login' button.

- b. If you are not sure if you have been to a SevaTour.org site before, enter your email address in the email text box and click the "**click here to send yourself a temporary password**" link.



Check your email for the new temporary password from support@sevatour.org. Once you have received the email, return to the site and follow the steps for (2a) above using the password sent in the email.

- c. If you are a new user, click the "**please click here to create a new profile**" link and follow the steps to create new login credentials.



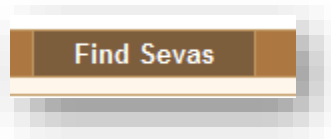
- 3) Once you have successfully logged in, you will see your name in the upper right hand corner.



Step 3: Sign up for sevas

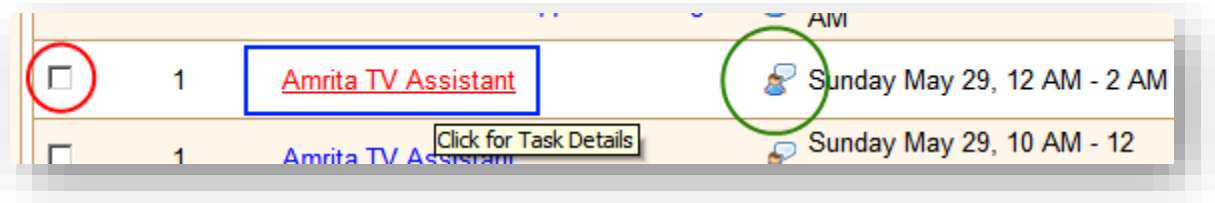
After you have logged in, you can sign up for sevas.

- 1) To sign up for a sevas, click the "Find Seva" button from the button bar.

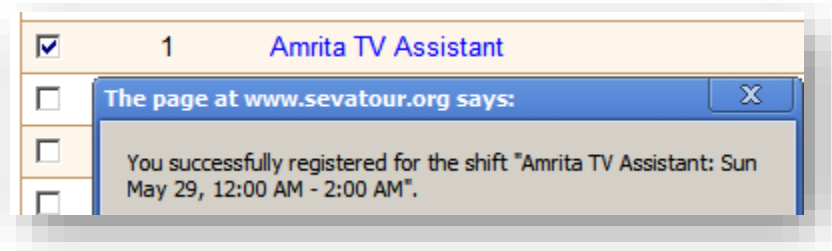


The "Find Sevas" page loads.

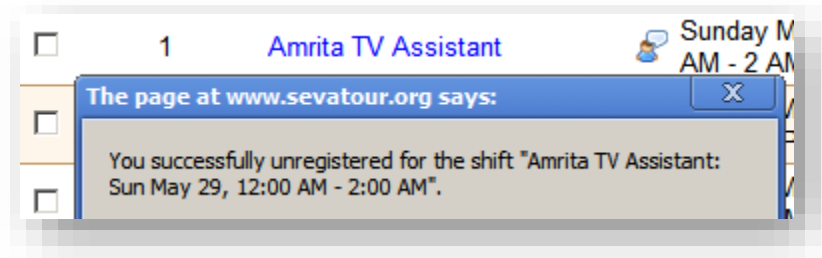
- 2) On the "Find Sevas" page, use the search box at the top of the page to search for sevas, or just scroll through the list of open sevas displayed by default. When you find a seva that looks interesting, sign up by clicking the checkbox (*circled in red below*) next to the seva. To learn more about the seva, including program and shift specific details, click the seva name (*boxed in blue below*). To contact the shift coordinator, click the "Contact Coordinator" icon (*circled in green below*).



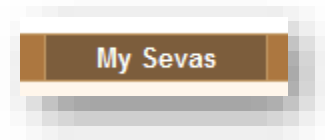
- 3) After you click the checkbox to sign up, note any messages that are displayed that give you additional details about the shift.



4) To unregister for a shift, unclick the checkbox.



5) To review all of your sevas, click the "My Sevas" link at the top of the page.



You can use this page to print out your seva list to take with you to the program.