



Building Community Across Borders since 1978

Volunteer Profile and Project Registration

Welcome to Corazón's Information System (CIS)!

Below you will find instructions on how to create a volunteer profile and register for your project.

Step 1: Create a Volunteer Profile

1. Go to www.corazon.org
2. Click on REGISTER NOW underneath the CALENDAR on the home page.
3. Click on **New Volunteer Profile** located at the top right corner.
4. Click on **here** at the end of New Volunteers and fill in the blank fields,
5. Please review the terms & conditions located at the bottom of the page.
6. If you accept the terms & conditions, you will have satisfied the requirement to complete our waiver form.
7. Click submit at the bottom,
8. You will be directed back to our calendar.

After you create your volunteer profile, your profile will require approval by the office. Please note that all profiles are required to be approved, but rest assure each profile will be approved by our office. This process helps us streamline duplicate profiles, which is why we have this approval process. We apologize for any inconveniences. At most, profiles approvals will take a few days, depending on when and what time you created you profile, but the office will approve all profiles ASAP.

9. Once your profile is approved, you will receive an email from automail@civcore.com confirming the approval of your volunteer profile. The email subject line will read: Corazon – Volunteer Approval.
10. You can now register for a project!

Step 2: Register for a Project

1. Go to www.corazon.org
2. Click on REGISTER NOW,
3. Go to the upper right corner and click on **Member Log In.**
4. Enter the email and password you used to create your profile.
5. Locate your project date and/or group under -- **Projects Needing Volunteers** – and click on **Sign Up** (*last column to the right under Volunteers*).
6. Fill in the blanks and please make sure you check the box if you are associated with the group and hit submit.
7. Once you register for a project, you will receive a confirmation email with a Saturday Bulletin via email from automail@civcore.com with important project day information.

PLEASE READ THE ENTIRE SAT BULLETIN TO PREPARE FOR YOUR PROJECT.

If you have any questions, comments or concerns, please contact the office at 714-547-0357 or email us at office@corazon.org.

Thank you!