Step 1: Link to online training <u>https://delawarenorth-npo.sabacloud.com</u>

Step 2: Click "Sign up"

	Training Portal USERNAME	
	PASSWORD	
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Step 3: Type your First Name

Note: All fields are mandatory and must be filled out in order to create your account.

	account and start your training toda	y!			
	Intructions:				
	Enter Job as either: - Volunteer Over Eighteen (+18) - Volunteer Under Eighteen (-18)				
	Location/Stadium - Enter the stadium where you are volunte	eering.			
he	Organization/Charity - Enter the organization you are volunteering	ng with.		-	
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Step 4: Type your Last Name

	Enter Job as either: - Volunteer Over Eighteen (+18) - Volunteer Under Eighteen (-18)	
	Location/Stadium - Enter the stadium where you are volunteering.	
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<u>Step 5</u>: Type your email address.

Note: this is used to confirm portal registration and send training notifications



<u>Step 6:</u> To select a job, type "volunteer" and click on the search icon (magnifying glass)

Select the appropriate job for your age from the drop down menu:

- Volunteer over Eighteen (18+)
- Volunteer under Eighteen (-18)

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<u>Step 8</u>: To select a Location/Stadium, type "Target Field" and click on the search icon (magnifying glass) Click on Target Field from the drop-down choice.

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<u>Step 9</u>: The Time zone field is irrelevant and can be skipped. Use whatever auto fills in this field.

Step 10: To select your Group Name, start typing the name of your organization and click on the search icon (magnifying glass)

Select the appropriate choice from the drop-down menu provided.



<u>Step 11:</u> Click on the drop-down menu to select the appropriate state.

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<u>Step 12</u>: Click on CAPTCA and follow instructions as required.

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By clicking Sign Up, you agree to the Terms and Conditi	ions		
 SIGN UP			

Step 13: Click on "Sign up"

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	Support About Terms and Conditions

Step 14: If all fields are entered correctly, you will be presented with a confirmation screen and an email notification shortly following.

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Step 15: The email notification should resemble the following:

Note: If you have not received a notification within a few minutes of sign up, please look in your undesired or junk mail folder.

Hello

We are excited to help you fundraise for your organization through the Delaware North Volunteer program. It is important to Delaware North that we provide you with all the tools necessary to make the experience rewarding for your organization and to assist you in providing a positive and safe experience for our guests.

Your Group Leader has invited you to join the SABA workspace for the Delaware North Volunteer program to complete Alcohol Service Training and/or Service Delivery Training. Please login and complete this training at your earliest convenience.

For reference, here's your login information:

Login Page: Delaware North Volunteer Program

Username:	
Password:	

The Required Alcohol Service Training must be completed before you begin to volunteer in support of your organization.

If you have any questions, or trouble accessing or completing your training please reach out to your group leader.

Thank you,

Delaware North Volunteer Program

<u>Step 16</u>: When you receive the email, click on the link to direct you back to the Log In page.

Your username will be your email address you provided and it will prompt you to update your password at this time.

<u>Step 17</u>: Once you log in, click on the menu in the top left corner of your screen.



<u>Step 18</u>: Choose "ME" from the menu. This will direct you to a screen and will have the trainings listed under "Learning and Certifications".