

Navigating the Team Member Portal

Once you have a Team Member User Account, you must be added to the opportunities you want to manage by your District Volunteer Coordinator in order to access the opportunities in the portal. Refer to the Staff Access & Team Member Tab to complete this step. If you have 301a Access and Application Access, you will be able to select *and* onboard volunteers. If you do not have 301a Access, you will only be able to select volunteers. If you do not have Application Access, you will only be able to onboard volunteers.

When you log into the portal, you will see what features are currently live for you to use and what is currently in development. You can also check on any important announcements by clicking the red "Announcements" banner

Volunteer.gov Log Out

> ANNOUNCEMENTS

Team Member Portal

Welcome to the Team Member Portal. This new portal is still actively being developed with new additional features coming soon.

Currently live:

- Selection:** Team Members can review volunteer applications and make changes to a volunteer's application status, including tentatively selecting them for the volunteer opportunity.
- Onboarding:** Team Members can sign OF-301a forms as part of the onboarding process, as well as apply their signature to the termination line to close out OF-301a forms to end a volunteer's service.
- Time Logs - NEW as of September:** Team Members will have all the same functionality as a Volunteer Coordinator, which includes the ability to create new time log entries for individuals or groups, and review and approval time log entries made by volunteers. Team Members will also get any improvements made to Time Logs for Volunteer Coordinators.

Under development:

- Help Center - Coming in December:** Team Members will get a Help Center built into the Team Member Portal that will contain helpful guides detailing how to use the various functions of the portal.

When you scroll down, you will see different options depending on your level of access. If you have been granted 301a Signature Access, Application Access, and Time Log Access by your volunteer coordinator, you will see a "Selection and Onboarding" tab and a "Time Log" tab on the left. If your permissions are different, you will only see "Selection", "Onboarding", or "Time Logs" depending on your access. These are the two main functions you will toggle between to manage volunteer applications and Time Logs. You can also click the plus sign on the right hand of the gray "Selection and Onboarding Information" to expand it and learn what the different selection and onboarding statuses mean.

[Selection and Onboarding](#) [Time Log](#)

Selection and Onboarding Information +

Under Review Waitlist Accept Decline Sign 301a End Service

FILTERS Clear all

Volunteer Opportunities

- Cleanup Event
- Education Volunteer
- Planting Event
- Trail Maintenance Volunteer
- Visitor Services Volunteer

Opportunity Statuses

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<input type="checkbox"/> Opportunity	Opportunity Status	Volunteer Name	Volunteer Email	Application Status	Date/Time Changed	Status Last Modified By	Onboarding Form
<input type="checkbox"/> Cleanup Event	Recruitment Active	Hermione Granger	crodrigue@nps.gov	Application Submitted	Sep 15, 2025		
<input type="checkbox"/> Education Volunteer	Recruitment Active	Hermione Granger	crodrigue@nps.gov	Application Submitted	Sep 15, 2025		
<input type="checkbox"/> Planting Event	Recruitment Active	Hermione Granger	crodrigue@nps.gov	Application Submitted	Sep 15, 2025		
<input type="checkbox"/> Trail Maintenance Volunteer	Recruitment Active	Hermione Granger	crodrigue@nps.gov	Application Submitted	Sep 15, 2025		
<input type="checkbox"/> Visitor Services Volunteer	Recruitment Active	Hermione Granger	crodrigue@nps.gov	Application Submitted	Sep 15, 2025		

On the left side of the screen, you can use different filters to sort your opportunities. If you want to find all volunteers under a specific opportunity, use the "Volunteer Opportunities" filter. To view opportunities based on their status, use the "Opportunity Statuses" filter below that. Lastly, to view applications based on their status, use the "Application Statuses" filter at the bottom.

The screenshot shows a web interface for managing volunteer opportunities. On the left, there is a 'FILTERS' sidebar with three sections: 'Volunteer Opportunities', 'Opportunity Statuses', and 'Application Statuses'. Each section contains a list of checkboxes for filtering. The main area displays a table of opportunities with columns for Opportunity, Opportunity Status, Volunteer Name, Volunteer Email, Application Status, Date/Time Changed, Status Last Modified By, and Onboarding Form. At the top right, there are buttons for 'Under Review', 'Waitlist', 'Accept', 'Decline', 'Sign 301a', and 'End Service'. The table shows five rows of data, all with 'Application Submitted' status and a date of 'Sep 15, 2025'.

Depending on your access settings, you can use the buttons on the right of your screen to update volunteer application statuses and sign 301a forms (only if you are a federal employee). You can refer to the "Selection and Onboarding Information" dropdown to see what each status means.

This screenshot shows the same interface as the previous one, but with the 'Selection and Onboarding Information' dropdown menu open at the top. The dropdown contains a list of buttons: 'Under Review', 'Waitlist', 'Accept', 'Decline', 'Sign 301a', and 'End Service'. The table below remains the same, showing five rows of volunteer opportunities.