

Volunteer Selection in the Team Member Portal

As a Team Member user with Application Access, you can select volunteers for your opportunities in the Team Member Portal.

1. Once a volunteer has submitted an application to your opportunity, you can update their status to "Under Review", "Waitlisted", "Tentatively Accepted", or "Declined" by using the four buttons on the right.

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.

The screenshot shows the 'Selection and Onboarding Information' page. At the top right, there are buttons for 'Under Review', 'Waitlist', 'Accept', 'Decline', 'Sign 301a', and 'End Service'. Below these is a table with columns: Opportunity, Opportunity Status, Volunteer Name, Volunteer Email, Application Status, Date/Time Changed, Status Last Modified By, and Onboarding Form. The table lists several volunteer applications for various opportunities like 'Cleanup Event', 'Education Volunteer', etc., all submitted by 'Hermione Granger'. On the left, there are filter sections for 'Volunteer Opportunities' and 'Opportunity Statuses'.

2. Click the open box next to the volunteer(s) that you want to update the status of and then click the relevant selection button for your case.

This screenshot is similar to the previous one, but the 'Cleanup Event' application in the table is selected, indicated by a red checkmark in the 'Opportunity' column. A red arrow points from the 'Cleanup Event' checkbox in the filter section to the selected row in the table. The status update buttons at the top right are highlighted with a red box.

3. A pop-up will open telling you what the status you selected means. Click "Update Applications" to complete the selection. Here is an example of changing a volunteer's status to "Tentatively Accepted":

Applications Tentatively Accepted



Changing to this status indicates that the volunteer has been accepted to the volunteer opportunity and is ready to begin the onboarding process.

Volunteer Opportunity	Applications Changed
Cleanup Event	1



Update Applications

[Cancel](#)

4. The new status will display under the "Application Status" column of the table.

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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	Ready to Volunteer	Sep 16, 2025	Cassie Rodrique TMP	301a
<input type="checkbox"/> Visitor Services Volunteer	Recruitment Active	Hermione Granger	✉ crodrigue@nps.gov	Application Tentatively Accepted	Sep 16, 2025	Cassie Rodrique TMP	
<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		

5. You perform the same steps for declining, waitlisting, and placing applications under review, using the respective buttons.