

# Volunteer Application Help Guide

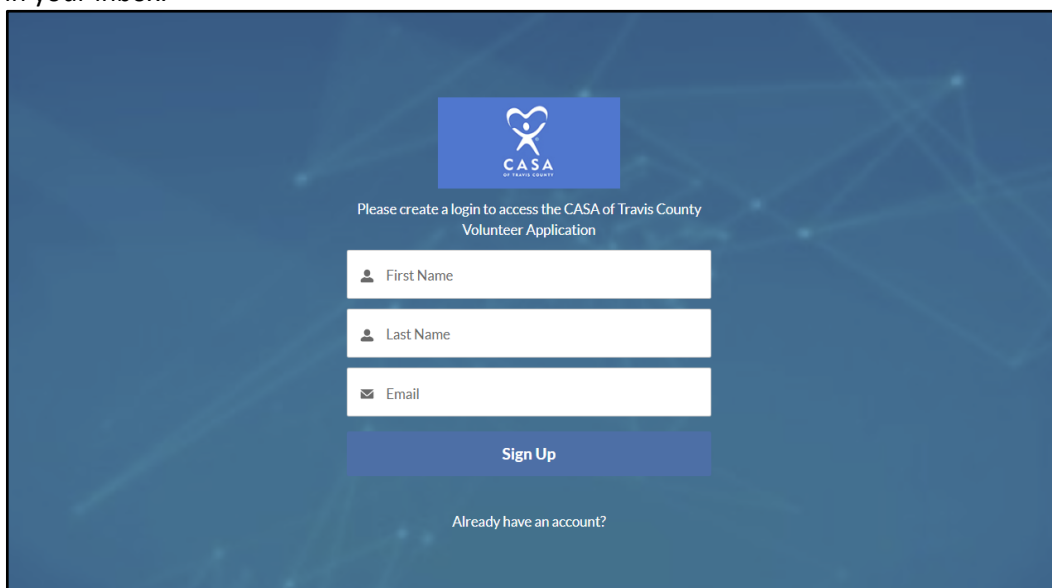
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## How to Set Up Your Account and Access the Application

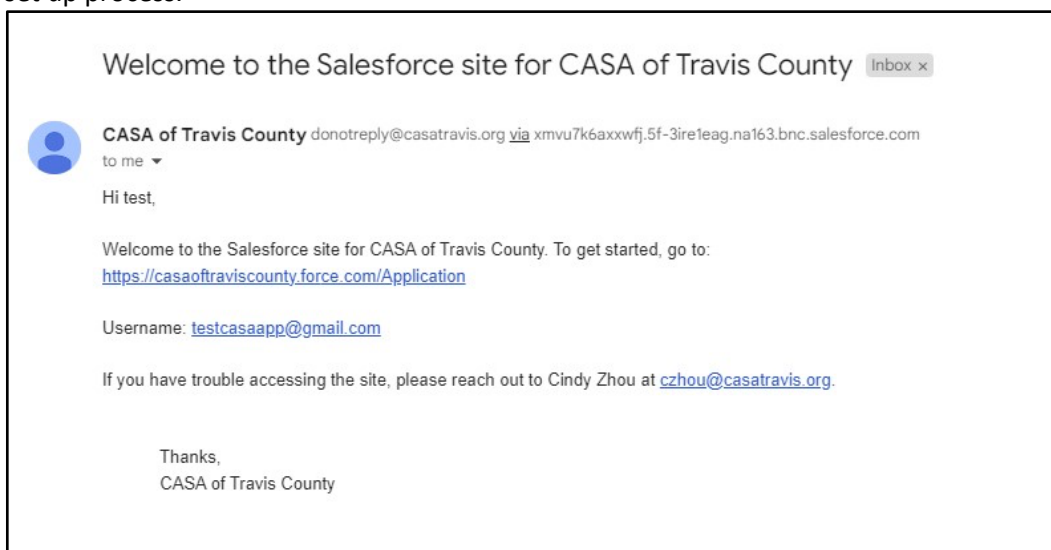
This section has 5 steps

1. To get started, go to this website:  
<https://casaoft Travis County.force.com/Application/s/login/SelfRegister?startURL=%2FApplication%2Fs%2F>
2. On this page it will ask you for your name and email address. After you have filled out these 3 fields it will send you an email invitation. Please check your spam/junk folder if you do not see it in your inbox.




The screenshot shows a web page with a dark blue background and a network-like pattern. At the top center is the CASA of Travis County logo, which consists of a white heart shape with a stylized figure inside, and the text 'CASA OF TRAVIS COUNTY' below it. Below the logo, the text 'Please create a login to access the CASA of Travis County Volunteer Application' is displayed. Underneath this text are three white input fields with blue borders. The first field is labeled 'First Name' with a person icon, the second is labeled 'Last Name' with a person icon, and the third is labeled 'Email' with an envelope icon. Below these fields is a blue button with the text 'Sign Up'. At the bottom of the form area, there is a link that says 'Already have an account?'.

3. The email invitation will look like this. Please click the “get started” link to continue the account set up process.



4. The link will take you to get your password set up. When you are done press **Change Password**



### Change Your Password

Enter a new password for **casaapptest@gmail.com**.  
Make sure to include at least:

- ☐ 8 characters
- ☐ 1 letter
- ☐ 1 number

\* New Password

\* Confirm New Password

Change Password

Password was last changed on 10/5/2022, 3:07 PM.

5. Once you are done setting up your account Salesforce will direct you to the application for you to fill out

HOME

**If you experience any issues with this volunteer application, please email us for help at:**

**volunteer@casatravis.org**

If you need to Save & Finish Later, please enter any reason in the Pause Reason field and then click OK.

### Volunteer App

Thank you for your interest in becoming a volunteer advocate with CASA of Travis County.

Please gather necessary information before beginning.

- You will need 3 non-family and 2 family references (Name, phone, email for each)
- Vehicle information including driver license # and insurance
- Current and previous employment information.

We do ask some personal questions in this application because of the nature of this volunteer role. Please know that we take the confidentiality of our volunteers' information very seriously and will protect your privacy at every stage of the application process and the volunteer experience.

After we receive your completed application you will be contacted within 3-4 days to schedule a Pre-Training interview.

Next

HOME

**If you experience any issues with this volunteer application, please email us for help at:**

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### Volunteer App

\* First Name

Complete this field.

Middle Name

\* Last Name

ZHOU

AKA

\* Street

Pronouns ⓘ

--None--

Pronouns Other

\* Gender

--None--

\* Race

--None--

\* Ethnicity

--None--

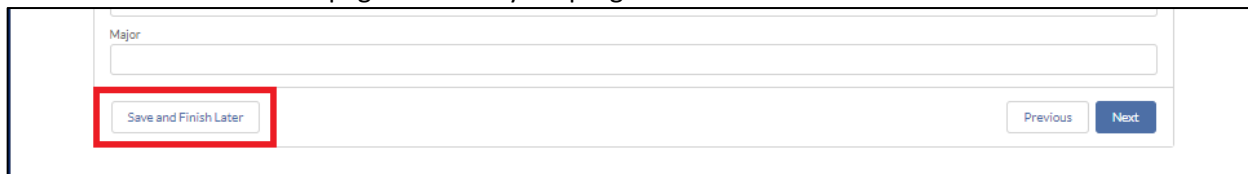
4

## How to Save and Return to an Application In-Progress

This section has 5 steps

If you are unable to complete the application in one sitting, no worries! You will be able to save the application and log back in later.

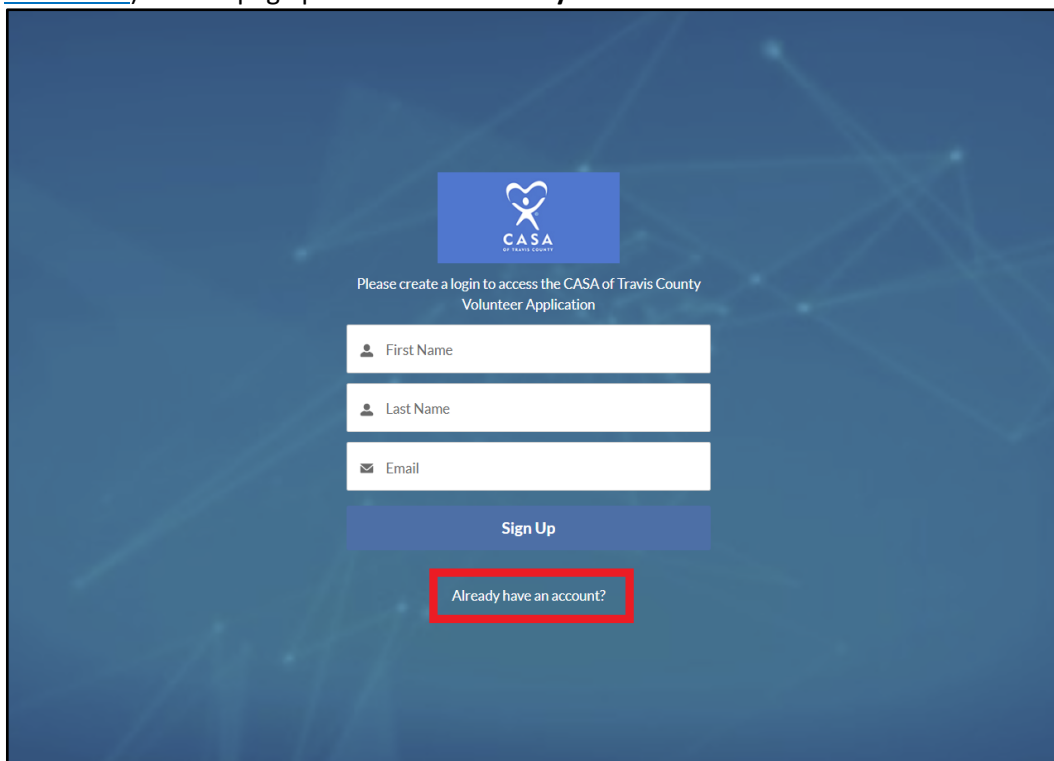
1. Scroll to the bottom of the page and **Save** your progress



A screenshot of the bottom of a web form. It features a 'Major' text input field. Below it, a button labeled 'Save and Finish Later' is highlighted with a red rectangular box. To the right of this button are two smaller buttons: 'Previous' and 'Next'.


2. When you are ready to continue working on your application please return to the account creation website

(<https://casaoftxtraviscounty.force.com/Application/s/login/SelfRegister?startURL=%2FApplication%2Fs%2F>) On this page please select **“Already have an account?”**





A screenshot of the CASA of Travis County volunteer application login page. The page has a dark blue background with a network pattern. At the top center is the CASA logo. Below it, the text reads 'Please create a login to access the CASA of Travis County Volunteer Application'. There are three white input fields for 'First Name', 'Last Name', and 'Email'. Below these is a blue 'Sign Up' button. At the bottom, a link that says 'Already have an account?' is highlighted with a red rectangular box.

3. On this page you will be able to enter your username (the email address associated with your application) and password to get back to your application.



CASA  
CHILD ABUSE SUPPORT AND ADVOCACY

 Username

 Password

**Log in**

[Forgot your password?](#)   [Not a member?](#)

[Are you an employee? Login here](#)

4. When you log in you will be able to find your in-progress application at the bottom of the page, under “paused flows.” Press **resume** to continue your application.

The screenshot shows a web application interface for volunteer applications. At the top, there is a navigation bar with a grid icon and the word "HOME". Below this, a message states: "If you experience any issues with this volunteer application, please email us for help at: [volunteer@casatravis.org](mailto:volunteer@casatravis.org)". A small note below says: "If you need to Save & Finish Later, please enter any reason in the Pause Reason field and then click OK." The main content area is titled "Volunteer App" and contains the following text: "Thank you for your interest in becoming a volunteer advocate with CASA of Travis County. Please gather necessary information before beginning." followed by a bulleted list: "• You will need 3 non-family and 2 family references (Name, phone, email for each)", "• Vehicle information including driver license # and insurance", and "• Current and previous employment information." Below this, it says: "We do ask some personal questions in this application because of the nature of this volunteer role. Please know that we take the confidentiality of our volunteers' information very seriously and will protect your privacy at every stage of the application process and the volunteer experience." and "After we receive your completed application you will be contacted within 3-4 days to schedule a Pre-Training interview." A "Next" button is located at the bottom right of this section. Below the "Volunteer App" section, there is a heading "In progress applications:" followed by "Paused Flows (10+)" and a refresh icon. Below this, it says "Sorted Newest to Oldest". A red box highlights a specific application entry titled "Volunteer App". Inside this box, the "Pause Reason" is "Going to compile contact info", the "Time Paused" is "1/26/2024, 1:06 PM", and the "Paused Step" is "CurrentEmployer". A "Resume" button is located at the bottom right of this highlighted entry.

HOME

If you experience any issues with this volunteer application, please email us for help at:  
[volunteer@casatravis.org](mailto:volunteer@casatravis.org)

If you need to Save & Finish Later, please enter any reason in the Pause Reason field and then click OK.

**Volunteer App**

Thank you for your interest in becoming a volunteer advocate with CASA of Travis County.

Please gather necessary information before beginning.

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Next

In progress applications:

**Paused Flows (10+)**

Sorted Newest to Oldest

**Volunteer App**

Pause Reason  
Going to compile contact info

Time Paused  
1/26/2024, 1:06 PM

Paused Step  
CurrentEmployer

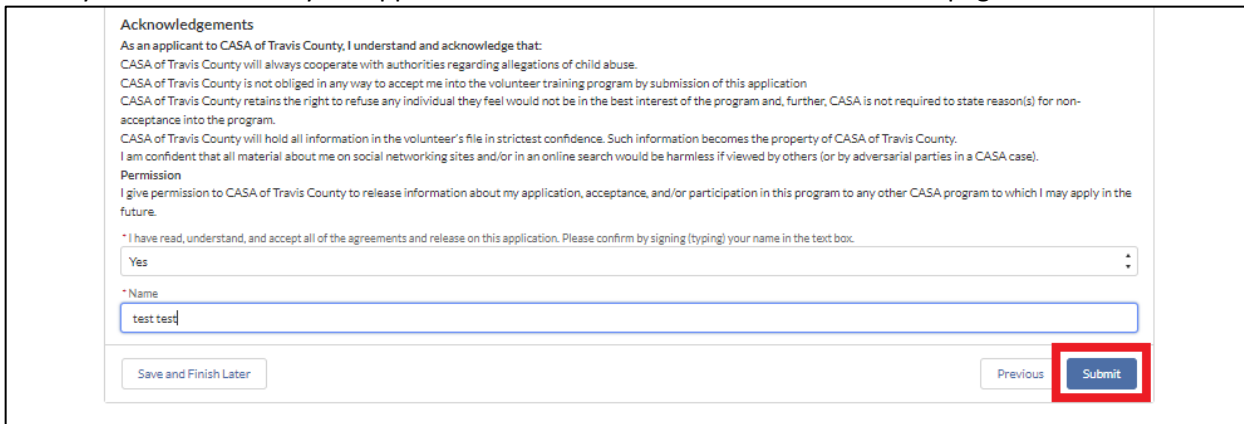
Resume

5. If you need more time to complete your application, please **Save** your progress again and then login to continue as you did before. If you are ready to submit, please proceed to the last page and go through the **Save and Submit** process detailed below.

## How to Save and Submit

This section has 3 steps

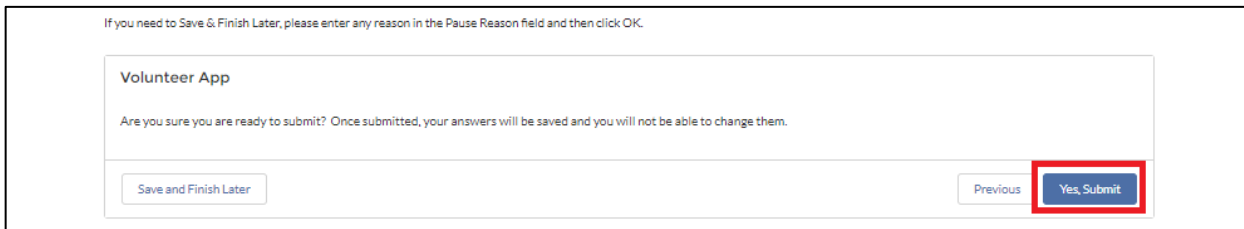
1. When you are done with your application. Please be sure to **Submit** on the last page.



A screenshot of the 'Acknowledgements' page in the application form. The page contains several paragraphs of text regarding the applicant's understanding of the program and the confidentiality of their information. Below the text, there is a dropdown menu with 'Yes' selected, and a text input field containing 'test test'. At the bottom, there are three buttons: 'Save and Finish Later', 'Previous', and 'Submit'. The 'Submit' button is highlighted with a red rectangle.

**Acknowledgements**  
As an applicant to CASA of Travis County, I understand and acknowledge that:  
CASA of Travis County will always cooperate with authorities regarding allegations of child abuse.  
CASA of Travis County is not obliged in any way to accept me into the volunteer training program by submission of this application.  
CASA of Travis County retains the right to refuse any individual they feel would not be in the best interest of the program and, further, CASA is not required to state reason(s) for non-acceptance into the program.  
CASA of Travis County will hold all information in the volunteer's file in strictest confidence. Such information becomes the property of CASA of Travis County.  
I am confident that all material about me on social networking sites and/or in an online search would be harmless if viewed by others (or by adversarial parties in a CASA case).  
**Permission**  
I give permission to CASA of Travis County to release information about my application, acceptance, and/or participation in this program to any other CASA program to which I may apply in the future.  
\* I have read, understand, and accept all of the agreements and release on this application. Please confirm by signing (typing) your name in the text box.  
Yes  
\* Name  
test test  
Save and Finish Later Previous **Submit**

2. You will be asked to make sure that you have fully completed the application and no longer want to make any changes before you submit. If you do want to make changes, you can press the **Previous** button to go back and make those changes. If you are ready to submit, press **Yes, Submit** to continue.



A screenshot of the confirmation page before submission. The page has a header that says 'If you need to Save & Finish Later, please enter any reason in the Pause Reason field and then click OK.' Below this, there is a section titled 'Volunteer App' with the text 'Are you sure you are ready to submit? Once submitted, your answers will be saved and you will not be able to change them.' At the bottom, there are three buttons: 'Save and Finish Later', 'Previous', and 'Yes, Submit'. The 'Yes, Submit' button is highlighted with a red rectangle.

If you need to Save & Finish Later, please enter any reason in the Pause Reason field and then click OK.  
**Volunteer App**  
Are you sure you are ready to submit? Once submitted, your answers will be saved and you will not be able to change them.  
Save and Finish Later Previous **Yes, Submit**

3. After a successful submission you will receive the message below. Please be sure to press **Finish** to confirm and fully submit your application.



A screenshot of the confirmation page after successful submission. The page has a header that says 'If you need to Save & Finish Later, please enter any reason in the Pause Reason field and then click OK.' Below this, there is a section titled 'Volunteer App' with the text 'Thank you for filling out the form. We will contact you soon.' and 'Please press the "Finish" button.' At the bottom, there is a single button labeled 'Finish', which is highlighted with a red rectangle.

If you need to Save & Finish Later, please enter any reason in the Pause Reason field and then click OK.  
**Volunteer App**  
Thank you for filling out the form. We will contact you soon.  
Please press the "Finish" button.  
**Finish**