

# King County Parks Volunteer Event Registration Portal

## Quick Start Guide

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# Accessing the Volunteer Event Registration portal

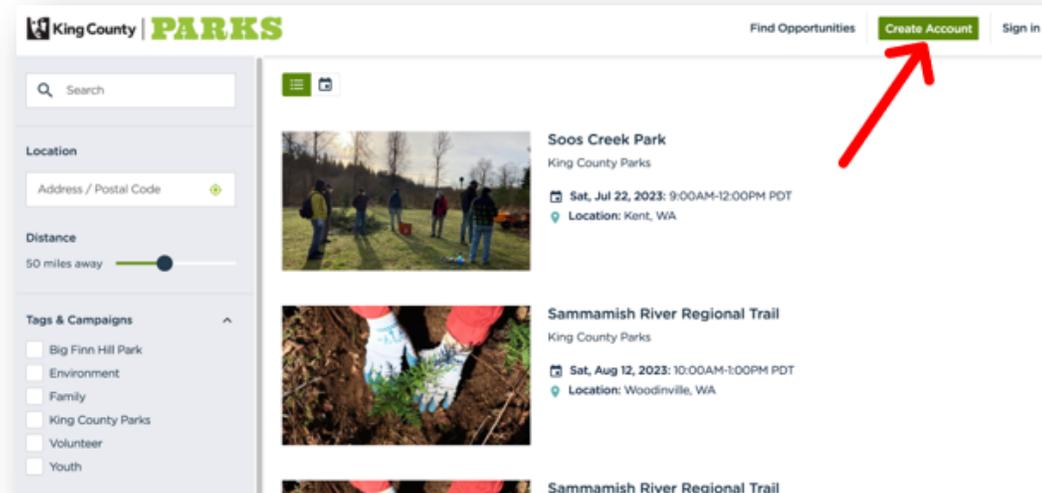
In July 2023, King County Parks launched a new event registration portal with a tool created by Golden. You can access the portal by following this link: <https://parksvolunteer.kingcounty.gov/>.

## How do I create an Account?

Accounts from our former system did not transition to the new portal. Please be sure to create an account in our new system. Here is how:

Step 1. Go to the Volunteer Event Registration portal: <https://parksvolunteer.kingcounty.gov/>

Step 2. Once you have reached the website click on “Create Account”. You can find this in the upper right-hand corner.



Step 3. You will be taken to a page where you can enter all your information to create an account.

Step 4. Once you have entered all your information click on ‘Create Account’.

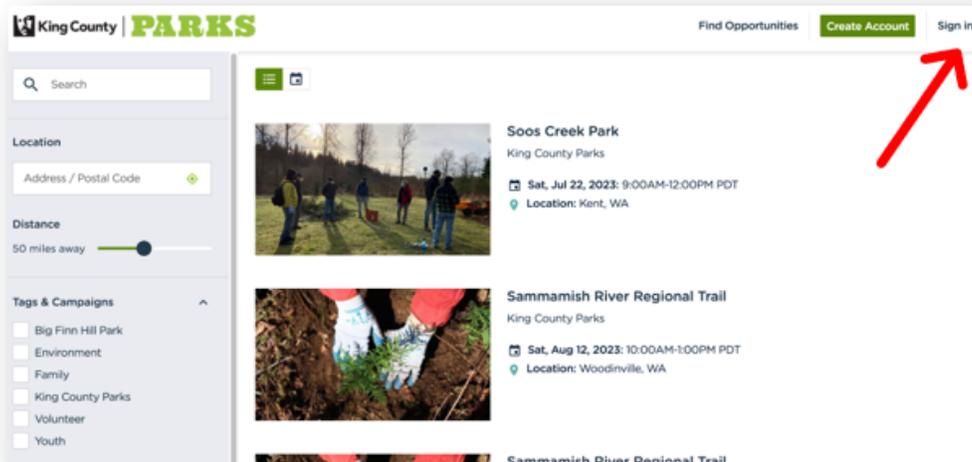
You now have an account!

When you return to the homepage, you will notice your name in the upper right-hand corner. That is a link to your profile.

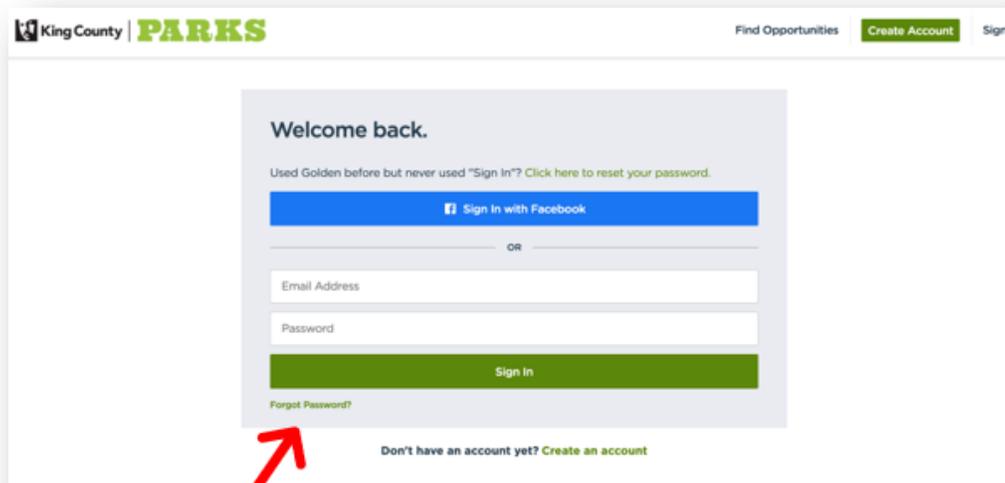
# How do I access an Account if I have already registered for a volunteer opportunity in the Volunteer Event Registration portal?

Step 1. Go to the Volunteer Event Registration portal: <https://parksvolunteer.kingcounty.gov/>

Step 2. Click on 'Sign-In' in the upper right-hand corner.



Step 3. On the Sign-In page, click on the 'Forgot Password?' link.



Step 4. Next, enter your email address to reset your password.

*Please be sure to use your email address that you used the last time you volunteered.*

Step 5. Reset your password using the email link provided.

Step 6. Once you have reset your password go back to the Sign-In page as seen in Step 3 and log in with your new password.

When you return to the homepage, you will notice your name in the upper right-hand corner. That is a link to your profile.

## How do I sign up for a volunteer opportunity?

We are delighted that you want to volunteer! Here are some handy articles that will help you get started with signing up for opportunities:

[How do I sign up for an Opportunity? – Golden](#)

## How do I unenroll from a volunteer opportunity?

We understand that schedules change. Here is a handy article that will help you unenroll from an opportunity:

[How do I cancel/unenroll for an opportunity I signed up for? – Golden](#)

## How do I register guests to come with me?

Volunteering together is fun and rewarding. Here is a handy article that discusses more about bringing guests:

[Can I register guests to come with me? – Golden](#)

If your guest does not have an email address or you (or they) do not want to provide their email address, you can enter a shared email address or use a faux email such as 'noemail@noemail.com'.

## I am bringing another guest who is a minor, but they are not my child. How do I sign them up?

Register minors (people under the age of 18) just as you would register an adult. The difference is that minors attending the event without their parent or legal guardian must bring a signed Youth Waiver to the event and give to staff before event in order to participate.

Download the Youth Waiver form here: [www.kingcounty.gov/parksyouthwaiverform](http://www.kingcounty.gov/parksyouthwaiverform).

## I have questions or need help. Who do I talk to about that?

To reach a human who can help you, please email [parksvolunteer@kingcounty.gov](mailto:parksvolunteer@kingcounty.gov). Multiple staff monitor that inbox throughout the day, which will ensure you receive a timely response.

If you prefer that someone call you directly, please note that and provide your contact number. Staff will be happy to connect with you!