

○For Individual Volunteers

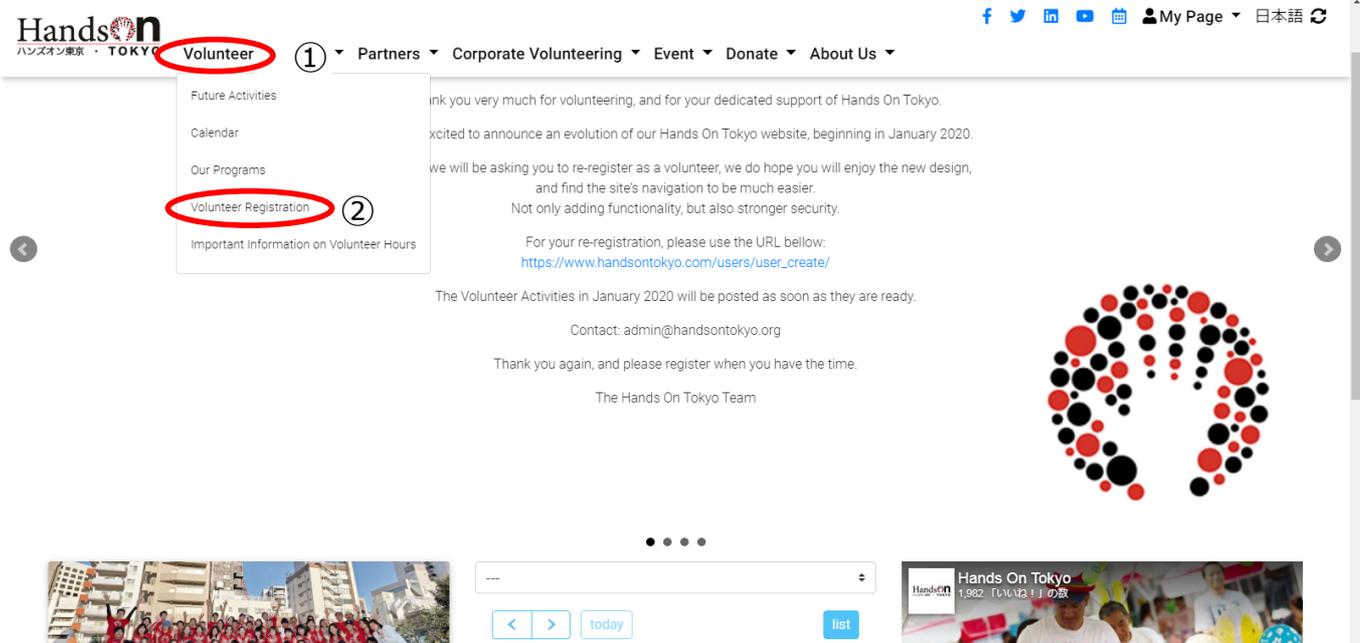
【1】 Volunteer Registration is needed for our new website.

1、 Volunteer Registration. (To create My Page)

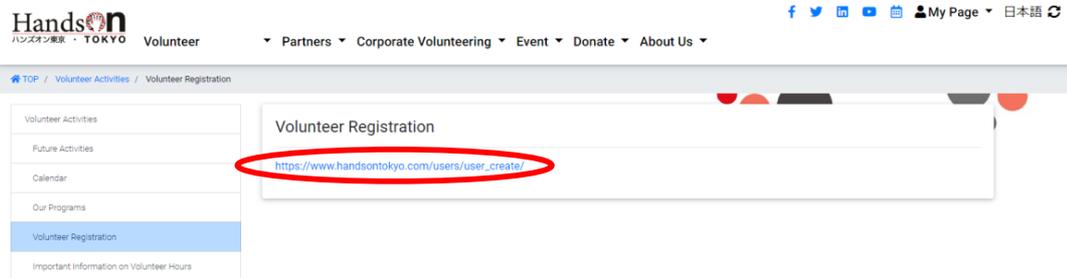
Click this URL: <http://www.handstokyo.com/>

Re-registration is required, because the current profiles will not be transferred.

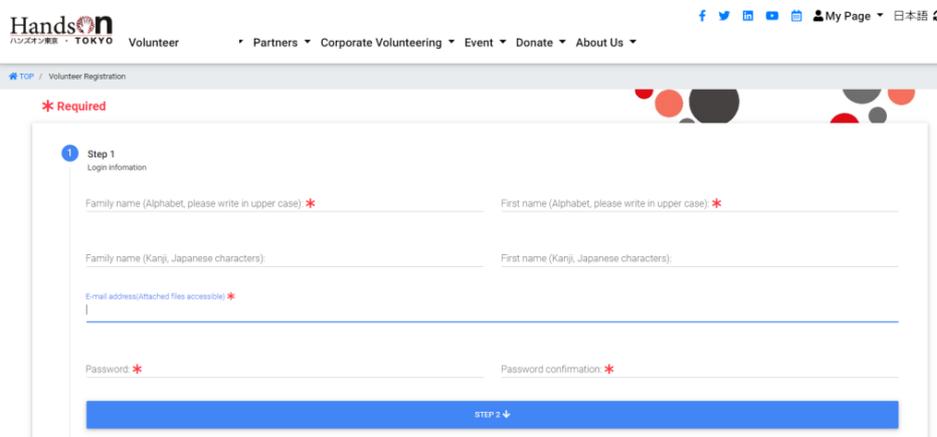
2、 Choose “Volunteer Registration” from the “Volunteer” drop down menu.



3、 Click on the highlighted URL on the next page.



4、 Please fill in the volunteer information, and proceed through the steps. (* indicates required fields). This should not take more than a few minutes.



5、Step1～Step5

When filling in fields, please use Roman Characters.

Password should be in half-width alpha-numeric characters and at least 8 characters long.

④Under “other information”

Check if you would like your name shown in the participant list.

(If left unchecked “HOT volunteer” will be displayed in place of your name)

6、 Please read the agreement and check the box if you agree ①, before clicking “submit.”

Hands On TOKYO Volunteer

Partners Corporate Volunteering Event Donate About Us

Terms and Conditions for Volunteer Participation in the Hands On Tokyo

Article 1. (General Terms)
These Terms and Conditions (these “Terms”) set forth the matters, etc. to be complied with by all volunteers (“the Volunteers”) who apply for and participate in volunteering for the Hands On Tokyo (“the Volunteering”).

Article 2. (Compliance with these Terms, etc.)
In applying for and participating in the Volunteering, the Volunteers shall comply with these Terms and any other rules to be complied with by all Volunteers, as prescribed by Hands On Tokyo.

Article 3. (Compliance with Laws and Regulations)
In applying for and participating in the Volunteering, the Volunteers shall comply with all applicable laws and regulations.

Article 4. (Smoking and Alcohol, etc.)
1. During any activity related to the Volunteering, the Volunteers must not smoke and drink alcohol nor participate in the Volunteering Activities under the influence of alcohol.
[2. With regard to smoking during the Volunteer Activities, the Volunteers shall comply with the relevant rules prescribed by Hands On Tokyo to ensure the smooth operation of the Hands On Tokyo Activities.] 【There was no description in Japanese.】

Article 5. (Prohibited Acts)

Do you agree with the Terms and Conditions for Hands On Tokyo volunteer activities and act in line with its purpose?
(If you are a minor under the age, you must obtain advance approval from a parent or guardian.)
You will receive automatic email reply for temporary registration within a few minutes after clicking ‘Submit’

SUBMIT BACK

②A confirmation email will be sent to your provided email address. Please open this email.

From: admin <admin@handsontokyo.org>

To: *****

Date: 2019/12/4, Wednesday, 14:20

Subject: Volunteer Registration

Dear *****

ボランティア登録手続きを行っていただき、ありがとうございます。
下記URLよりサイトにアクセスの上、引き続きボランティア登録をお願いいたします。
まだボランティア登録手続きは完了しておりませんので、ご注意ください。

Thank you for submitting the volunteer registration form.
Through the URL below, please continue to finalize your registration.
Please note that your volunteer registration has not been completed yet.

本登録用URL

URL for registration:

http://handson.cloud.corecraft.co.jp/users/user_create/complete/*****

Hands On Tokyo

www.handsontokyo.org

7、 Click the confirmation link in the email.

*If you did not receive the confirmation email, please check the following:

- The email may have been sent to your spam folder.
- There may have been a typo in your email address.

*If you did not receive the confirmation email within 24 hours please contact us at:
admin@handsontokyo.org

8、 Next, you can login with your newly created username and password.

9、 Once you login, your registration is complete.

【2】 Sign up for a Project

1、 First Login ①

Then, from the “Volunteer” ② drop down menu choose “Calendar”③

Hands On TOKYO
ハンズオン東京

Volunteer ② Partners Corporate Volunteering Event Donate About Us

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LOGIN 日本語 ①

Thank you very much for volunteering, and for your dedicated support of Hands On Tokyo.
We are excited to announce an evolution of our Hands On Tokyo website, beginning in January 2020.
We will be asking you to re-register as a volunteer, we do hope you will enjoy the new design,
and find the site's navigation to be much easier.
Not only adding functionality, but also stronger security.
For your re-registration, please use the URL below:
https://www.handsonkyo.com/users/user_create/
The Volunteer Activities in January 2020 will be posted as soon as they are ready.
Contact: admin@handsonkyo.org
Thank you again, and please register when you have the time.
The Hands On Tokyo Team

2、 The Project Calendar will appear

Hands On TOKYO
ハンズオン東京

Volunteer Partners Corporate Volunteering Event Donate About Us

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Calendar

January 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9 10:30a Decorating Project	10	11
12	13	14	15	16	17	18 9:45a KoKo Club (Bunkyo)
19 12:45p Basketball (Begin) 2:45p Basketball (Interme)	20	21	22	23	24 ①	25 8:30a Blind Tennis (Ayase) 9:45a KoKo Club (Bunkyo)

When you find one that interests you, click on it and read the details.

*For example, if you are interested in helping visually impaired tennis players on 1/25.

① Simply click on the box in 1/25 labeled “Blind Tennis (Ayase)”

② Make sure to check the details of the project

The screenshot shows the 'Hands On Tokyo' website interface. The main content area displays event guidelines and instructions for volunteers. A red circle highlights the 'SIGN UP' button at the bottom right of the page. The page also includes a sidebar with navigation links and a calendar view on the right.

Event Guidelines: Volunteers must be at least 15 years old. Experience of tennis (Beginner) is necessary.

What to bring:
* Indoor shoes to wear in the school's gymnasium. (Shoes that have not been worn outside are preferred. If they have been worn outside, please wipe the soles clean before you step into the gym.)
* Towel
* Beverage (no vending machines on site)
* A tennis racket will be provided

What to wear:
* Sportswear/ tennis wear. No Jeans.
* There is a locker room on site which you may use.

*An automatic confirmation e-mail will be sent to the e-mail you gave us when you registered as a volunteer. Please refer to the attached document.

**To Cancel:
If you need to cancel your participation at this time, please cancel your participation through our website. (Sign in, go to "Calendar", click on the date of the activity, and click "Cancel".)

If you need to cancel within 24 hours of the project meeting time, the "Cancel" button will not appear on the website so please call the Volunteer Leader. Your Volunteer Leader's contact information is in the "information sheet", the attached document, sent to you via an automatic confirmation e-mail at signing up the project.

*Please be aware that your Volunteer Leader will not be able to get your email addressed to info@handsontokyo.org.

List of Participants (1):
HOT Volunteer

③ SIGN UP CLOSE

③ If you wish to participate click "SIGN UP."

④ If your project "sign up" request is complete, it will be marked as "DONE."
We will send the following email to your registered email address.
For more details, please refer to your "My Page."

From: admin@handsontokyo.org [mailto:admin@handsontokyo.org]

Sent: Friday, December 20, 2019 1:44 PM

To: *****

Subject: Thank you for signing up

Dear *****,

プロジェクトの登録を受け付けました。
詳細はマイページでご確認ください。

Thank you for signing up to our project.
For more details, please refer to your "My Page."

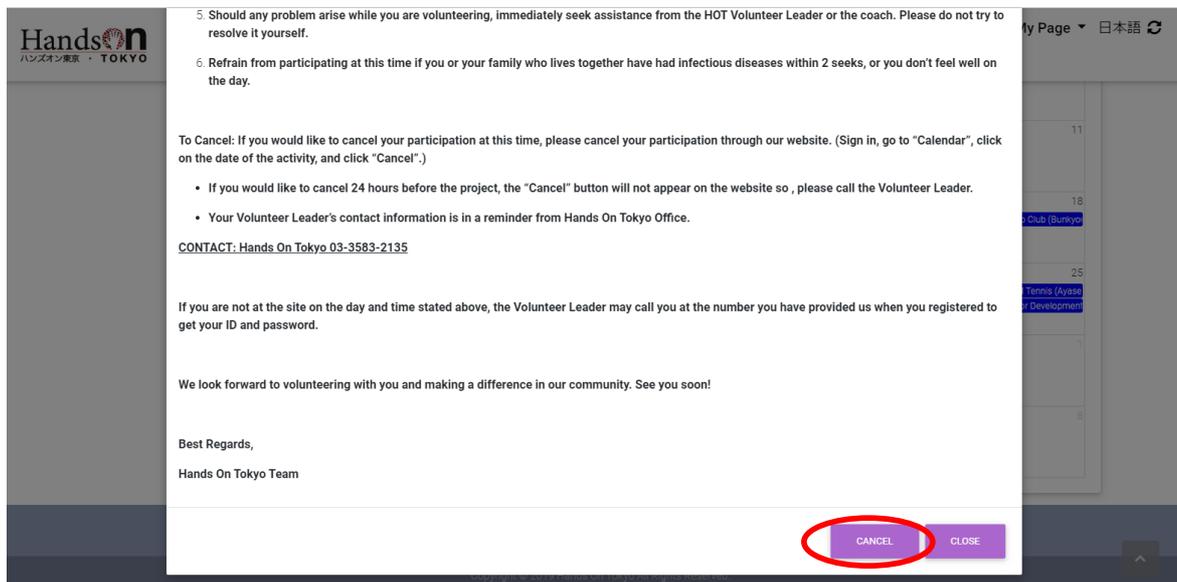
<http://www.handsontokyo.com/mypage/>

ハンズオン東京 ITチーム
Hands On Tokyo IT team

4、When you need to cancel a project

① Either

- Select the project from the calendar
- Select the project from "My Page"



② Then click "CANCEL" in the bottom right.

③ If your project "Cancel" request is complete, it will be marked as "SIGN UP."
We will send the following email to your registered email address.
For more details, please refer to your "My Page."

From: admin@handsontokyo.org [mailto:admin@handsontokyo.org]

Sent: Friday, December **, 2019 11:11 AM

To*****

Subject: Information from Hands On Tokyo

Dear *****,

キャンセルの受付が完了しました。
詳細はマイページでご確認ください。

Your cancellation is confirmed.

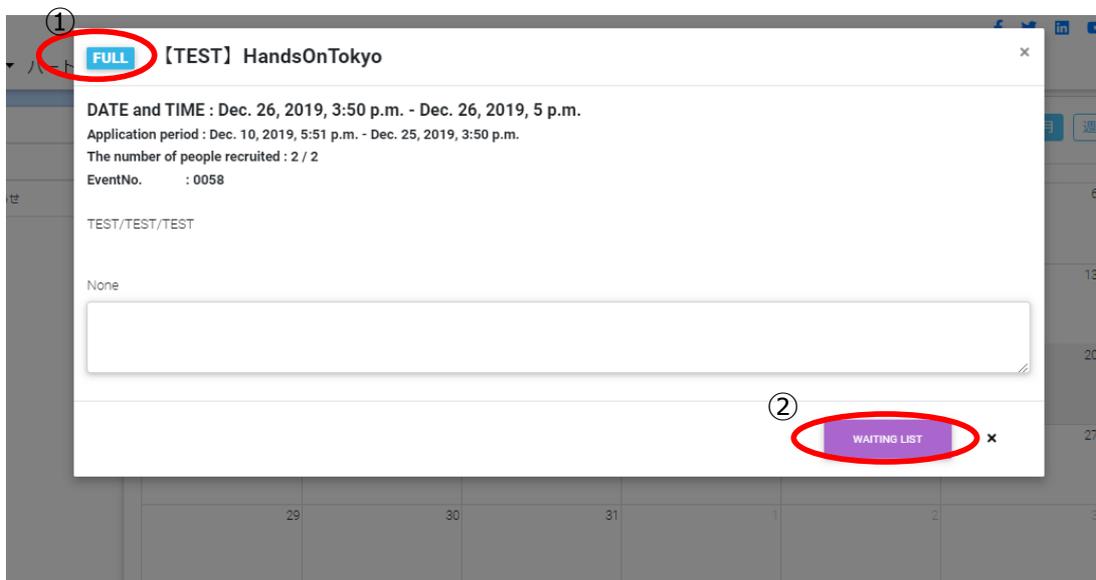
For details, please refer to your "My Page."

<http://www.handsontokyo.com/mypage/>

ハンズオン東京 ITチーム
Hands On Tokyo IT team

5、 When registering for a Wait List

- ① When a project is already full , it is marked “FULL” in the upper left.
- ② If you want to wait for If you want to wait for cancellation, please click “WAITING LIST” in the bottom right.



- ③ If your project “WAITING LIST” request is complete, it will be marked as “DONE.” We will send the following email to your registered email address. For more details, please refer to your "My Page."

From: admin@handsontokyo.org [mailto:admin@handsontokyo.org]
Sent: Friday, December **, 2019 2:34 PM
To: *****
Subject: Thank you for signing up

Dear *****,

キャンセル待ちの受付が完了しました。
詳細はマイページでご確認ください。

Your name is on the Waiting List.
For details, please refer to your "My Page."

<http://www.handsontokyo.com/mypage/>

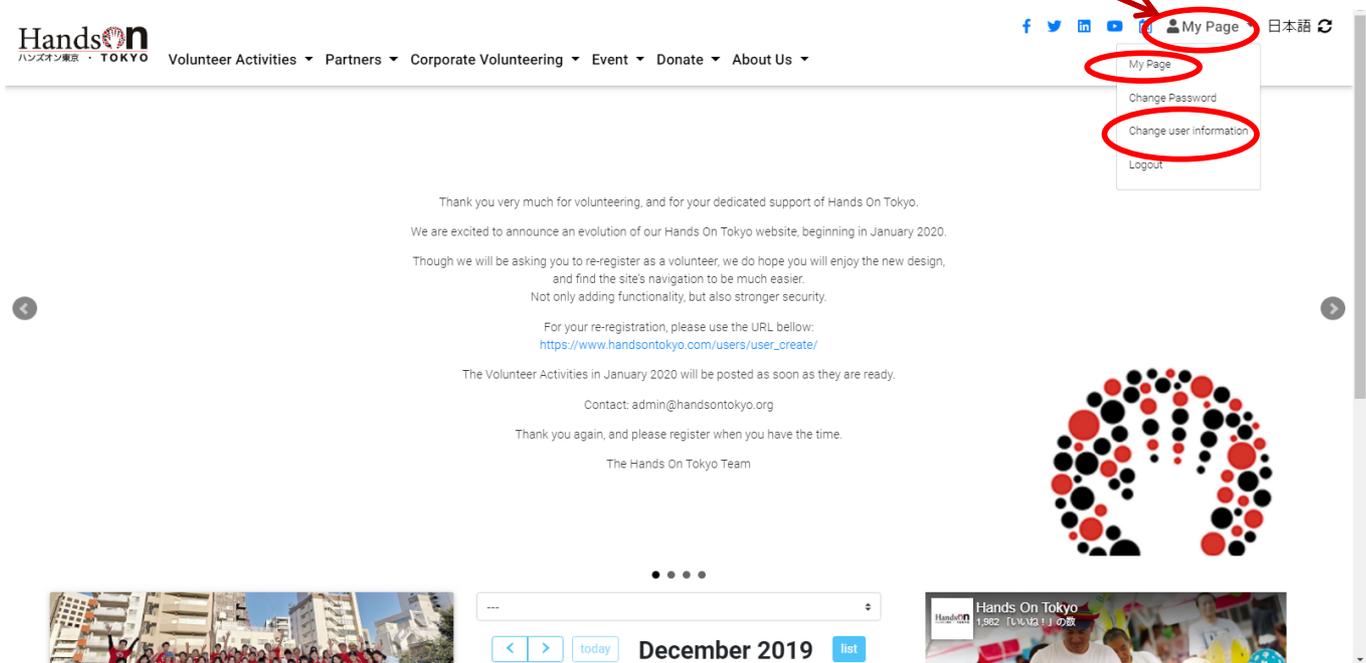
ハンズオン東京 ITチーム
Hands On Tokyo IT team

【2】 How to use “My Page”

- 1、 You can check your volunteer events schedule and your participation record on your “My Page.” “My Page” automatically updates to represent your most recent information.

①First Login

Then, In the “My Page” drop down menu select “My Page”

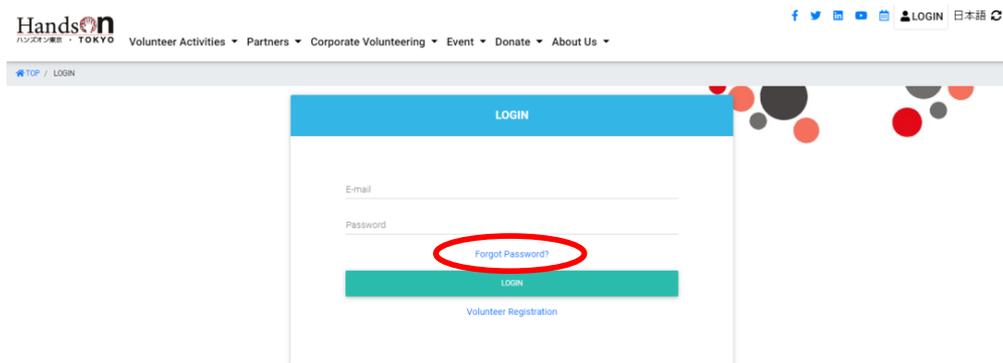


2、 “My Page” Introduction

①For Changing your password :

*Now you can change your password from “My Page.”

*If you forget your password please take the “Forgot Password” steps starting from the login screen



②Changing user information:

*Now you can change your user info from “Change user information”