

## WHAT IF MY SCHOOL SAYS THEY CAN'T FIND MY PROFILE OR DON'T SEE MY APPLICATION?

Typically, this means that while you may have updated your ADDitions profile, you missed the step where you sign up for a particular Opportunity at your chosen school.

All schools will be posting a variety of Opportunities throughout the school year, so that you can see all the different things going on and sign up for whatever you're interested in or what works within your schedule.

Here are the steps for searching and signing up for an Opportunity:

1. Make sure you are logged in at <https://ocps.samaritan.com>
2. Click Search Opportunities.

A rectangular button with a light green background and the text "Search Opportunities" in white.

3. Click Volunteers.

A rectangular button with an orange background and the text "Volunteers" in white.

4. Search for your chosen school. The search by school name is predictive text, so you just need to type in the first few letters and then select the one you want from the options that appear. Then click the blue Search button.

Search By Schools

Search

eg: Apopka Elementary

**5. Browse the Opportunities listed for your chosen school. If you want more information about one, click View Details.**



## Book Fair

[View Details](#)

**6. Once you've decided to participate, click the Sign Up button.**

### Opportunity Details

Description

Location

Contact

Availability



#### Book Fair

**School:** APOPKA ELEMENTARY

**Description:**

The hours of the fair are 9:00-2:

**Activity Dates:**

Start Date: 03/07/2016

End Date: 03/11/2016

[Sign up](#)

[Bookmark And Share](#) | [Print](#)

**7. Repeat Steps 4-6 / Browsing for Opportunities and Signing Up for an Opportunity for any other school at which you'd like to volunteer.**

**Please note: Signing up for an Opportunity does not automatically give you permission to participate, your school ADDitions Coordinator will need to confirm you for any opportunity at your chosen school.**