



## U&I MEMBERSHIP REGISTRATION / RENEWAL INSTRUCTIONS

1. **PICK the right category of Membership Registration Form from the website.**
2. **All Adult volunteer(s) including College/University volunteers if renewing/registering individually need to submit Adult Registration Form. As part of your volunteer application process with Unite & Inspire, we need you to complete a quick background check. Your registration is not complete until the background check is submitted. Unite & Inspire does not do the background check and our third-party Sterling Volunteers conducts background checks for our registrants.**
3. **All High School volunteer(s) renewing/registering individually need to submit High School Registration Form.**
4. **Adult volunteers with Child volunteer(s) renewing in Elementary & Middle School grades do need complete to 2 steps:**
  - a. **Complete the registration and pay the membership fees.**
  - b. **Once the above step is completed, go to your Parent/Adult profile in Springly and UPDATE the Child volunteers AGE, GRADE, SCHOOL as on JUNE 1<sup>st</sup> valid for next academic school year.**
  - c. **As part of your volunteer application process with Unite & Inspire, we need you to complete a quick background check. Your registration is not complete until the background check is submitted. Unite & Inspire does not do the background check and our third-party Sterling Volunteers conducts background checks for our registrants.**

**d. If you have registered as a New U&I Adult Volunteer last year 2023-2024, then your Background Check is valid for 2 years till 2025. So, you DO NOT have to re-submit the Background Check this year.**

**If you are a renewing Adult Volunteer who submitted a Background Check in the 2022-2023 membership year, you must re-submit your Background Check this year 2024-2025. Look for the background check link that will be sent to you in your welcome email.**

**5. Adult volunteers with Child volunteer moving from Middle School to High School grade do need to complete 2 steps:**

**a. Complete the registration and pay the membership fees.**

**b. Once the above step is completed, go to your Parent/Adult profile and REMOVE /CLEAR information ONLY of your Child volunteer that is moving from Middle School to High School. If you have additional Child volunteers in Elementary/Middle School, you can leave/update their information to reflect the latest details of your child.**

**c. As part of your volunteer application process with Unite & Inspire, we need you to complete a quick background check. Your registration is not complete until the background check is submitted.**

**Unite & Inspire does not do the background check and our third-party Sterling Volunteers conducts background checks for our registrants.**

**d. If you have registered as a New U&I Adult Volunteer last year 2023-2024, then your Background Check is valid for 2 years till 2025. So, you DO NOT have to re-submit the Background Check this year.**

**If you are a renewing Adult Volunteer who submitted a Background Check in the 2022-2023 membership year, you must re-submit your Background Check this year 2024-2025. Look for the background check link that will be sent to you in your welcome email.**

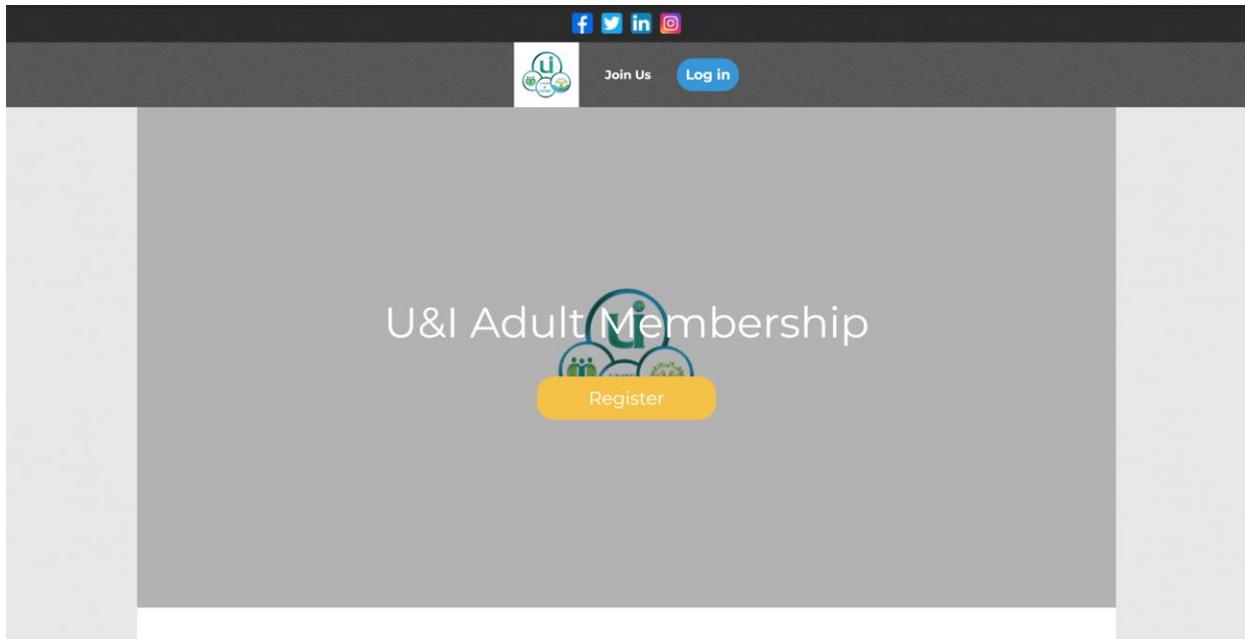
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STEP 1: Pick the registration form that is relevant for you

Choose the Registration Form that meets your criteria from the website. When you click on the form, you will be on the Springly Membership page where the category of the registration will be displayed below.

Click on the Register button.



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## STEP 2: Logging into Springly

**Please do LOGIN if you are RENEWING MEMBER and use the SAME EMAIL ADDRESS THAT WAS USED FOR your MEMBERSHIP REGISTRATION. This should give you access to your profile to manage it going forward.**

Login

Your email address

Your email address

Your Unite & Inspire password

Your Unite & Inspire password

Show password [Forgot your password?](#)

Login

Or:

 Continue with Google

Powered by Springly, the software for nonprofits by nonprofit experts

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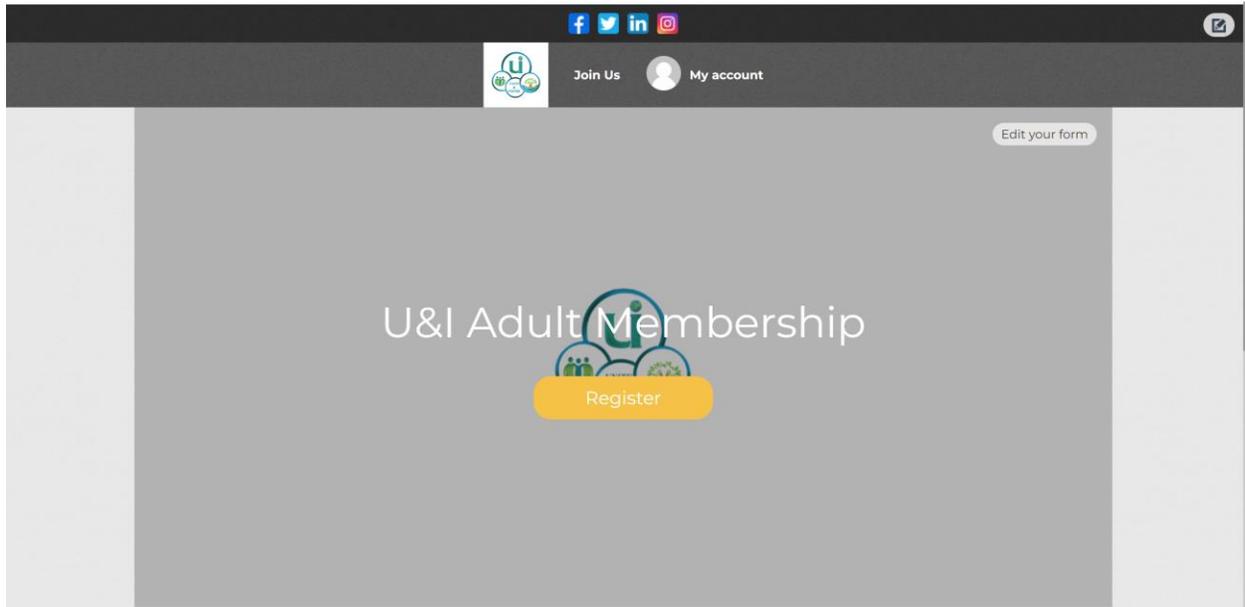
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## STEP 3: Volunteer Registration

**You will be logged in now into your profile.**

You can see the **“My Account”** tab which is how you manage your account.



**Click on “Register” on the membership form. Please do make sure you are on the correct membership registration form that you need to use.**

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## Information

Welcome to Unite & Inspire's online membership registration! We appreciate your interest to volunteer with us.

This form is for **adult volunteers only (Includes College/University Students)**.

If you are registering or renewing your elementary or middle school children, please choose **Family Registration (1 adult +1 child) or Family Registration (1 adult + 2 children)** from the link below.

<https://uniteandinspire.org/volunteer/>

Register

### Contacts

Email address [registrations@uniteandinspire.org](mailto:registrations@uniteandinspire.org)  
Phone +1 408-755-0177

Share this page



## Options

Options	
Service	Amount
Adult Only Membership	\$35.00

**\*\* Please use the SAME EMAIL ADDRESS used in the previous registration and NAME, you will be shown the screen below.**

**Please do make sure that you accept the “Terms & Conditions” by checking the box, make sure the information is correct on the screen like First Name, Last Name, Email Address. Click on the “Continue” button. SAME EMAIL ADDRESS and NAME SCREEN:**

U&I Adult Membership

Back

This form is limited to 1 purchase(s) per person.

New membership

First name\* Pavani Last name\* PARUPUDI

Prices

Adult Only Membership (From: 5/31/2024 to 5/30/2025) \$35.00

Confirmation email address\* pavani@uniteandinspire.org

Total Amount Due \$35.00

I agree to the T&Cs

Continue

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Subscribe to the Newsletter

Provide your email address: OK

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**\*\*If you are using SAME NAME but a different email address for whatever reason, you will be shown a screen where you are given option to choose which account/name/email address to continue the registration with.**

**\*\*Please note that your Springly registration ID is tied to your email address used for registration. Hence it is crucial to continue to use the same email address as an adult so that membership data is updated correctly in your profile.**

**If you use a new email address, it will be treated as a new member registration.**

**SAME NAME BUT DIFFERENT EMAIL ADDRESS SCREEN:**

Back

Continue

**Members information**

Form for Pavani PARUPUDI

Please provide your contact details

Pavani PARUPUDI (You)  
Email address: parupudip@hotmail.com  
ID: 9702494

Pavani PARUPUDI  
Email address: p\*\*\*ni@uniteandinspire.org  
ID: 9698581

**General Information**

**Profile picture**

Upload image

Upload

Recommended size: 200 x 200 px

**Adult Information & Background Check Consent**

Please select your professional occupation, if applicable

Select

For university students, please provide your university name

For university students, please provide your university name

List any additional skills like web designing/development, art, event management, fundraising etc.

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**\*\*If you are continuing your registration with the SAME NAME & EMAIL ADDRESS, you will be displayed only those fields/information that were NOT filled during previous registration period like shown in the screen shot above.**

**Any field/information that is filled/submitted will NOT be displayed again.**

**You can always update the profile via “My Account” Tab.**

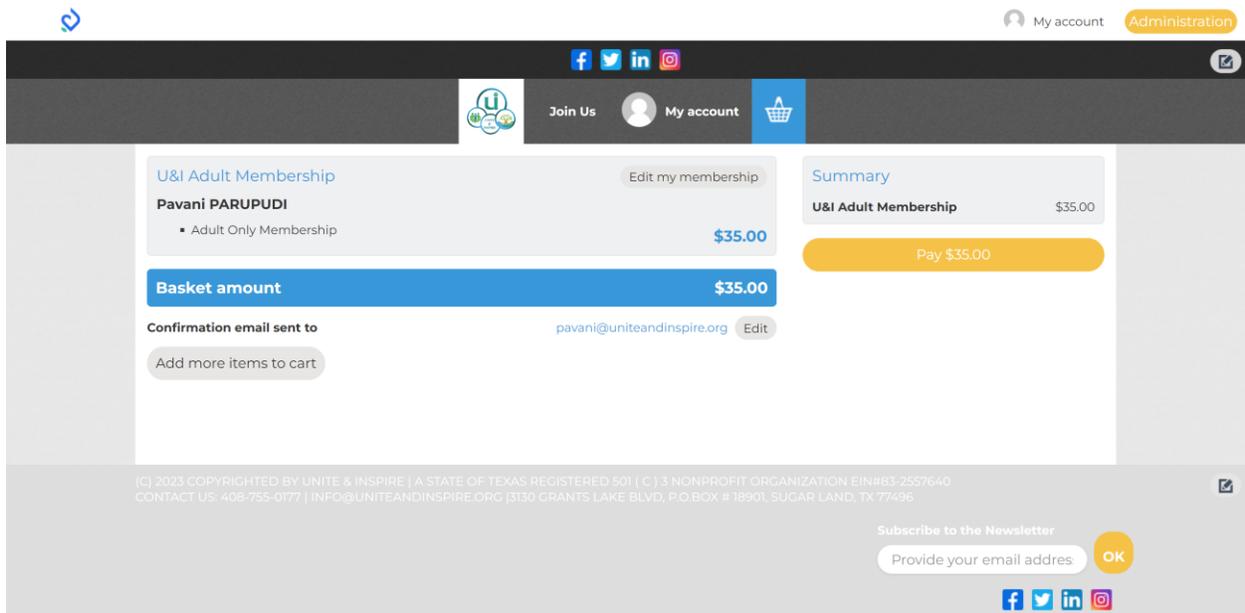
**You will then proceed to the payment screen next by clicking on the “Continue” button.**

## STEP 4: Membership Payment

**Payment screen captures the Category of Membership, Membership Fees.**

**Please do enter all payment details are entered along with the name and address.**

**Verify that your membership category and other details are all correct on this screen before you proceed to the Payment.**



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Do understand that the total payment displayed includes the transaction fees that Springly adds on top of U&I Membership Fee which is completely OPTIONAL.

Please do choose the TIP as it fits your need and change it from the dropdown menu.

Choose the “Other” option in the dropdown menu.

You can now edit the field where you can enter any amount you would like to donate as TIP or set this to “0”. The total amount you will be charged is reflected in the “Total to Pay”

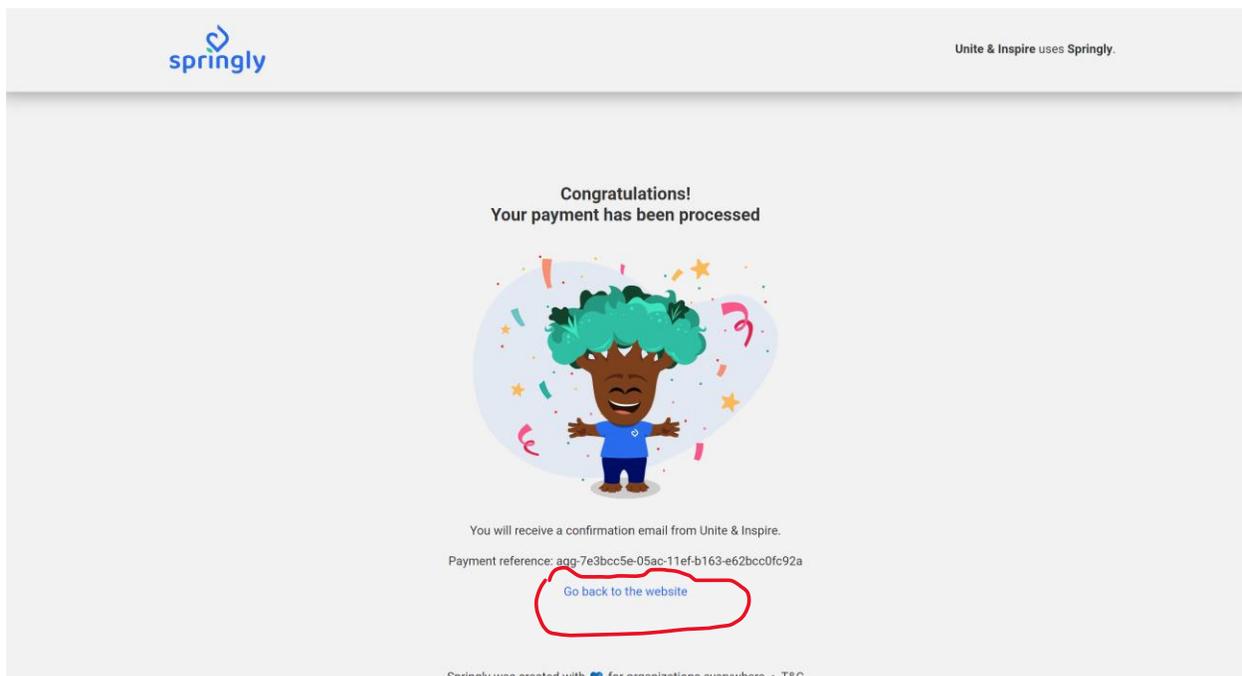
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Once the payment is successfully submitted, you will be directed to the final screen where you can see the confirmation.

As a registered member at this point, you will receive a Welcome Email with your payment transaction confirmation for the membership fees along with the instructions that are to be carefully read to take any further steps necessary to complete the registration process, to submit background check if required, and to be onboarded to Slack.

Please be mindful that these steps are time-sensitive and we request all volunteers to complete these asap.



**Click on the “Go back to the website”**

**This will take you to the Step#7 screen where you can download the payment receipt.**

**At the same time, click on the “My Account” tab displayed on the top menu**

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## STEP 5: Updating the Springly Account

**Your Registration is NOT COMPLETE at this point.**

**\*\* Important step for all ADULT Volunteers who are registering Child Volunteers from Elementary and/or Middle School need to go to your PROFILE tab on “My Account.”**

**Click “Update Profile” button to update the Child Volunteer’s key information like AGE, GRADE, SCHOOL AS VALID FOR NEXT ACADEMIC YEAR.**

**As your child moves to a different grade it is extremely important for Parents to keep this information up to date on the profile.**

The screenshot shows a user profile page for Pavani PARUPUDI. The navigation menu at the top includes 'Profile', 'Purchases', 'Emails', 'Memberships', 'Donations', and 'Logout', with 'Profile' circled in orange. The profile details are as follows:

General Information			
First name	Pavani	Last name	PARUPUDI
Email address	pavani@uniteandinspire.org	Date of birth	[REDACTED]
Address	3810 Nottingham Bluff Lane Katy, Texas United States 77494	Mobile phone	+1 281-253-2558

Adult Information & Background Check Consent		High School Volunteer Information	
Are you an Adult 18+?	Yes	Select your membership status	-
Select your membership status	Renew	High School Volunteer Age as on June 1st (valid for next academic	-
If new member, please consent for			

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List any additional skills like web designing/development, art, event management, fundraising etc.

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#### Child Volunteer 1 Information

Is child volunteer 1 renewing or new volunteer for the year?

Select

Child Volunteer 1 First Name

Child Volunteer 1 First Name

Child Volunteer 1 Last Name

Child Volunteer 1 Last Name

Child Volunteer 1 Age as on June 1st (valid for next academic school year)

Select

Child Volunteer 1 Grade (for next academic school year)

Select

Child Volunteer 1 School Name, City and State

Child Volunteer 1 School Name, City and State

Adult Volunteer Email for this Child Volunteer 1 (used for org communications, activity signups)

#### Child Volunteer 2 Information

Is child volunteer 2 renewing or new volunteer for the upcoming year?

Select

Child Volunteer 2 First Name

Child Volunteer 2 First Name

Child Volunteer 2 Last Name

Child Volunteer 2 Last Name

Child Volunteer 2 Age as on June 1st (valid for next academic school year)

Select

Child Volunteer 2 Grade (for next academic school year)

Select

Child Volunteer 2 School Name, City and State

Child Volunteer 2 School Name, City and State

Adult Volunteer Email for this Child Volunteer 2 (used for org communications, activity signups)

Adult Volunteer Email for this Child Volunteer 2 (used for or

Adult Volunteer Phone for this Child Volunteer 2

 e.g. (201) 555-0123

Child Volunteer 2 T-Shirt Size

Select

**\*\* Important step for all ADULT Volunteers who have a child volunteer moving up to High School from Middle School.**

**As a High School volunteer, it is not mandatory for Parent to accompany the child for U&I Activities. However, this does not restrict you to register with U&I as an Adult volunteer to participate in our Activities to give back to the community.**

**Once you successfully register your High School child as a volunteer, as an adult volunteer, you will need to login to your account and Click “Update Profile” button.**

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**You will need to remove all the child volunteer's information from your profile as they are individually registered on their own and not tied to your parent account. Save your profile changes.**

**As your child moves to a different grade it is extremely important for Parents to keep this information up to date on the profile.**

**PLEASE DO NOT MAKE CHANGES TO ADULT/HIGH SCHOOL EMAIL ADDRESS that is tied to the registration without prior email communication to [registrations@uniteandinspire.org](mailto:registrations@uniteandinspire.org)**

**ONCE YOU HAVE COMPLETED STEP 5, your registration is now COMPLETED.**

**CONGRATULATIONS! YOU ARE NOW A PROUD VOLUNTEER OF U&I !!!**

## STEP 6: Background Check

**As a renewing/new ADULT, please do submit the background check as a separate step by using the URL provided in your Welcome Email.**

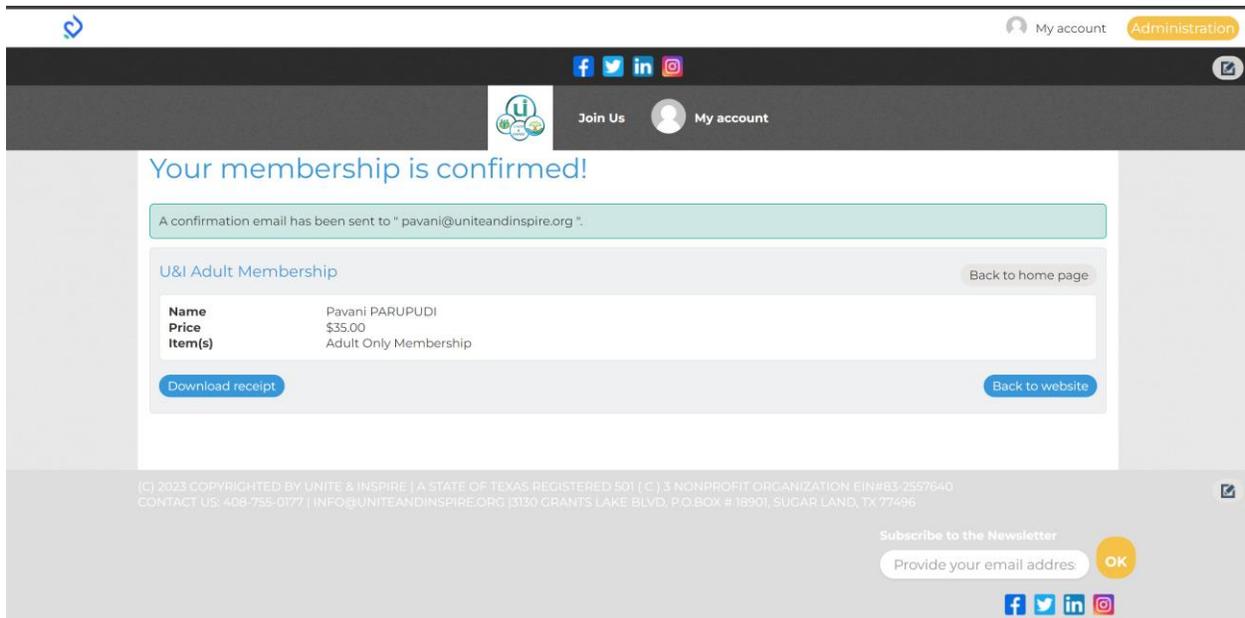
**Create a New Account with Sterling when prompted if you do not already have one. Follow the steps provided.**

**Unite & Inspire DOES NOT SAVE the information required for Background Check.**

**Sterling Volunteers maintains the background check information for us.**

## STEP 7: Membership Payment Receipt

**When you click on the Back to Website button, you will be directed to a page where you can also download the receipt for the membership registration that you just completed.**



The screenshot shows a web browser displaying a confirmation page for a membership. At the top, there is a navigation bar with a logo on the left, social media icons (Facebook, Twitter, LinkedIn, Instagram) in the center, and "My account" and "Administration" links on the right. Below the navigation bar, there is a "Join Us" button and a "My account" profile icon. The main content area features a large heading "Your membership is confirmed!" followed by a green message box stating "A confirmation email has been sent to 'pavani@uniteandinspire.org'". Below this, there is a section titled "U&I Adult Membership" with a "Back to home page" link. A table displays the membership details:

Name	Pavani PARUPUDI
Price	\$35.00
Item(s)	Adult Only Membership

At the bottom of the table, there are two buttons: "Download receipt" and "Back to website". The footer contains copyright information: "(C) 2023 COPYRIGHTED BY UNITE & INSPIRE | A STATE OF TEXAS REGISTERED 501 ( C ) 3 NONPROFIT ORGANIZATION EIN#83-2557640 CONTACT US: 408-755-0177 | INFO@UNITEANDINSPIRE.ORG | 3130 GRANTS LAKE BLVD, P.O.BOX # 18901, SUGAR LAND, TX 77496". There is also a "Subscribe to the Newsletter" section with a text input field "Provide your email address" and an "OK" button, along with social media icons.

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