

ROOM IN THE INN – SIGN UP INSTRUCTIONS

RITI has begun! Please go on [Realm](#) to sign up to help. Groups, families & individual are welcome.

Below are easy steps to sign up on Realm. Please contact Mike Mattes or Beth Merchant, if you have any questions. Thanks!

RITI Volunteer sign-ups on Realm

- 1. Click on Events in Realm*
- 2. Room In The Inn is in the featured events at the top – scroll over to find Room In The Inn*
- 3. Click on Register by March 28*
- 4. Choose who is registering (even if you are registering a group)*
- 5. Under registration, choose either individual or group*

For individuals

- Check the box for the “job” you would like to do*
- After you check the box, the dates will show up*
- Choose one (or more) dates to serve*
- Click next*
- Click register*
- You will receive an email confirming your registration within 15 minutes*
 - o If you do not receive an email, you are not registered*

For groups

- Check the group registration box*
- Choose the date your group would like to volunteer*
- Enter your group contact information (only need one person’s information; Beth or Mike will contact you to confirm details)*
- Click next*
- Click register*
- You will receive an email confirming your registration within 15 minutes*
 - o If you do not receive an email, you are not registered.*