

Orchard Farm Boosters Website Instructions

General Users

Welcome to the Orchard Farm Boosters website. To use the website, please browse to ofboosters.com

You must register to use the website. Once registered, you may log in, view event volunteer openings from the calendar or the event list, and easily sign up. If necessary, you may also register your spouse under your account, and sign them up for events also.

1. Once at the ofboosters.com website, click the Register link. You will have to provide your first and last name, your primary phone number, your email address, and a log in password. Once the form is complete, click the submit button.
2. You should receive a confirmation email from administrator@ofboosters.com. There will be a confirmation link in the email for you to click and activate your new account. You will not be able to log in until this is done.
3. If you do not receive a confirmation email, please check your spam or junk folder for the email. If you did not get one, or mistakenly deleted the email, please contact a website administrator, and they will be able to activate your account.
4. Once your account is activated, you may log in using the form at the top of the page.
5. Your account links will appear where the log in form was. With these links, you can reset your password, view your account, add an individual to your account so you can manage their sign-ups, and view your volunteer schedule.
6. Website links are detailed below.

Account

This page will display the members associated with your account and the accumulated hours they have volunteered. It will also display a list the events you are scheduled to work at. You can delete a sign-up if you cannot work at it by clicking the 'Delete' link for the relevant signup. You can change your email preference to either receive or not receive automated emails from ofboosters.com by using the 'Change Email Preference' link. If you no longer need your account, it can be deleted with the 'Remove My Account' link.

Add Member

Allows you to add a member to your account, such as your spouse, so you can manage their sign-ups.

New Password

Change your password using this page.

Main Links

Register

Register for an account. Provide your first and last name, email, password and primary phone number. You will receive email confirmation regarding your registration.

Event List

Shows a list of events currently in need of volunteers. You may click the details link to view event and job details, and to sign up.

Volunteer Schedule

Select an event to see who has signed up to work. This page may also be printed and used as an attendance sheet if necessary.

Calendar

Browse the calendar for events to sign up for. Click a link in the calendar, which directs you to a page detailing the event and listing the jobs in need of volunteers. To sign up, click the 'sign up' link next to the job you want to volunteer for. You will be directed to the sign up page, which details the event and job, allows you to select which family member you want to sign up, and designate the team that will receive credit for your efforts.

Contact Us

Please share your ideas, thoughts, or any problems you encounter using the website. It is especially important to contact the administrators if you have problems, or if something on the website does not work as it should.

OFB News, About Us, FAQ, Meeting Summary, Terms Of Use, Download Files

These pages will help keep you updated on Orchard Farm Boosters information. Files available for download are accessible from the 'Download Files' page.

Emails You May Receive

All emails sent to you will be from administrator@ofboosters.com. You should receive emails for:

Account registration;

Volunteer sign-ups;

Sign-up deletion;

Password change;

Administrator generated emails requesting help for an individual event;

Automated emails pertaining to upcoming events in need of volunteers;

Automated email reminders for your signups;

Various thank you emails;

To discontinue receiving automated and administrator generated emails, change your email preference from the 'Account' page.

If you want to contact the administrators of the website, please do so using the contact page from the website. You may also send email directly to ofboosters@gmail.com, or to one of the administrators.

Delete Your Account

If you want to delete your account, please log in and visit the 'Account' page. Click the 'Remove My Account' link on that page and follow the instructions. Your account will be **permanently removed**.