

Tarrant County Medical Reserve Corps Volunteer Online Profile Users Guide

Section I: Creating a New Profile

Step 1: Logon to www.bealocalhero.org/tarrantcounty



Step 2: Click "Volunteer Today" link



NOTE: **A valid email address is required for registration.** If you do not have an email address you can sign-up for one by clicking on the Hotmail, Yahoo, or Excite links or any ISP of your choice.

Sign up now! to register to become a "Local Hero". (This is a secure site. Only authorized Tarrant County employees have access to the information submitted.) A valid email address is required for registration; if you do not have an e-mail account, you can sign up for a free e-mail account at:

[Hotmail](#), [Yahoo Mail](#) or [Excite](#)

NOTE: You **must** allow pop-ups to use this site.

Step 3: Click "I Accept" after reading the Liability Information

Volunteer Links

[Home](#)

[National MRC](#)

Administrators

[eCoordinator](#)

[Disasterhelp.net](#)

TARRANT COUNTY Medical Reserve Corps LIABILITY POLICY

Tarrant County Medical Reserve Corps intends to mitigate and prevent risks to volunteers. Every attempt will be made to reduce risks to volunteers through training, education and use of universal precautions. In addition, volunteers will only be matched to positions for which they have the skills and qualifications to fulfill safely.

Volunteers Protected from Legal Liability


Under The Volunteer Protection Act (VPA) of 1997, people who volunteer for nonprofit organizations or governmental entities cannot be held liable for any harm (except for a harm caused by operation of a motor vehicle or a harm caused by criminal conduct or gross or reckless misconduct) that they may cause while engaged in volunteer activity. This organization [or entity] qualifies under federal law, so if you volunteer, you can do so secure in the knowledge that by volunteering you are not exposing yourself to additional legal liability. The VPA of 1997 can be viewed in its entirety at <http://www.texmed.org/Template.aspx?id=2107>.

Be aware, however, that some unanticipated risks may be present both during a public health emergency and during non-emergency work with direct patient contact. Medical Reserve Corps volunteers agree to assume their own risk as a volunteer.

Any incidents, accidents or injuries should be reported immediately to the Tarrant County MRC Coordinator.

I have read and understand the information contained in this document. I understand that a copy of this document will be provided to me upon request from the Tarrant County MRC. I further understand that any questions regarding its content and my risk as a MRC volunteer should be directed to the Tarrant County MRC Coordinator.

I agree to assume responsibility for any risk(s) while serving as a Tarrant County MRC volunteer and to report any incidents, accidents, or injuries immediately to the MRC Coordinator at 817-321-5319.





NOTE: You **must** accept the liability waiver in order to proceed with registration. **Individuals who do not accept the liability waiver are not eligible for participation in the Tarrant County MRC.**

Step 4: Click "New Volunteer Sign-up"

Volunteer Links

[Home](#)

[Register to Volunteer](#)

[Search for Positions](#)

[Log in](#)

[Logout](#)

[National MRC](#)

Volunteer Login

Volunteer Login

User ID :

Password :

[Forgot your password?](#)
[New Volunteer Signup](#)
[Home](#)



Step 5: Enter information for profile. ***Indicates text-entry required.**

- a. It is important that you complete ALL sections!
- b. SELECT AT LEAST ONE SKILL in the Skills Section (if you do not see your profession select the closest match; if there is not a similar match listed please email your profession to mrc@tarrantcounty.com so that we can add it to the database.

* Indicates required fields Submit

Personal

Personal Information

Salutation: <input type="text" value="None"/>	* Street Address 1: <input type="text"/>
* First Name: <input type="text"/>	Street Address 2: <input type="text"/>
Middle Initial: <input type="text"/>	City: <input type="text"/>
* Last Name: <input type="text"/>	* State (required): <input type="text" value="Texas"/>
Gender: <input type="text" value="---"/>	* Zip: <input type="text"/>
* Date of Birth: <input type="text"/> <input type="text"/>	Country: <input type="text" value="United States"/>
* User ID: <input type="text"/> (?)	This is a work address <input type="checkbox"/>
* Password: <input type="text"/>	
Verify Password: <input type="text"/>	

Contact Information

* Day Phone: <input type="text"/>	* Email Address: <input type="text"/>
Evening Phone: <input type="text"/>	Other Phone: <input type="text"/>
Cell Phone: <input type="text"/>	Secondary Email Address: <input type="text"/>
Fax Phone: <input type="text"/>	

Where I Serve +

My Skills +

Professional License +

Emergency Information +

Criminal History +

Other Trainings +

Submit

Click the "+" to expand sections or "-" to collapse

Step6: Submit

Make a note of your username and password!!!!

Section II: Updating an Existing Profile:



Step 1: Logon to www.bealocalhero.org/tarrantcounty

Step 2: Click “update my profile”



Step 3: Click “I Accept” after reading the Liability Information

Volunteer Links Home National MRC Administrators eCoordinator Disasterhelp.net	TARRANT COUNTY Medical Reserve Corps LIABILITY POLICY <p>Tarrant County Medical Reserve Corps intends to mitigate and prevent risks to volunteers. Every attempt will be made to reduce risks to volunteers through training, education and use of universal precautions. In addition, volunteers will only be matched to positions for which they have the skills and qualifications to fulfill safely.</p> <p>Volunteers Protected from Legal Liability</p> <p>Under The Volunteer Protection Act (VPA) of 1997, people who volunteer for nonprofit organizations or governmental entities cannot be held liable for any harm (except for a harm caused by operation of a motor vehicle or a harm caused by criminal conduct or gross or reckless misconduct) that they may cause while engaged in volunteer activity. This organization [or entity] qualifies under federal law, so if you volunteer, you can do so secure in the knowledge that by volunteering you are not exposing yourself to additional legal liability. The VPA of 1997 can be viewed in its entirety at http://www.texmed.org/Template.aspx?id=2107.</p> <p>Be aware, however, that some unanticipated risks may be present both during a public health emergency and during non-emergency work with direct patient contact. Medical Reserve Corps volunteers agree to assume their own risk as a volunteer.</p> <p>Any incidents, accidents or injuries should be reported immediately to the Tarrant County MRC Coordinator.</p> <p>I have read and understand the information contained in this document. I understand that a copy of this document will be provided to me upon request from the Tarrant County MRC. I further understand that any questions regarding its content and my risk as a MRC volunteer should be directed to the Tarrant County MRC Coordinator.</p> <p>I agree to assume responsibility for any risk(s) while serving as a Tarrant County MRC volunteer and to report any incidents, accidents, or injuries immediately to the MRC Coordinator at 817-321-5319.</p>
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A button with a green checkmark icon and the text "I Accept". A red arrow points to the button.

Step 4: Enter User ID and password

Volunteer Login

Volunteer Login

User ID :

Password :

Log in

[Forgot your password?](#)
[New Volunteer Signup](#)
[Home](#)

Step 5: Click “Edit Profile”

Volunteer Main Menu

**Monica Tipton
Main Menu**

- [Edit My Profile](#)
- [View My Schedule](#)
- [Search Opportunities that Match My Profile](#)
- [Search All Opportunities](#)
- [View Opportunities I've Been Placed With](#)
- [View Opportunities I've Been Referred To](#)
- [Report My Service / Fill Out a Survey](#)
- [View My Log Book](#)
- [Log Out](#)

Step 6: Enter updated information (see steps 6, 7, 8 above)

Forgotten Password

Step 1: Follow steps 1 – 3 under Updating Profile

Step 2: Select the “forgot password link”

Volunteer Login

Volunteer Login

User ID :

Password :

Login

[Forgot your password?](#)

[New Volunteer Signup](#)

[Home](#)

Step 3: Enter your First Name, Last Name, Email address and hit Submit.

Note: **The password word will be sent to the email address you specified on your profile.** You will need to contact the MRC office and have your password reset if you no longer have access to that email address.

Reset Your Password

Please enter your first and last name and email address in the box provided and click "Submit".
Your user ID and a new password will be emailed to you.

First Name:

Last Name:

Email Address:

Submit

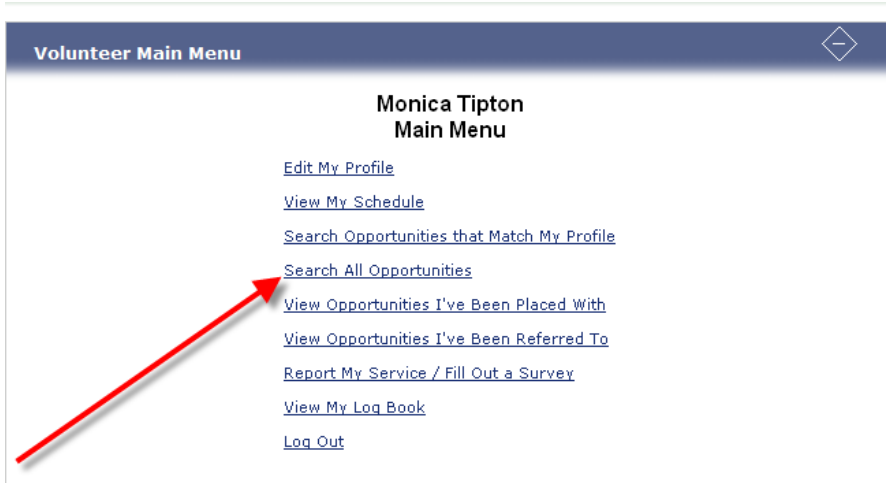
If you experience a problem or don't have an email address, please call for assistance.

Section III: Viewing and Registering for Positions

Step 1: Follow steps 1-4 under “Updating your profile”

Step 2: Search for volunteer opportunities using one of the criteria listed.

TIP: For best results click the “search all opportunities”



Step 3: Enter search criteria and click “search” or “search all”

TIP: For better search results, select the “Show all Opportunities”

The screenshot shows the "Opportunity Search" form. It has several sections: "Show all Opportunities" with a "Search All" button and a help icon (?); "Select a geographic area" with a dropdown menu set to "All Tarrant County" and a "Search" button; "Select a zip code and distance" with input fields for "Zip Code:" and "Distance:" and a "Search" button; and "Select Desired Categories for Search Request" with checkboxes for "My Availability", "Community Name", "Sponsoring Site", "Skills", and "How Often Available". A red arrow points to the "Show all Opportunities" button.

Step 4: Select the “click for details” for information on the position

Opportunity Search Results

Your position search returned the following results

Test Opportunity
Do not sign up for this opportunity. This has been created for testing purposes
Monica Tipton 817-321-5319
Click here for details or to sign up

Step 5: Click “Sign-up” for position to sign-up to work a particular shift

Opportunity Details

Test Opportunity
Description
Do not sign up for this opportunity. This has been created for testing purposes
Sign Up for Position
Location
828 Harwood Road Hurst, TX 76054 Map
Contact
Monica Tipton 817-321-5319 mrc@tarrantcounty.com