1. Go to the referrals page for the family



1. Scroll down to assignments
2. Select hosting or Family friend

Graphical user interface, text, application

Description automatically generated

1. Fill out the form
2. Select the children, dates and any other information needed

Graphical user interface, application

Description automatically generated

1. You can search by user if you have a Volunteer in mind or just use find host at the bottom
2. Remember to set the milage to the correct distance you need

Graphical user interface, text, application, Word

Description automatically generated

Graphical user interface, application, chat or text message

Description automatically generated

1. Next select the correct Volunteer and check the assign now box then save at the bottom

Graphical user interface, text, application

Description automatically generated

1. The assignment is finished and added to the referral

Graphical user interface, text, application, chat or text message

Description automatically generated

Remember if you have trouble finding any Volunteer to check their certification and preferences

You can use the advanced options to bypass any preferences the Volunteer may have set

Graphical user interface, application

Description automatically generated