

Instructions for registering for the CRT volunteer workshops

New volunteers:

- Visit the CHSP portal (www.chspportal.org) and click on the “Volunteers” tab.
- Fill out the “Register as a Volunteer” form on the right-hand side of the page.
- A CHSP staff member will approve you as a user and you will receive a welcome email. (This may not happen immediately.)
- Complete your volunteer profile and choose a workshop to attend.
- If this is your first time volunteering, make sure you select one of the workshops for new volunteers.

Returning volunteers:

- Login to the CHSP portal (www.chspportal.org)
- Contact E’jaaz Abdul-Musawwir if you need help remembering your username. Ejaaz.Abdul-Musawwir@talgov.com, 850-815-0882
- Update your contact information if needed.

Completing your profile and registering for a CRT workshop:

- Select “Yes” to the question, “Would You Like to Volunteer This Year?”
- Choose the 26-27 Fiscal year in the “Funding Year” drop-down menu
- Then choose the workshop you would like to attend.
- Please also make sure the rest of your volunteer profile is complete. Add dates you are not available in May and June. Add any conflicts of interest you have with local nonprofit agencies.

The screenshot shows the 'Contact Information' and 'Volunteering' sections of the registration form. In the 'Volunteering' section, the 'Would You Like to Volunteer This Year?' question has 'Yes' selected. The 'Funding Year' dropdown menu is open, showing 'Fiscal Year 2026-2027' selected. The 'Workshop Selected' dropdown is also open, showing 'Click to select a workshop' as the selected option. Other options in the dropdown include 'Fiscal Year 2025-2026' and 'Fiscal Year 2027-2028'. The 'Have You Previously Volunteered?' question has 'Yes' selected. The 'Past Assignments' link is visible. At the bottom, there is a field for 'Dates not available between ___ and ___ for agency visits (list all)'.

The screenshot shows the 'Volunteering' section of the registration form. The 'Would You Like to Volunteer This Year?' question has 'Yes' selected. The 'Funding Year' dropdown menu is set to 'Fiscal Year 2026-2027'. The 'Workshop Selected' dropdown is set to 'Click to select a workshop'. The 'Have You Previously Volunteered?' question has 'Yes' selected, and the 'If yes, number of years?' field is set to '0'. The 'Past Assignments' link is visible. At the bottom, there is a field for 'Dates not available between ___ and ___ for agency visits (list all)' with a button labeled 'Add Date Not Available'. Below this, there is a field for 'Conflicts of Interest (list all)' with the text 'NONE' entered.