

# How To Sign Up As A Vesper Advisor

Print out these step-by-step instructions for signing up as a Vesper Advisor and keep them handy as you fill out the on-line registration form. You can access the registration form at [www.vesperservice.net](http://www.vesperservice.net).

1. Click on “Register As An Advisor” on the top right of the Vesper Service Network home page. This opens up the registration form.
2. At the top of the form, click on the words “Terms of Non-Compete”, which opens a new window, and check the box next to “I accept”, then close the new window. Repeat with the “Terms of Release of Liability.”
3. Complete the form. Enter a user name. This can be anything you wish. This name will appear on posting to the discussion forum on the site.
4. Volunteer Name - This is your real name.
5. Password - Use any combination of letter and numbers. The password is case sensitive. And please write your password down in a secure location. VSN cannot access your password for you.
6. Enter the address where you would like to receive information from the Vesper Service Network.
7. Enter the e-mail address at which you would prefer to be contacted by the Vesper Service Network.
8. (Optional) Select one or more partner organizations with which you would like to be affiliated. To select more than one partner, hold down the Control key and click on your selections. Partner organizations have made VSN available to their members. By selecting to be affiliated with a Partner, you are letting that Partner know you would like to work with their organizations.
9. Select the geographic region in which you would prefer to work. If you have no preference, leave this field blank.
10. Briefly describe what you consider your most significant professional accomplishments. This is your opportunity to tell organizations what you have to offer.

11. Click on the drop-down arrow next to “Select Category” and select your primary area of professional expertise. This will bring up a list of specific experiences in the left-hand box. Click on the items that best describe your experience and click on the “add” button to add the items to the box on the right. You can add as many items as you like. Click on the drop-down are to select different areas of expertise and continue adding to the list in the right-hand box until you have listed all of your professional experience. You can mix and match items from multiple categories.
12. Click on the category that represents your years of experience in your primary field.
13. Select one or more areas you believe to be your professional strengths. Hold down the control key to select more than one item.
14. Click on the “Browse” button to upload a resume from your computer.
15. (Optional) List your religious affiliation.
16. Briefly describe the volunteer experience you are most proud of.
17. If your mailing address is different from the one listed earlier, please include it.
18. If you do not wish to receive e-mail information from the Vesper Service Network, check this box.
19. Click on “Purchase Membership.” This will take you to a secure payment form. Complete the payment information and click on “Submit.” The Vesper Service Network does not store credit card information.
20. Print the receipt and keep for your records.
21. You will receive an e-mail asking you to verify your membership. Click on the link in the e-mail to verify your e-mail. It is not necessary to log in to do this.