Dear Volunteers,

Our district is now utilizing **COMPLY** to manage volunteer requirements. This system provides several benefits:

- **Safe & Secure Database** – Your information is stored securely, protecting your clearances and personal data.
- **Automated Reminders** – Email notifications alert you when items are nearing expiration, helping you stay on track.
- **User-Friendly** – Log in anytime to see what's required and complete items at your own pace.
- **Transparent** – Both volunteers and the district can clearly see what has been completed.

How It Works

All volunteers must self-register in COMPLY using a district-provided token and their personal email address. Even if your information is already on file, we are starting fresh in COMPLY, so all volunteers must upload their information again. (Note: *You do **NOT** need to update clearances if they are still valid.*)

Important Notes:

- You will not be approved until all required items are completed and submitted.
- You may complete steps at your own pace, but incomplete packets will not be considered.
- Approval is required before your first day as a volunteer. You must receive an approval email from COMPLY before beginning.

Directions to Register

1. Go to COMPLY's website.
2. Click **Create Account → Have a Token Click Here**.
3. Enter your personal email address and the appropriate token (case sensitive):
    - General Volunteers (includes Band Volunteers): **BOevXBLIQYfgy5N8RxePuexnmoQ**
    - Athletic/Coaching Volunteers: **eAJxv0k7EgcAZjaLYwzNhKEq7yDy**
4. Verify your account via the email sent to you, then complete registration by entering your name, creating a password, and selecting your volunteer area(s).

Completing Your Volunteer Packet

- Once registered, log in to COMPLY. Your volunteer packet will be automatically assigned.

- Each item must be completed within **14 days**.
- Submit the packet for approval once all items are finished. The district will then be notified.

FAQs

1. A valid email address is required to create an account and submit your packet.
    a. if logging in with a Gmail email address, use Single Sign On rather than have a separate password. As long as already logged into Gmail account in browser, then use the “Continue with Google” button and it will log on.
2. Once your account is created, you can update volunteer areas, renew your packet, or stop volunteering.
3. Automated reminders will notify you when clearances or trainings need renewal.
4. If any item expires, your volunteer eligibility is revoked until it is renewed and approved.
5. A video tutorial is available: *COMPLY – Overview for Volunteers*.
6. **For questions, please contact the Volunteer Coordinator, Raney Zatawski at 412.828.1800 x 4050 or via email: Lzatawski@rsd.k12.pa.us**