



The Salvation Army

Southern Territory Emergency Disaster Services Salvation Army Team Emergency Radio Network



INSTRUCTIONS FOR REGISTERING AS AN EDS / SATERN VOLUNTEER

To become an Emergency Disaster Services (EDS) / SATERN volunteer with The Salvation Army, you need to create a profile and complete the registration process on the national EDS website.

1. If you **DO NOT** have a profile on the National EDS website, you need to create one. Go to **CREATING AN INITIAL PROFILE** on Page 2 and follow the instructions. Then go to **COMPLETE or UPDATE A PROFILE** on Page 3 to complete the registration process.
2. If you have previously created a profile, go to **COMPLETE or UPDATE A PROFILE** on Page 3 to either complete a new registration profile or update an existing registration profile.
3. If you think you might already have a profile but are not sure, go to **DETERMINING IF YOU HAVE A PROFILE** on Page 8.

If you **DO** have a profile, go to **COMPLETE or UPDATE A PROFILE** on Page 3 to update the existing registration profile.

If You **DO NOT** have a profile, go to **CREATING AN INITIAL PROFILE** on Page 2 and follow the instructions. Then go to **COMPLETE or UPDATE A PROFILE** on Page 3 to complete the registration process.

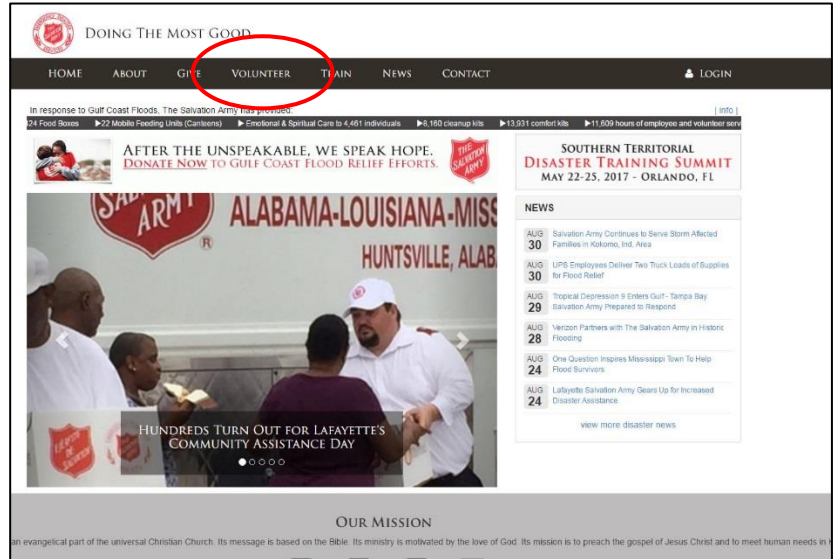
This process must be completed by all EDS / SATERN volunteers regardless of whether you wish to be deployed to a disaster site or prefer to just operate your radio station from home in a support capacity.

CREATING AN INITIAL PROFILE

Step #1: Go to the National EDS website at: www.Disaster.SalvationArmyUSA.org.

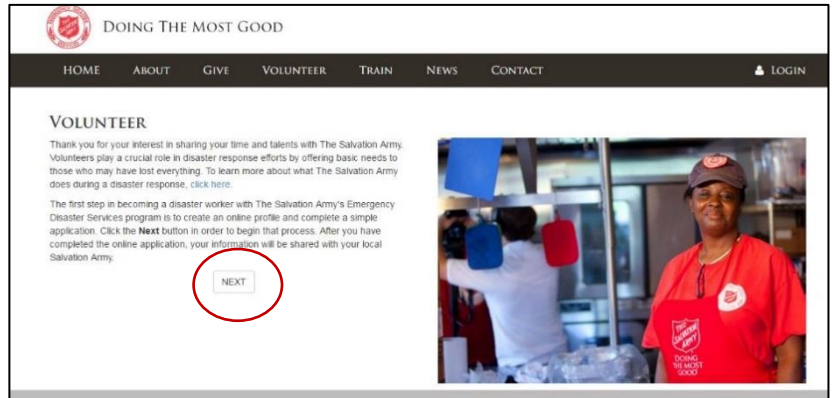
Step #2:

Step #2: Click on **VOLUNTEER** on the black menu bar.



Step #3:

Step #3: Click on the **NEXT** button.



Step #4: Enter your email address and then re-enter it in the boxes provided. Record the email address somewhere safe. This email address will be used to access your profile.

Click on the **NEXT** button.

You will receive an email confirming you are setting up an account. Click on the link to confirm the email address and complete your profile (See instructions on Page 3).

If you already have a profile under this email address, you will receive a message indicating that this email address already exists with a link to retrieve your username and password.

COMPLETE or UPDATE A PROFILE

Step #1: If you have just completed the initial profile and you clicked on the link in the confirmation email and have been returned to the National EDS website to complete the registration, then go directly to **Step #2** below.

If the Profile / Registration information needs to be updated, then go to the National EDS website at: www.Disaster.SalvationArmyUSA.org and continue with **Step #2** below.

Step #2: Click on LOGIN in the black menu Bar.

Step #2:



Step #3 Enter the User Name and Password and click on **Sign In**.

You will be taken to your Dashboard.

Step #3:

On the left-hand side of your Dashboard will be a series of links titled:

- Profile
- Availability
- Physical & Mental Fitness
- Emergency Contacts
- Job History & Skills
- Username
- Password
- Profile Image
- Training Record
- Authorizations
- Required Releases.

Step #4 through **Step #14** below on Page 4 through Page 7 will instruct you on how to complete each of these links.

It is important that each link be completed or examined, as directed in the steps below.

Step #4:

Step #4: Click on Profile link.

Insure that all of the information in the basic profile is accurate and up-to-date.

Click **Update** before moving to the next link.

Step #5:**Step #5: Click on Availability link.**

Use the drop down list to select **Yes** or **No** for availability for Local, State(wide), National or International Disaster Service deployment. **NOTE:** International assignments are very rare and require rigorous advanced training.

Consider your overall health and time available to be away from work, family, etc.in making these decisions.

If you **DO NOT** want to be deployed **AT ALL** including for local disasters, and wish **ONLY** to operate from home in a support capacity, click **No** for ALL types of deployments.

Click **Update** before moving to the next link.

Step #6:**Step #6: Click on Physical & Mental Fitness link.**

Use the drop down lists to select **Yes** or **No** to indicate fitness to meet each of the statements shown.

It is vital that to be honest with yourself and The Salvation Army about your capabilities. Deployment to a disaster can be very stressful both physically and emotionally.

Click **Update** before moving to the next link.

Step #7: Click on **Emergency Contacts** link.

Review or enter the name(s) and contact information for at least one (preferably two) people who can be contacted in the event The Salvation Army needs to notify someone in the event you are incapacitated in some way.

Click **Update** before moving to the next link.

Step #8: Click on **Job History & Skills** link.

It is absolutely **VITAL** that this section be completed fully!

Current Employer: Enter the name of the company you currently work for or “RETIRED” and the name of company you retired from.

Position: Enter the title of the position you hold currently or held when you retired.

Briefly describe any job experience: Describe any work or volunteer experience, including technical or training certifications, you may have that would be useful in a disaster. Be as inclusive as you can. Just about any skill can be useful in a disaster at one time or another. You should also add any non-Salvation Army courses you have taken such as FEMA courses, Red Cross, etc.

Have you previously been employed by (or volunteered with) The Salvation Army...

This is limited to those who either are, or have been, employed by The Salvation Army. If so, be complete in your answer.

Driver License State: Enter the state from which your Driver’s License was issued.

Class: Enter the class of Driver License. This is important, especially if you have a CDL-A or CDL-B license.

Forklift Operator: Again, this is important. Certified forklift operators are always needed.

Languages Spoken: Bi-lingual abilities are increasingly important in SATERN, especially if one of the languages is Spanish. There is a strong need within both SATERN and The Salvation Army in general in the Southern Territory for those who can speak Spanish.

Step #8:

Step #8 (continued):**Amateur Radio:**

NOTE: This section is ONLY for FCC licensed Amateur Radio Operators.

- i) **SATERN Member:** If you are an FCC licensed Amateur Radio operator, be sure this box is checked.
 - ii) **Call Sign:** Be sure that you have entered your FCC issued call sign and please update it whenever it changes (Vanity call, upgrade in license, etc.).
 - iii) **License Class:** This is important. Some deployments require a certain class of license.
 - iv) **Year First Licensed:** This is the year you were FIRST licensed, not the year you upgraded or renewed.
- Click **Update** before moving to the next link.

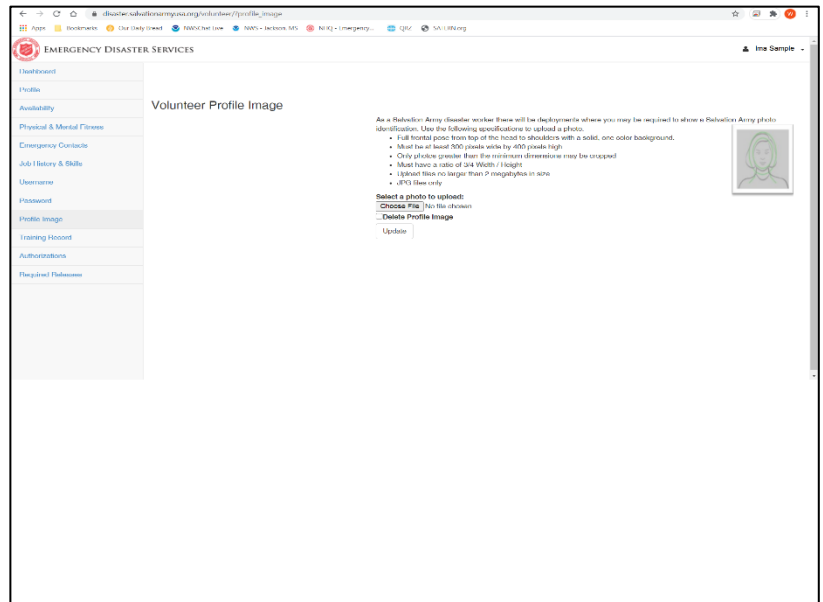
Step #9: Username: Clicking on this link will allow the user to change their User Name.

Step #10: Password: Clicking on this link will allow the user to change their Password.

Step #11: Click on the **Profile Image** link.

This is for uploading a “head-shot” picture for your ID card. Read and follow the instructions below **EXACTLY!**.

1. Have someone take a “head shot” photo of you that covers the top of the head to the shoulders.
2. The photo MUST be a minimum of 300 pixels WIDE by 400 pixels HIGH
3. The photo should have a 3 to 4 WIDTH to HEIGHT ratio.
4. The photo CANNOT be larger than 2 megapixels in size.
5. The photo MUST be saved as a JPG.
6. After taken, UPLOAD the photo.
7. Crop the photo with the gray box that will show on the photo. The box can be adjusted to the proper size and it will keep the proper 3 to 4 ratio automatically.
8. Once the photo is properly sized and shows your head and shoulders, click on UPDATE PHOTO. If you did everything correctly, it should show up on your Dashboard and the Profile Completion box (**Step #15** on Page 8) should show you have a **Valid Photo**.
9. If you get a message saying your photo is INVALID, submit another photo. The ID Card Machine is very discriminating and will **NOT** accept invalid ID photos.

Step #11:

Step #12: Training Record: Clicking on this link will allow the user to see all of the official Salvation Army training they have completed. This is automatically updated each time a Salvation Army course is completed.

Non-Salvation Army courses such as FEMA courses should be listed in the **Job History & Skills** section under **Briefly describe any job experience ...**

Click **Update** before moving to the next link.

Step #13: Clicking on the **Authorizations** link allows the volunteer to see what still needs to be done to complete all of the requirements to be a fully credentialed volunteer and receive an official Salvation Army ID Badge.

This can be found in the **Profile Completion** section on your Dashboard as well (**Step #15**).

Step #13:

Requirement	Check Date	Re Process
Background Check	Not Done	
Course: Safe From Harm	Not Taken	
Course: Introduction to Emergency Disaster Services	Not Taken	
Valid Photo	Not Valid	

Step #14: Required Releases: Be sure to

- (a) read each release form and
- (b) check the box beneath each of the release forms indicating that you have read them.
- (c) Type your name in the **sign electronically** box at the bottom of the page.

This is part of the credentials process for obtaining the official ID card.

Step 14:

Step #15: Profile Completion: This box will appear on your Dashboard until your profile is completed. It shows you what parts of the registration process still need to be done to be fully credentialed and receive the official Salvation Army ID badge.

Availability: See **Step #5** on Page 4.

Background Check should be requested from the local Salvation Army unit, the Divisional EDS Director. SATERN operators can also speak to the Territorial SATERN Coordinator if additional assistance is needed.

Emergency Contacts is addressed in **Step #7**

Physical & Mental Fitness is addressed in **Step #6** on Page 4.

Valid Photo is addressed in **Step #11** on Page 6.

Required Releases is addressed in **Step #14** on Page 7.

Safe From Harm is addressed in **Step #16** below on Page 8.

Introduction to EDS is addressed in **Step #17** below on Page 8.

Step #15:

Requirement	Completed
Availability	✓
Background Check	✗
Emergency Contacts	✓
Physical & Mental Fitness	✓
Valid Photo	✓
Required Releases	✓
Safe From Harm	✗
Introduction to EDS	✗

Step # 16: Safe From Harm course:

- (a) Contact your Divisional EDS Director (see below) for assistance in getting registered for this course:
- i. Alabama-Louisiana-Mississippi (ALM) Division: Terry.Lightheart@USS.SalvationArmy.org
 - ii. Arkansas-Oklahoma (AOK) Division: Laurie.Fried@USS.SalvationArmy.org
 - iii. Florida Division (FLA): Steven.Hartsook@USS.SalvationArmy.org
 - iv. Georgia Division (GEO): Lanita.Lloyd@USS.SalvationArmy.org
 - v. Kentucky-Tennessee (KTN) Division: Bo.Sells@USS.SalvationArmy.org
 - vi. North-South Carolina (NSC) Division: Mike.Patterson@USS.SalvationArmy.org
 - vii. Potomac Division (covers DC, MD, VA, WV) . . Rebecca.Chestnutt@USS.SalvationArmy.org
 - viii. Texas (TEX) Division: Alvin.Miques@USS.SalvationArmy.org
- (b) If the Divisional EDS Director cannot assist you, contact Southern Territory EDS Training Coordinator Bobbi Geery for assistance: Bobbi.Geery@USS.SalvationArmy.org

Step #17: Introduction to Emergency Disaster Services (EDS) course:

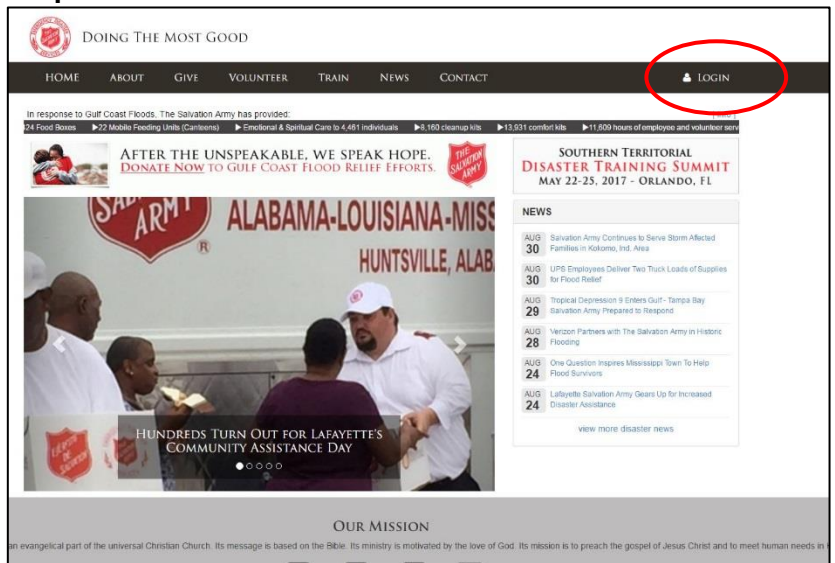
- (a) If you have not taken this course yet, you will see a blue box at the bottom of the Profile Completion box on your Dashboard (see figure in **Step #15** above on Page 7) directing you to take it.
- (b) Click on the blue box in order to access the course online.
- (c) If you need additional assistance with accessing this course, follow the directions in **Step #16** above.

DETERMINING IF YOU HAVE A PROFILE:

Step #1: Go to the National EDS website at: www.Disaster.SalvationArmyUSA.org.

Step #2: Click **LOGIN** on the black Menu Bar.

Step #2:



Step #3: Click on

Forgot User Name and/or Password

Step #3:

The screenshot shows a login interface with the heading 'Please sign in'. Below it are two input fields: 'User Name' with the text 'bgeery' and 'Password' with masked characters. A blue 'Sign in' button is below the password field. At the bottom, there are two links: 'Forgot Password' and 'Forgot User Name and/or Password'. The second link is circled in red.

Step #4: Enter the email address you think you registered with and click on **Retrieve**.

You should receive a message that says: **"We have sent you an email with your account information."**

If you do not receive this message try an alternative email address that may have been used when you initially set your profile.

Step #4:

The screenshot shows a page titled 'Forgot Username or Password'. It has an 'E-mail Address' input field with the text 'E-Mail' and a blue 'Retrieve' button. The button is circled in red.

If you receive this message and the email, proceed to **COMPLETE or UPDATE A PROFILE** on Page 3.

If you **DO NOT** receive an email, follow the **NEW USERS INSTRUCTIONS** on Page 2.

END OF INSTRUCTIONS

Thank you for fully completing the volunteer profile.

If you have questions about these instructions or encounter difficulties, contact the Southern Territory SATERN Coordinator at the email address in the signature block below. If he is unable to help you, refer to the directions in **Step #16** above.

Respectfully,

WILLIAM H. FEIST III (WB8BZH), CEM

Southern Territory SATERN Coordinator

E-Mail: Bill.Feist@USS.SalvationArmy.org



THE SALVATION ARMY
Disaster.SalvationArmyUSA.org

