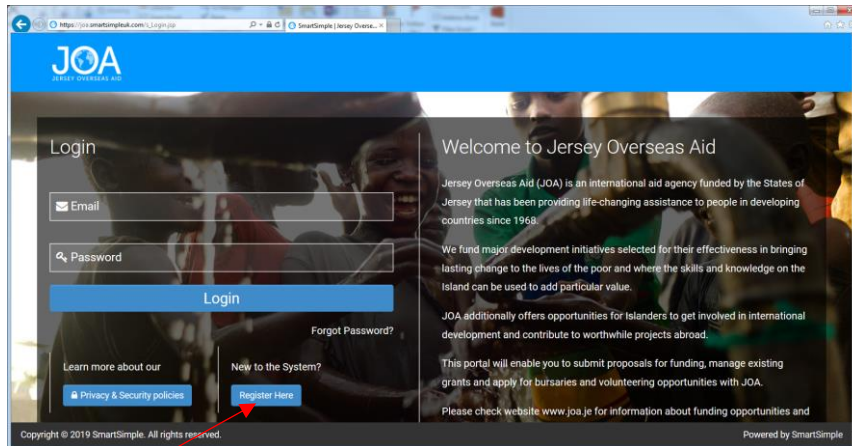


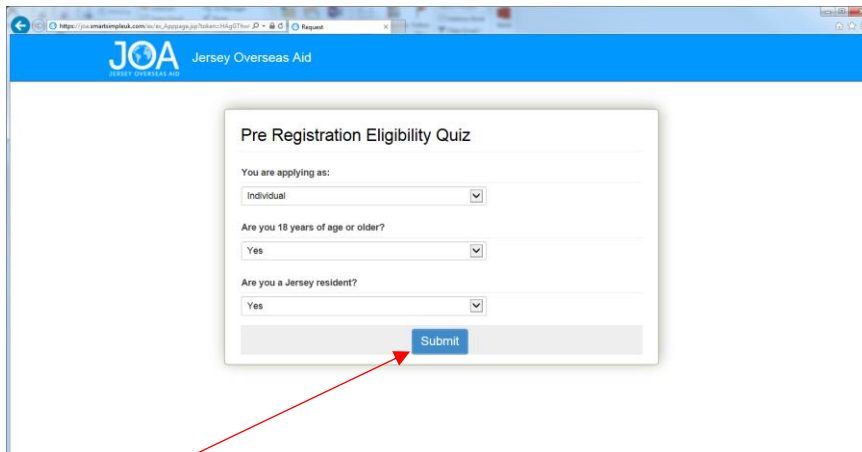
Please log onto:

[joa.smartsimpleuk.com](https://joa.smartsimpleuk.com)

You will then be directed to this screen:



Please click on the button to register underneath where it ask if you are 'new to the system'. This will take you to the eligibility quiz. Please apply as an 'individual' and confirm that you are over 18 and a Jersey Resident.



Once complete, hit 'submit'.

Fill in all the relevant details and hit 'submit' again. Don't worry if you make a mistake, these details can be amended later on your 'Personal Profile'.

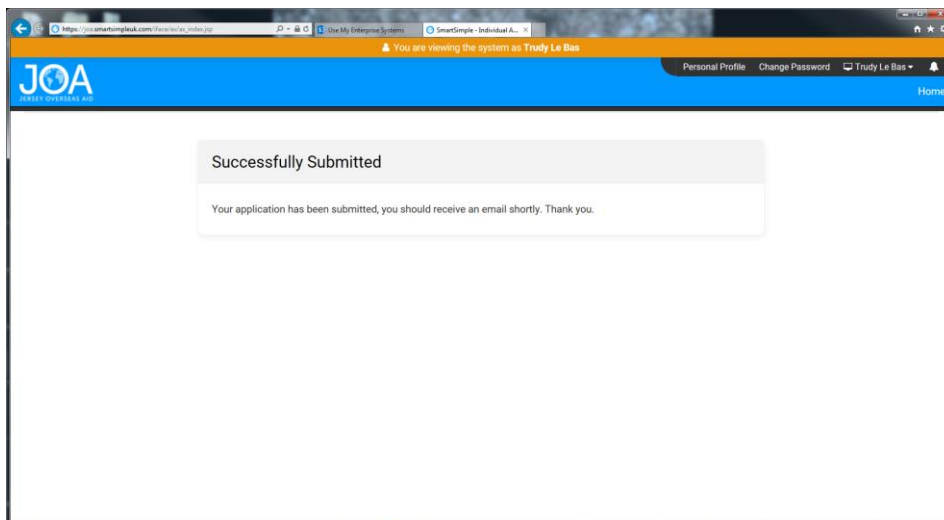
You are now an applicant on the system and will be sent a log in and password by e-mail. This may take a few minutes to come though (be sure to check your 'junk' folder just in case). Once received – log on to the system, where you will be directed to the site below.

Select volunteering opportunities and then choose the project you wish to apply for.

Fill out all the information requested on each of the three tabs and then hit submit.

The screenshot shows the 'New Application' page. The 'APPLICATION' tab is highlighted with a red circle. The form contains several text input fields for providing details about the applicant's motivation, skills, and health. The 'Submit' button is visible at the bottom right.

You will then see this notification if your information has been submitted correctly.



**The deadline for applications is 14<sup>th</sup> November, interviews will be held on 30<sup>th</sup> November, and successful applicants will be notified in early December.**

However, in the event that spaces remain on projects (see website for details) you may apply after the deadline, and will be interviewed soon afterwards. Remaining spaces will be filled on a first-come first-served basis.