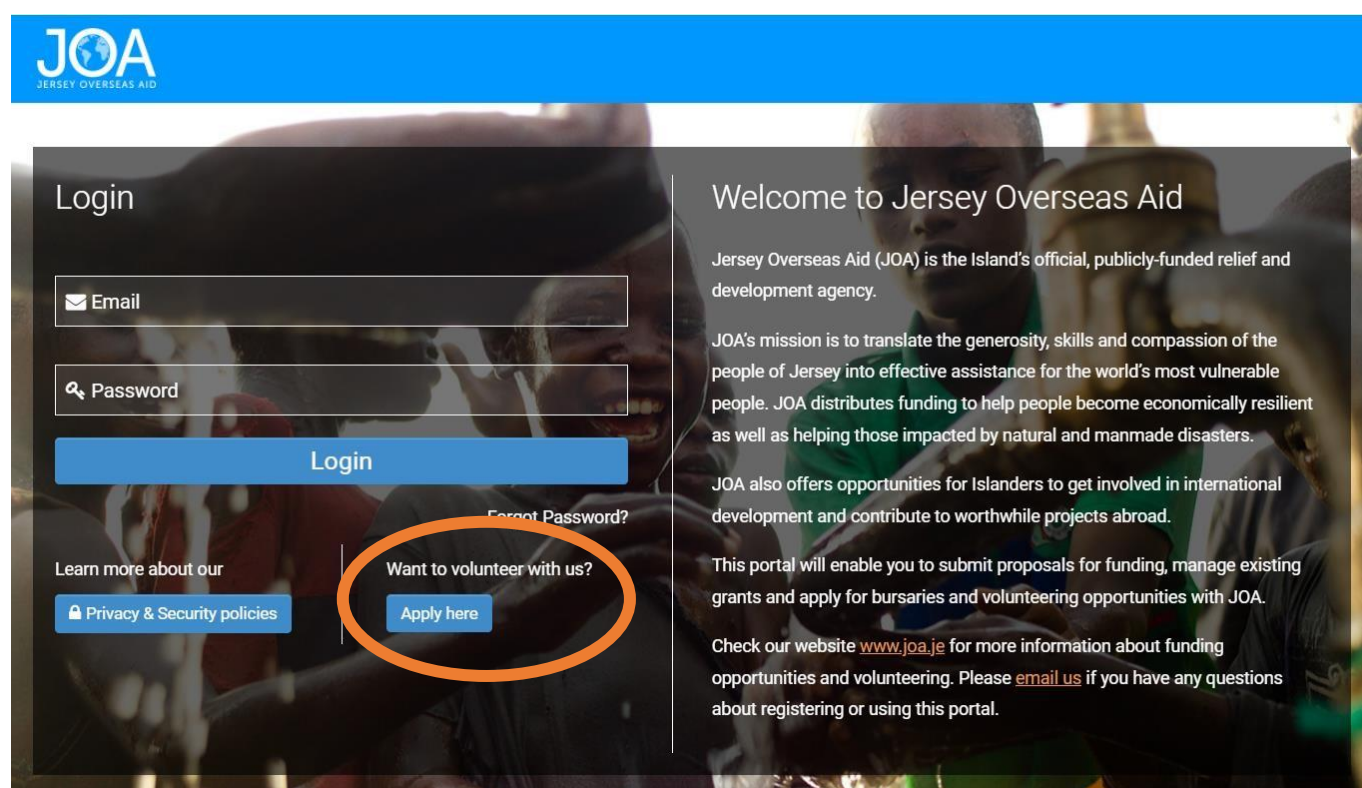## Step 1: Registration

Please visit:

joa.smartsimpleuk.com

If you already have a username and password, please login and skip to step 2.

Please click on the **Apply here** button

Please note: You must be <u>over 18</u> and have been <u>resident in Jersey for at least 5 years</u> to apply.

Please complete the contact information on the registration form. Once this is submitted you will receive a registration email containing your username and temporary password to access the SmartSimple system, ready to apply for a volunteer project.
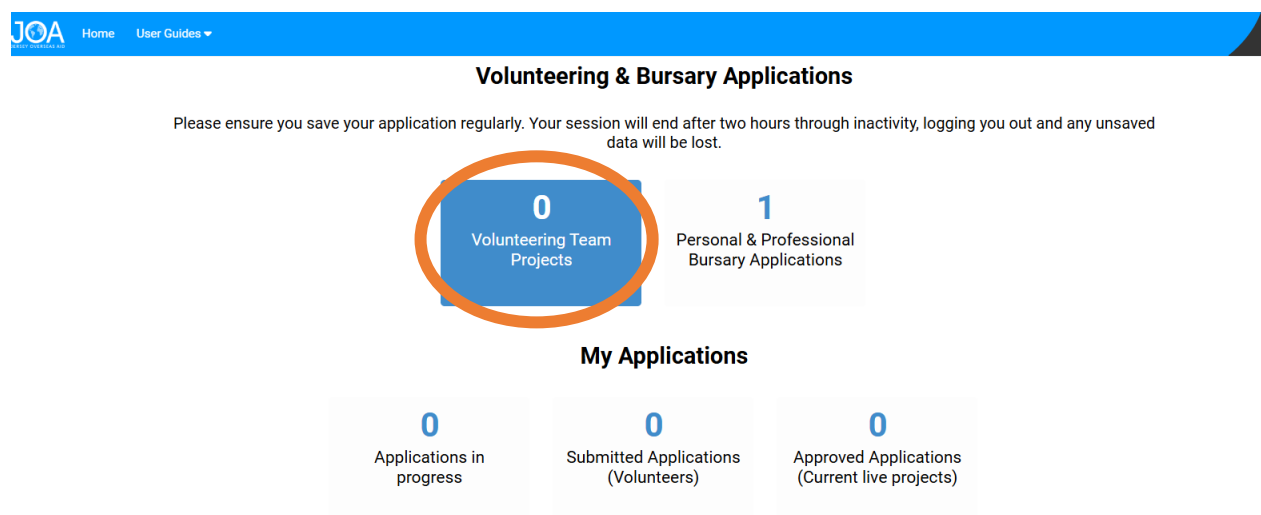
It may take up to 5 minutes for the username and password to be sent to your email address. Please check your junk/spam folders if your registration email does not appear directly into your inbox.

Step 2: Apply for a volunteer project

You should now have a username and password to login to SmartSimple.
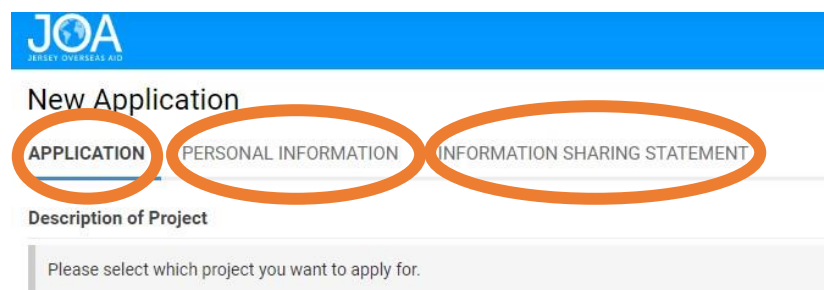
For security reasons, you may be asked for a verification code the first time you login. The verification code will be automatically sent to your email address.

Once you have logged into the system, you will be directed to your dashboard, as below:

Select **Volunteering Team Projects** and then click the **Apply now** tab. Select the volunteer project you wish to apply for (download and read the project information packs here), fill out all the information requested on each of the three tabs, as below, and submit.

Note: Applicants may only apply for <u>one</u> of the three projects offered. Please take the time to consider your choice.

After submitting your application, you will see the below notification:

Successfully Submitted

Your application has been submitted, you should receive an email shortly. Thank you.

The deadline for applications is midnight on Sunday 19th October 2025.
Interviews will be held October – November 2025.