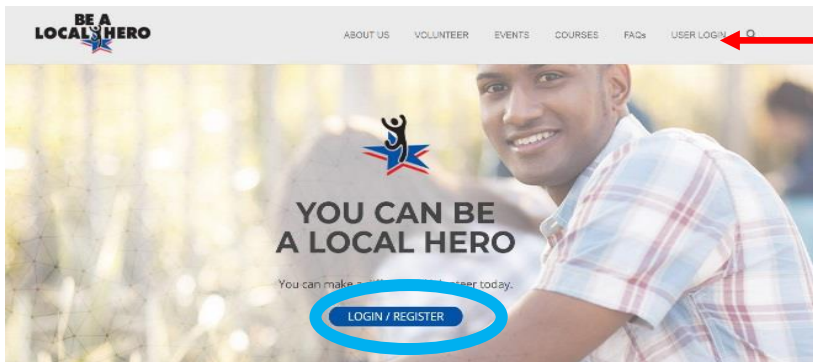# Tarrant County Medical Reserve Corps
Volunteer Profile Users Guide

Accessing the Volunteer Portal
1. Logon to the Be A Local Hero (BALH) website at www.bealocalhero.org
2. Click on "Login / Register" link
   - You **must** allow pop-ups to use this site.

Note: You **cannot** access your volunteer profile via the "user logon" in the navigation menu (see below)


Cannot access volunteer profile via this logon

Signing On to Your Profile:
1. Click on the Login/Register link
   - If you do not see the "**Tarrant County MRC Volunteer Portal**" you are still on the BALH site.
   - **BOOKMARK** this page so that you will be able to access the site directly (without going through step 1 above) in the future
2. Enter your username and password
   - If you have forgotten your password -- click the "forgot password". **Please do not create a duplicate profile.**
   - If your email address has changed and you **no longer have access to** the email used to create your profile, you will need to contact the MRC office at 817-321-5319 to have your password and email reset.
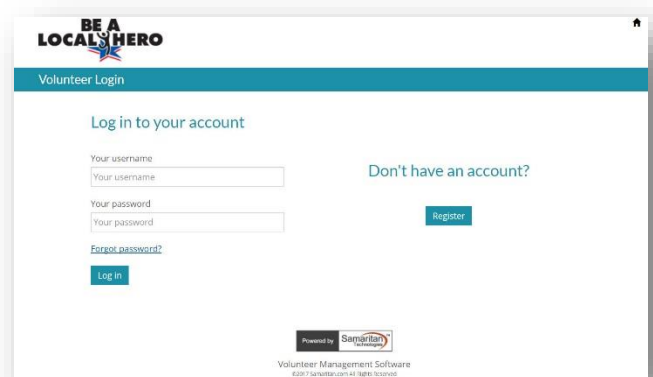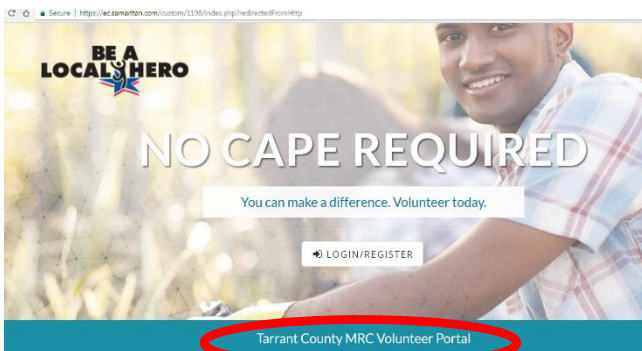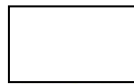
Editing Your Profile

1. To edit your profile click on the "edit profile" link
   - Use the "next" or "previous" buttons to move between screens.

2. Uploading Attachments (optional)
   - Attachments must be in .pdf format and **less than** 2MB
   - Select the attachment type from the attachment list (e.g. select IS-700 to upload an IS-700 certificate, etc.)
     - Note: If you are unsure how to upload an attachment, you can fax (817-321-5446) or scan and the documents to mrc@tarrantcounty.com and the MRC staff will upload them to your profile. Only documents listed in the "Attachment Type" will be uploaded.

3. Click "submit" to finish updating your profile. **Note:** If the page doesn't load, you will need to adjust your browser settings to allow "active X controls"
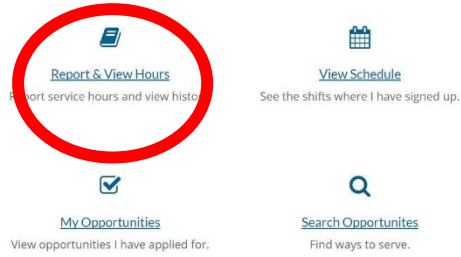
Viewing/Registering for Volunteer Opportunities

1. Click the "Search Opportunities" Link
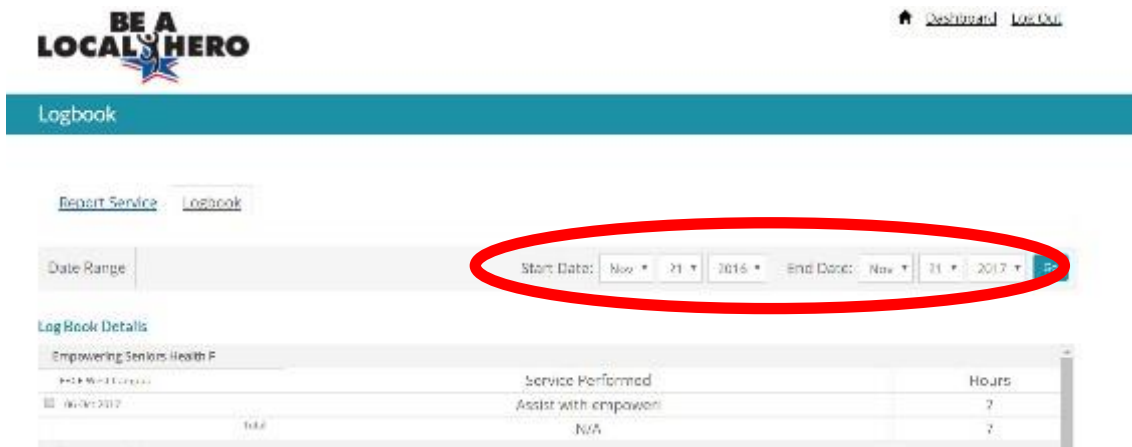   - For best results select "search all"
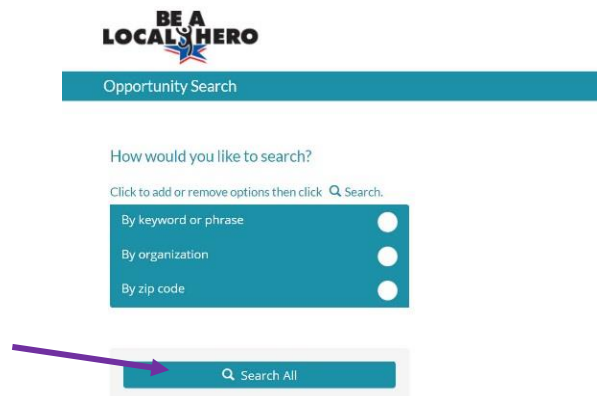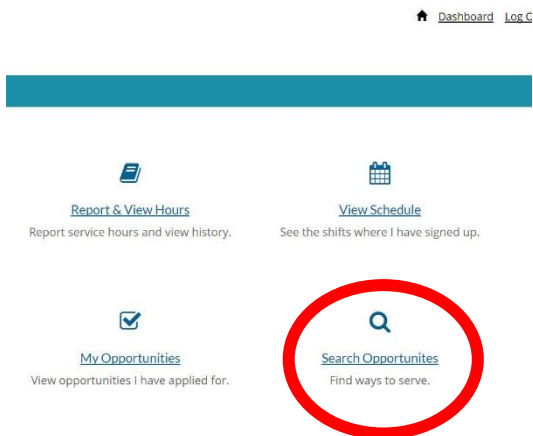
Viewing Volunteer Hours

1. To view volunteer hours worked select "Report and View Hours"

2. You must enter a start and end date to see all volunteer hours for a particular period of time.

Viewing Your Scheduled Events

1. Click on "My Opportunities" to view upcoming and previous opportunities