

ANNUAL FUND VOLUNTEER WEBSITE ONLINE SELECTION INSTRUCTIONS

- 1.) Go to: www.hamilton.edu/afvolunteer and sign in using your HOLAC ID and login.
 - Need a password reminder?
<https://my.hamilton.edu/myhamilton/forgotpassword.html>.
- 2.) Under “[My Assignments](#)” click on “[Choose My Assignments](#)”
- 3.) In a few moments a screen will load that displays available members of your class to call. You can display your classmates in three ways:
 - By class year
 - By similar interests
 - By those who were assigned to you last year
- 4.) Make your selections by clicking on the boxes on the left hand side of your screen. A green check-mark denotes an active selection. To view additional pages of available assignments, use the arrows at the bottom of the screen (e.g. page 3 of 20).
- 5.) When you have **finished** making your selections, click the “[Continue](#)” button at the bottom of the screen.
- 6.) This will bring you to a confirmation screen. Please review your selections carefully. When your review is complete click “[Confirm](#).”
- 7.) You will receive an e-mail confirmation of your selections shortly. You’re now ready to begin your calling!
- 8.) Remember to return to the Annual Fund Volunteer (www.hamilton.edu/afvolunteer) site often to check on the status of your assignments and report your calling results.

Thank you for volunteering to serve Hamilton and the Annual Fund. If you have any questions, please contact the Office of Annual Giving at 866-729-0315.