

Volunteer Portal

How to Use Host Lookup with “Add a Course”

AARP Driver Safety Volunteer Portal Host Lookup with “Add a Course”

1. Log on to your account in Volunteer Portal at <https://volunteers.aarp.org>
2. Click on the Add Course link to begin creating a course.
3. Once on the Add Course page, click on the Host Lookup button.

The screenshot shows the AARP Volunteer Portal interface. At the top, it says "Logged in as: James Inglis | Update Profile | Logout". The main heading is "Add Course". Below this, there is a yellow box with instructions: "To Add a Course enter Host Information, Course Information and Material Information below. Click on the 'Host Lookup' button to locate a Host." The form is divided into three sections:

- Host Information:** Includes fields for Host ID, Host Type, Host Name, Address Line 1, Line 2, Line 3, City, State, Zip, Host Phone Number, Class Location, and Registration Contact. A "Host Lookup" button is located to the right of these fields, with a red arrow pointing to it.
- Course Information:** Includes "Course Version: Edition 6 English", "Class Begins On" (mm/dd/yyyy) and "Time" (hh:mm AMPM), "And Continues On" (mm/dd/yyyy) and "Time" (hh:mm AMPM), "And On" (mm/dd/yyyy) and "Time" (hh:mm AMPM), "Duration" (Select), "Open to Public" (Yes/No), and "Max. Participants" (0).
- Material Information:** Includes "Are course materials needed?" (No, I don't need course materials) and "(Course Kit, Certificates only)".

At the bottom of the form is a "NEXT" button with a right-pointing arrow. The footer of the page reads "Copyright 1995-2010, AARP. All Rights Reserved."

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4. You will be directed to the Host Lookup webpage. Once on the Host Lookup page, select a state from the dropdown menu and/or provide other search filters. You are required to select a state when searching for a host. After filling out the search filters, click on the “Next” button.

The screenshot shows the AARP Volunteer Portal interface. At the top left is the AARP logo and the text "Volunteer Portal". At the top right, it says "Logged in as: James Inglis | Update Profile | Logout" with three accessibility icons. Below the header are icons for "DSP" (with a red car) and "Tax-Aide" (with a dollar sign). On the left is a "My Preferences" sidebar with links: "Manage Volunteers", "Courses", "Online Registration Roster", and "Add Course". The main content area is titled "Host Lookup" and contains a yellow instruction box: "Enter Host Search Criteria below. You **must** select a state. To narrow your search enter at least one other search criteria as well." Below this are input fields for "State:" (a dropdown menu), "Host Name:", "Host Type:" (a dropdown menu), "City:", and "Zip:". At the bottom of the form are two buttons: "BACK" and "NEXT" with a right-pointing arrow. A red arrow points to the "NEXT" button. At the very bottom of the page, it says "Copyright 1995-2010, AARP. All Rights Reserved."

5. The “Host Results” page will be displayed with your specific search results. Select the host of your choice by clicking on the “Host ID” or clicking on the row the Host Information is displayed.

Note: If the query returns no results a message will inform you that there are no results being displayed on the “Host Results” page. If this occurs, return to the Host Lookup page and enter different search filters.

The screenshot shows the AARP Volunteer Portal interface. At the top, it says 'Logged in as: James Inglis | Update Profile | Logout'. The main header includes the AARP logo and 'Volunteer Portal'. On the right, there are icons for 'DSP' (with a car icon) and 'Tax-Aide' (with a dollar sign icon). On the left, there is a 'My Preferences' sidebar with options: 'Manage Volunteers', 'Courses', 'Online Registration Roster', and 'Add Course'. The main content area is titled 'Host Lookup - Search Results'. Below the title is a yellow instruction box: 'Click on 'Host ID' to select a host or Click on the 'Cancel' button to return to the 'Add Course' page. To change your search criteria, click on the 'Back' button'. Below this is a table with the following data:

Host ID	Host Name	Host Type	Host Address	Host State	Host Zip
H00000101	Anderson County High School	Education	11303 SUNSET HILLS RD	VA	20190
H00000019	Bastrop County Hospital	Hospital/HMO	11303 SUNSET HILLS RD	VA	20190
H00000102	CaMin County Host	Hospital/HMO	2555 CENTREVILLE RD	VA	20171
H00000099	Chambers County Park	Parks/Recreation	2001 EDGAR CT	VA	22043
H00000020	Checkers Club	Hospital/HMO	2555 CENTREVILLE RD	VA	20171
H00000121	Diamond Elementary	Education	11303 SUNSET HILLS RD	VA	20190
H00000123	Happy Times Host	Hospital/HMO	11900 BARON CAMERON AVE	VA	20190
H00000021	Holiday Inn Host	Hospital/HMO	11900 BARON CAMERON AVE	VA	20190

At the bottom of the table area are two buttons: 'BACK' and 'CANCEL'. At the very bottom of the page, it says 'Copyright 1995-2010, AARP. All Rights Reserved.'

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6. Once you have selected a host, you are returned to the “Add Course” page with the host details already pre-populated into the Host Information section of the page. You then can proceed with scheduling your course.

Note: None of the information that has been pre-populated by the system is editable. If you need the host information to be edited, continue to complete scheduling the course and then contact the AARP Modernization Hotline to make edits. These edits will automatically be updated on the course information (including the locator).

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DSP Tax-Aide

Add Course

To Add a Course enter Host Information, Course Information and Material Information below. Click on the 'Host Lookup' button to locate a Host.

Host Information

Host Lookup

Host ID: H00000101
Host Type: Education
Host Name: Anderson County High School
Address Line 1: 11303 Sunset Hills Road
Line 2:
Line 3:
City: Reston
State: Virginia
Zip: 20190 - 0000
Host Phone Number: 657 - 545 - 4544
Class Location:
Registration Contact: - -

Course Information

Course Version: Edition 6 English

* Class Begins On: (mm/dd/yyyy) Time: (hh:mm AMPM)
And Continues On: (mm/dd/yyyy) Time: (hh:mm AMPM)
And On: (mm/dd/yyyy) Time: (hh:mm AMPM)
* Duration: Select

Open to Public: Yes No

Max. Participants: 0

Material Information

* Are course materials needed? (Course Kit, Certificates only) No, I don't need course materials

NEXT

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Any questions? Contact the AARP System Help Desk at 1-888-925-2002 or email us at helpdesk@aarp.org for systems or computer problems; for process or general questions, if you need additional support or have Host related questions, contact our “At Your Service Hotline,” at **1-866-740-6912** or email us at portalquestions@aarp.org.