Castmember's Self-service Portal

Introduction

- We have made available a tool to help you keep track of
 - The status of your assigned merchants
 - Who has donated in your name this year
 - A reminder of who has donated in your name from past years (hit them up again!)

How to (1)

- Login to the website, <u>www.rhsjamboree.org</u> with the castmember credentials
- Look at the page on the left, titled CASTMEMBER SELF-SERVICE PORTAL
- Click on the self-service portal link

How to (2)

Cast Self-Service Porta

form

3. Hit the submi

Select your name

Cast Request form

Lift the submit button

Select your name

SUBM

Use the drop down list to Scroll through the list and CLICK your

1. You will see the form shown here

2. Click on the down arrow next to choose and a list of names will come up

3. Scroll through the list until you find your name (last name + 2 letter of your first name)

4. Click on your name; it will be on the form5. Click submit ____

6. After a few seconds, you should get an email in your inbox explaining the status of your merchant and the list of donate nows in your name