

How to fill out the Tokyo 2020 Games Volunteer "My Page"

Version 1.0 September 2018



Procedure for registering your Games Volunteer application

Please have an identification document ready.

- Personal identification document (one of the following)
Passport, Japan Residence Card, Japanese driving licence or Japan Individual Number Card

- Image data of photo to be used for your ID card
JPG, JPEG, PNG, or BMP ; from 50KB to 5MB



- Also have the following items ready, if available.
Results of any TOEFL, IELTS or equivalent English language tests
Results of any proficiency tests in other languages

1 Completing a new registration

Please complete the new registration procedure for your Games Volunteer application. Once you have completed your new registration, you will be able to log in to the Games Volunteer My Page. To complete your new registration, you have two options.

•Register using another account

You may register using your Google, Facebook, or LINE account.

Log-in page

Sign in to Tokyo 2020 Games Volunteer "My Page"

SIGN IN WITH Google

SIGN IN WITH Facebook

SIGN IN WITH LINE

Or

ID (Your email)

Your password

SIGN IN

Forgot password?

Join now

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•Register on the My Page "New Registration" page

2 Reading the policy on storing personal information and agreeing to the terms and conditions

3 Completing the application form

Questions consist of six separate steps (six pages)
Please complete each of the following steps.

- STEP 1 Basic information
- STEP 2 Address and contact details
- STEP 3 Volunteering experience
- STEP 4 Previous languages study and/or sports experience
- STEP 5 Preferred type of volunteer activity
- STEP 6 Confirmation of the terms and conditions

Please ensure you complete all required sections (in colored text column)
After you have completed entering the required fields in all six steps,
click the "Send" button.

Once your entry has been successfully sent, you will receive an e-mail
at the e-mail address you registered requesting you to confirm
your e-mail address.

Sample page (STEP 1)

STEP 1 STEP 2 STEP 3 STEP 4 STEP 5 STEP 6

STEP 1

Personal Information

First Name (Please write in upper case)

Last Name (Please write in upper case)

Address (Please write in upper case)

City/Town/Village (Please write in upper case)

Postal Code (Please write in upper case)

Country (Please write in upper case)

Phone Number (Please write in upper case)

E-mail Address (Please write in upper case)

Send

4 Confirmation of e-mail address

Click the URL in the e-mail requesting you to confirm your e-mail address, and log in using your registered account.
Click on the "Confirm e-mail address" button and My Page will appear on your screen.

5 Launching of the Games Volunteer My Page

If the "My status" field on My Page shows "Application process completed", your application has been successfully registered.

Confirmation before registering your Games Volunteer application

Please confirm the following fields before applying.

- Please apply from the Games Volunteer My Page

<https://volunteer.tokyo2020.org/auth-server/signin>

- Recommended browsers

Personal computer, smartphone or tablet

| Browser | System requirements (OS and browser) |
|-------------------|---|
| Firefox | Windows 7 or newer, Mac OS |
| Chrome | Windows 7 or newer, Mac OS, Android 5.0 or newer. |
| Internet Explorer | Internet Explorer 11 or newer and Windows 10 or newer |
| Edge | Windows 10 or newer |
| Safari | Mac OS, iOS 9 or newer |

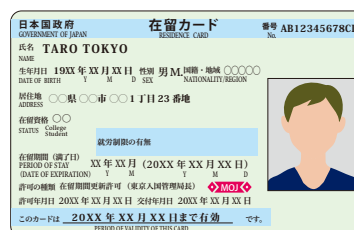
*Please note that using other browsers may result in problems viewing the pages.

Please have an identification document ready.

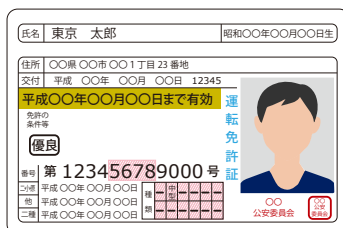
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Passport



Japan Residence Card



Japanese driving licence



Japan Individual Number

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