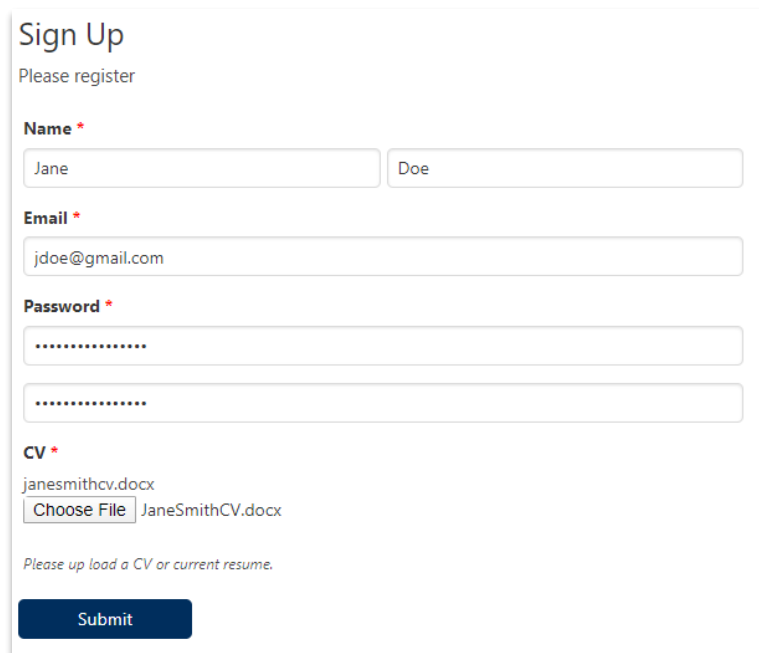# Knack Basics for Volunteers

For USAID reporting, we need to collect some basic information from all of our volunteers. This guide will show you how to create an account with our new volunteer and assignment management system, submit your basic information, and (as a bonus!) browse upcoming assignments.

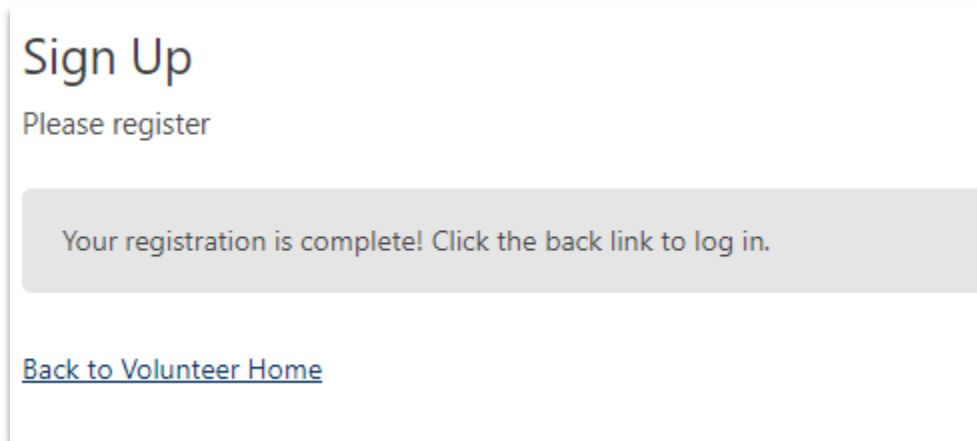## Creating an account and entering your general information:

1) Visit https://cnfafas.knack.com/cnfaf2f#volunteer-home/
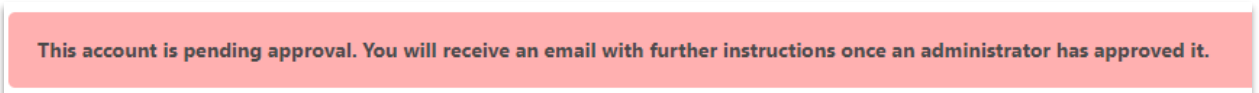2) Click the "Sign Up" button:

3) Fill out all of the required details, including uploading a CV or resume, then press Submit.

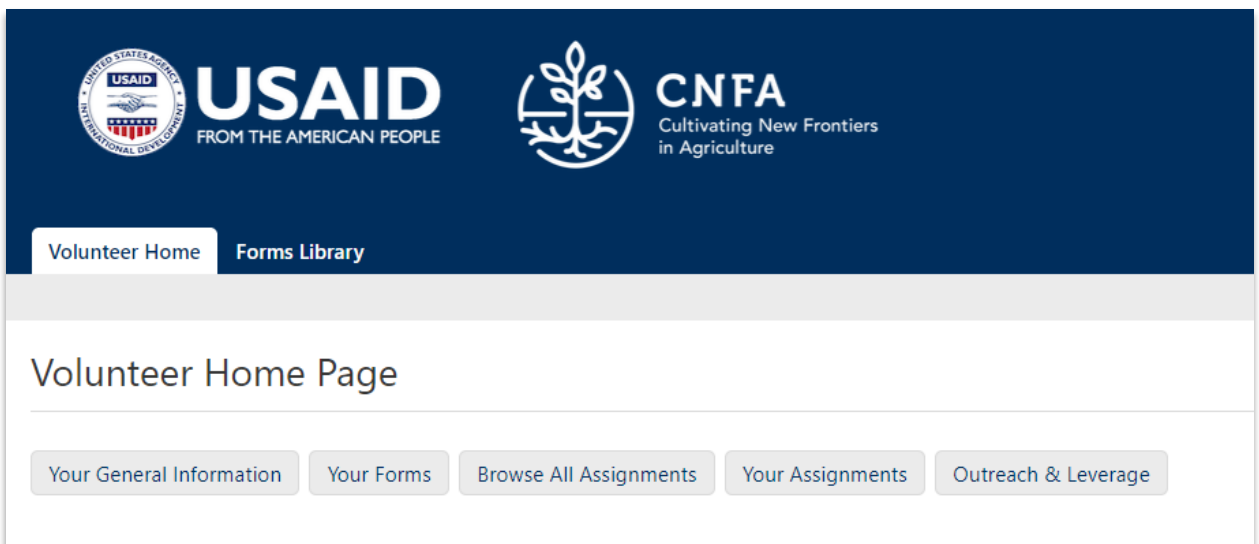4) You will see the following screen, where you can click on "Back to Volunteer Home" to get back to the login screen.

Sign Up
Please register

Your registration is complete! Click the back link to log in.

Back to Volunteer Home

5) If you try to log in right away, you will see this warning:

This account is pending approval. You will receive an email with further instructions once an administrator has approved it.
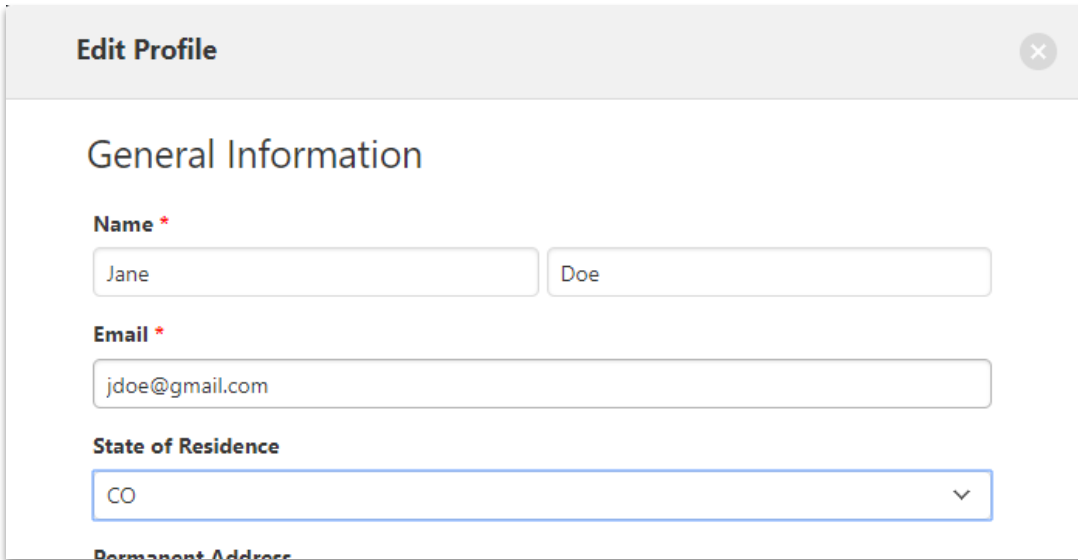
Someone at CNFA HQ will see your account and approve it by the next morning, and should let you know once it's approved! If you are not able to log in the next day, or do not receive an email confirming your account was approved, please contact f2frecruitment@cnfa.org.

6) Once your account is approved, you can log in with the email and password you chose at https://cnfafas.knack.com/cnfaf2f#volunteer-home/.

7) When you log in, you will see this screen:

USAID FROM THE AMERICAN PEOPLE   CNFA Cultivating New Frontiers in Agriculture

Volunteer Home   Forms Library

Volunteer Home Page

Your General Information   Your Forms   Browse All Assignments   Your Assignments   Outreach & Leverage

8) For virtual assignments, the only section you will need to use is "Your General Information," since the Your Forms section refers to forms for in-person assignments. If you have been selected for a virtual assignment, you can submit any required forms over email.

9) When you click "Your General Information," a form will pop up. Please fill out this entire form, and click Submit at the bottom. This is how we gather important reporting information for USAID.

… scroll down through and enter information into all the fields …

Make sure you click Submit! If you fill out the form partially or incorrectly, you can always click on "Your General Information" again, make changes, and click submit again.