## Introduction

We are glad to have you as a volunteer. We are sure you will enjoy your experience. With the use of the self-scheduling system described below, you can now pick the shift you would like to work. The system is a first-come, first-serve basis. To ensure your desired shift in your desired section, sign up early. You can sign-up for as many sessions as you would like as long as you can honor your commitments.
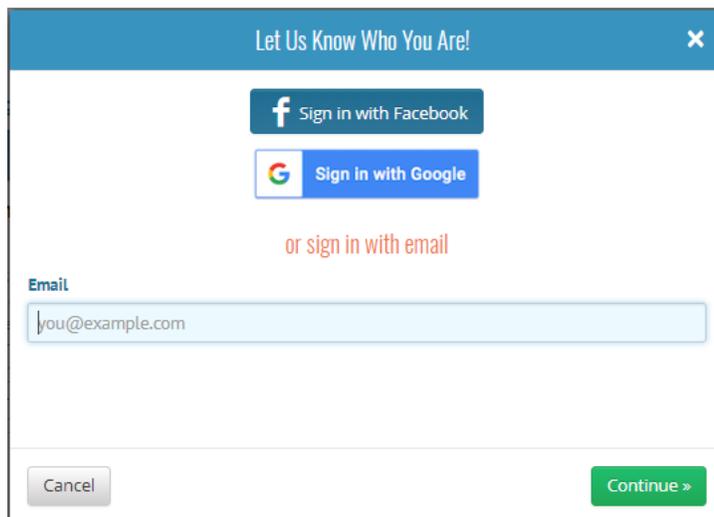
1. Let's get started by logging into Signup.

    Go to https://signup.com/go/RBgkYNc and prepare to log in.

    Information bar:
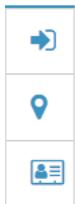
Click on [icon] in the information bar to log in if you already have an account or if you don't have an account then just provide your e-mail address and click Continue. You will be asked to confirm you entered your e-mail address accurately.

Once you have entered an e-mail the [icon] turns to [icon]

2. Let us know a little more about you.

Click on and then click 'My Info' and enter your name and a phone number that you can be reached at while at the conference. If you're a scholarship winner indicate if you won the Student or JP scholarship.

Once you hit 'Continue' then your info will be saved for the event. Note this does not create an account for you. **You do not have to have an account to sign up to volunteer.**

The other icons on the information bar provide location and how to contact the organizer.

3. Picking your shift(s).

Select your spot(s) – you can select more than one.

You can filter by day. You can hide the sessions that are already have the allotted number of volunteers.

Read the details about being a volunteer.

Click on the "Spot" name to get a detailed description and to provide a comment if you need to provide a comment.

SPOT	TIME	FILLED	PARTICIPANTS
∨ Session Coordinator - DS	8:00am – 10:00am	1 of 2	💬 (0) OP	SIGN UP

DESCRIPTION
- Assist the section chairs with keeping time, head counts, manning the doors to ensure they do not slam, tidying the room at end of the session
- Section chairs may also ask you to evaluate the papers in the section for your particular time slot
- Additional duties may also consist of running errands on behalf of the section chairs or passing out handouts

COMMENTS

Got a comment? Type it here!

140 Add Comment

SIGNED UP

OP Other Participant   1 Spot

Click the 'SIGN UP' button for the desired spot.

You will then see a pop-up screen with Participant details. Confirm details and click 'Save and Done'. ***Note that if you sign up for more than one spot in the same session, this screen will only appear on the first spot you sign up for. It is just to confirm you are indeed signing up under the information provided. However, if you close the sign-up window and come back later to sign up for additional spots, this screen will appear to confirm you are signing up under the information provided.***

MWSUG 2019 - Volunteers
Tue Oct 1, 2019 – XX Sess Coord - Room yyy

Quantity:
0 Spots / 1 Available   ✖

Name

FL   FirstName LastName   🗑

Participant's Information

Name *
FirstName LastName

# of Spots *
−   1   +

Email
FirstName.LastName@gmail.com

Phone *
1234567890

Are you a scholarship winner? *
NO

Save and Done

☐ Count me in for updates and special offers from SignUp.com

☐ theSkimm makes it easier to be smarter. Our daily e-mail newsletter gives you all the news and info you need to start your day. Join the 6 million people who wake up with us every morning. Subscribe today.

☐ Sign up for Lands' End emails & receive 50% off 1 item + Free shipping over $75.
Privacy

NOTE: If there are check boxes at the bottom like the ones pictured above, be sure to uncheck them if you do not want to be added to any additional mailing list. Once you have set the preference for this, it should not show up again but if they do be sure to ***uncheck*** the boxes.

4. Confirm your entries.

Once you have selected all your spots, you can select 'Show My Spots' to see all the spots you signed up for.

After you have confirmed that those are the spots you want, then click 'Save' at the top of the screen.

If you choose to set up an account, you can do so by going to the drop-down menu on the right and selecting register. If you already have an account, you can sign in with your existing credentials. However, it is not required to have an account to sign up for a shift.
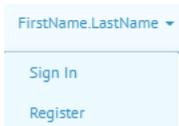
Sample e-mail notification of assignments:

SignUp Sample Email.pdf

Sample links in the e-mail (only images – not active links):

Put My Commitments on My Calendar (e.g. iCal/Outlook)   You can even add it to outlook calendar

View/Change My Commitments

You can modify your assignments if you realized you have a conflict.

To invite your friends to Sign Up, Click here

--Or send them this link: https://signup.com/go/RBgkYNc

Invite your friends to volunteer – since volunteering is such a great way to meet new people and see new topics.

Thank you for volunteering! We are looking forward to seeing you at the conference.