



Scheduling System How To - VOLUNTEER

To schedule yourself for a volunteer opportunity via SignUp:

- ★ When you receive a recruitment email. Click on the '[http://](#)' link in the recruitment email which will take you to our web-based scheduling system.
- ★ Provide **Email Address [twice]**, as shown below. Click '**Next**'.

Welcome to your SignUp for: **Test for Volunteer Orientation!**

Thanks for your interest! You can view spots available and we'll get you signed up right away!

[f Sign In with Facebook](#)

or [Sign In with Email](#)

Email Address

Confirm Email Address

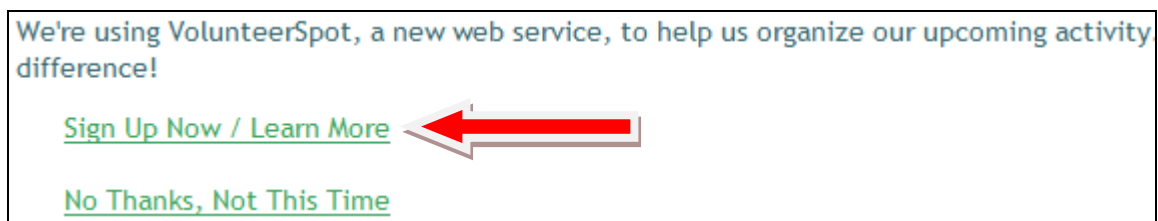
[Next »](#)

Questions? Please contact your organizer, Dawn D'Amato, at volunteer@nstaracademy.org.

Note: SignUp.com respects your [privacy](#). All your information is for internal use and will be kept confidential. We will not provide your information to another party.

- ★ FIRST TIME USERS will receive a confirmation email in your Inbox, as shown below. You will need to Click 'Sign Up Now / Learn More' to access the calendar.

PLEASE PROVIDE FIRST NAME, LAST NAME, AND EMAIL ADDRESS WHEN PROMPTED!



- ★ Click '**Sign up Now / Learn More**'
- ★ The SignUp page will appear for the Event / Activity you have been recruited for. If you click the Calendar, it will show Available Spots (in BLUE), Full Spots (in GREY), and Your Spots (in GREEN).

Thanks for Participating!

View calendar or jump to any date

Aug 24, 2016

Aug 2016

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Available Full Your Spots

Test for Volunteer Orientation

Wed Aug 24, 2016 - Thu Dec 29, 2016

Thank you for sharing your time with us!

Please Sign up Below:

All Spots My Spots (0) Swap Save

Hide Full Spots Hide Past Spots

▼ Wed Aug 24, 2016 TO DO (0/4) (0) top

Help with Activity at NSA 8:30am - 11:30am Filled: 0 of 4

Please check in at the Front Office and get your name tag! (0) **Sign Up!**

▼ Thu Aug 25, 2016 TO DO (0/4) (0) top

★ Scroll down and Click **'Sign Up'** for the dates / times you would like to volunteer for this activity. It will clearly show how many spots are 'OPEN' and how many spots are 'FILLED'.

★ Once you 'Sign Up!' it will look like this:

▼ Wed Aug 24, 2016 TO DO (1/4) (0) top

Help with Activity at NSA 8:30am - 11:30am Filled: 1 of 4

Please check in at the Front Office and get your name tag!

MySpot (1)

Swap Feature Delete Spot

Add Comment

Got a comment? Type it here!

Participants




You 1 spot

- ★ You should be able to sign yourself up for as many dates as you would like in the specific 'Activity / Event' that you were recruited for.
- ★ To save your selection Click '**Save**' under 'Confirm Your Spots'.

Confirm Your Spots:

Save >

Thank you for signing up for Test for Volunteer Orientation. Like 291
Wasn't that easy?

Your Spots   Add all assignments to:
Outlook | iCal  Print all spots

Wed. Aug 24, 2016 | **8:30 am - 11:30 am** | Google calendar | Cozi calendar

Help with Activity at NSA
Please check in at the Front Office and get your name tag!

[Update My Spots](#)

- ★ Once saved you will be able to add the activity to your Outlook or iCal Calendar or you will be able to print your assignments. You will also receive a Confirmation Email (immediately) and a Reminder Email(s) 2 days prior to the activity. You will see the following:

Sun 7/17/2016 10:07 AM
mail@signup.com
You have signed up for Test for Volunteer Orientation - THANKS
To: dawn.damato@comcast.net

SignUp.com
You have signed up for Test for Volunteer Orientation - THANKS

Here's a message from your SignUp.com organizer, Dawn D'Amato:
Dear Dawn D'Amato,
Thank you for signing up for Test for Volunteer Orientation. You have the following upcoming commitment(s):
For Wednesday, August 24

- Help with Activity at NSA (1 spot) from 8:30 am to 11:30 am - Please check in at the Front Office and get your name tag!

[Put My Commitments on My Calendar \(e.g. iCal/Outlook\)](#)
[View/Change My Commitments](#)

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CLICK HERE TO ENTER TO WIN A FAMILY ADVENTURE IN PARK CITY, UTAH!


Macaroni Kid | SignUp | STEIN ERIKSEN LODGE

- ★ You can also Click on '**View/Change My Commitments**' to see all your scheduled volunteer time for the 'Activity / Event'.



SWAP

Change in Plans? SignUp makes it easy to 'Swap' your scheduled assignment following these simple steps:

- ★ Click the 'Swap' icon  next to the assignment you wish to give away.
- ★ Choose one or more 'Spots' you are available to 'Swap' with.
- ★ SignUp will send out 'Swap Request' emails on your behalf and notify you when the 'Swap' is successful.

IMPORTANT: PLEASE DELETE YOUR ASSIGNMENT AND TRY TO FIND A SUBSTITUTE (if applicable) IF THE 'SWAP' IS NOT SUCCESSFUL.

NOTE: You can also post to NSA Parents on FACEBOOK to try to find a substitute!

Additional Information:

- ★ There are many 'ads' on the SignUp website. We want to assure you that we do not expect you to support these businesses. Unfortunately, this is a part of using this free scheduling system. Please be very careful to ALWAYS uncheck that you want to receive additional information from SignUp sponsors.
- ★ You will still receive recruitment emails from our VMS (PTO Manager), along with the URL links to SignUp.
- ★ ***You will still need to log your volunteer hours in VMS!!!! (for those volunteer opportunities that require you to do so). This does NOT replace VMS!!***