

## Job Sign Up Instructions

- **Log in to the system:** You must be logged in to access the meets
- **Click the “Meets” button along the top menu of the home page.**
- **Click the “Job Sign Up” button for the meet you are attending:** There will be a list of jobs that require volunteers from our team.
- **Select a job and click the box in front of the box**
- **Click on the “Sign Up” button:** The system will automatically retrieve your contact information. The system will ask you to confirm that you wish to sign up – click OK. Your information will show up in the table and others will not be able to select that job.
- **You are done!** You can make changes up to the registration deadline. You can select your existing job and click “remove sign up” to make changes.
- **The system is first come first serve, so please sign up early.**
- **Note: You can also directly access the job sign up system by clicking on the “Job Signup” button for each event on the home page of the website.**

**Thank you!**