

## VOLUNTEER POINT SYSTEM "HOW TO"

- WATCH FOR MY EMAIL ADVISING THAT JOBS ASSIGNMENTS ARE POSTED ON TEAM UNIFY
- LOG INTO YOUR ACCOUNT / EVENTS / JOB SIGNUP / PICK YOUR PREFERRED JOB
- ATTEND THE MEET, BE CERTAIN TO SIGN IN WITH THE MEET MANAGER AT THE BEGINNING OF WARM UP
- A FEW DAYS AFTER AN **"AWAY" MEET**, YOU WILL RECEIVE AN EMAIL ASKING YOU TO CONFIRM THAT THE JOB WAS COMPLETED. RESPOND TO SAME AND POINTS WILL BE ADDED TO YOUR ACCOUNT. IF THE MEET WAS **"HOME" MEET**, OUR MEET MANAGER PROVIDES ME WITH OUR SIGN IN SHEET. I WILL ADD THE POINTS TO YOUR ACCOUNT.
- IF YOU VOLUNTEERED BUT FAILED TO SIGN IN ON TEAM UNIFY BEFORE THE MEET, PLEASE SEND ME AN EMAIL SO I CAN ADD POINTS TO YOUR ACCOUNT
- TO CHECK POINTS ON YOUR ACCOUNT, GO INTO MY ACCOUNT, INVOICES/PAYMENT/SERVICE HOURS
- IF YOU WORKED A MEET AND DO NOT SEE THE POINTS, PLEASE SEND ME AN EMAIL

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