

- 1) Sign in to our website at [www.cgacswim.org](http://www.cgacswim.org) using your password.
- 2) On the home page, in the middle bottom section, you will see our list of Events (these are the Swim meets on our schedule). Click on the button marked "Job Signup" next to our CGAC home meet.
- 3) On the left, you will see the list of jobs available and any notes on what those jobs entail. To the right, you will see the sessions/time slots that position is available.
- 4) Note: \*\*The times listed are approximate times for the shift. One work session= approximately 4 hour session of the meet. Meet sessions may run later or earlier depending on the number of entries and team participating. Please be prepared to remain until the end of your work session. We truly appreciate your help with this.
- 5) JobSign-ups are for a specific job for a specific shift on a specific date. Once you decide which jobs you would like to volunteer, click the appropriate box underneath your chosen time slot. Then, click the box marked "Sign Up."
- 6) You will get a pop-up box that asks for optional contact information. Please enter the name of the family member working the shift, so we know who to expect. Adding a cell phone number would be helpful in the event we need to contact you. \*\*Students 16 and over are able to work a session if you feel they are responsible. But we do request students 16 or older take positions on the pool deck only. Thank you for respecting this guideline. This will help ensure our meets run as smoothly as possible. \*\*
- 7) After entering your volunteer contact info, click on "Sign up." The name on your CGAC account should populate the field, followed in parenthesis by the actual worker and their cell number, if you added it. [Example: Jones, Bob & Lucy (Lucy – 317-555-5555)] If this does not happen, you are not signed up. Please try the process again and remember to click on "Sign up" at the end.

If you have any questions about a job or are having difficulty signing up, please send an email to [meetcoordinator@cgacswim.org](mailto:meetcoordinator@cgacswim.org). If the job sign ups are full, it is okay. You can still email our Meet Coordinator and she will help you find another volunteer opportunity to earn your credits.

THANK YOU FOR DOING YOUR PART TO HELP US RUN AN AMAZING MEET FOR OUR CLUB AND OUR SWIMMERS AND TEAM!