

HOW TO SIGN UP TO BE A PARENT VOLUNTEER

- 1) Sign in to our website. (Nothing can be done if you don't sign in.)
- 2) On the home page, in the middle bottom section, you will see our list of Events (meets on our schedule). Click on "Job Signup" next to our Lake Central Barracudas home meet.
- 3) To 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. ***THESE TIMES ARE APPROXIMATE. ONE WORK SESSION = ONE SWIM SESSION. IF START TIMES CHANGE, YOU WILL BE NOTIFIED BY EMAIL. MEET SESSIONS MAY RUN LATER THAN INDICATED DEPENDING ON THE NUMBER OF ENTRIES WE RECEIVE. PLEASE BE PREPARED TO REMAIN UNTIL THE END OF YOUR WORK SESSIONS. WE HAVE NO SUBSTITUTES FOR YOU AND TRULY APPRECIATE YOUR HELP WITH THIS.***
- 4) Once you decide which job you would like to volunteer for, click the appropriate box underneath your chosen time slot. Then, click the box marked "Sign Up."
- 5) You will get a pop-up box that asks for optional contact information. PLEASE FILL THIS OUT with the name of the person who will be working this shift so we know who to expect. A cell phone number would be helpful, as well, if you feel comfortable leaving it. ***ANYONE 16 AND OVER IS ABLE TO WORK A SESSION IF YOU FEEL THEY ARE RESPONSIBLE ENOUGH TO DO SO WITHOUT BECOMING DISTRACTED, BUT WE REQUEST ONLY ADULTS 18 AND UP TAKE POSITIONS ON DECK. PLEASE RESPECT THIS GUIDELINE AS WE WANT OUR MEET TO RUN AS SMOOTHLY AS POSSIBLE. THANK YOU!***
- 6) After entering worker contact info, click on "sign up." The name on your LCB 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 – 800-555-5555)**] 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.

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