

Quince Orchard Otters Swim Club

Volunteer Guide

Each family of the Otters swim team is required to sign up and perform 4 volunteer jobs throughout the season. This applies to all families that have swimmers in team meets (A or B); this does not include families that have only Little Otters or Pre-Team swimmers.

The volunteer system uses points to track job per family. All jobs are valued at 4 points and each family is responsible to sign up for 16 points (4 jobs). Generally, you may sign up for any combination of 4 jobs across any of the team events. There are a few seasonal jobs that are worth 4 jobs in and of themselves; these are noted in the job descriptions. Please make sure you understand the full responsibility of the seasonal job before you sign up for it.

Volunteer jobs belong to the families and not an individual. By signing up for the job, you are responsible for ensuring someone is there to perform the job. Most jobs require someone that is 18 years of age or older. If someone younger wants to perform the job, please confirm this with the appropriate coordinator well before the event. A few jobs require either a certification (for example, Referee) or experience (for example, A Meet Timer) or both. There are, however, many more jobs that require neither. Please read the job descriptions carefully. Times are included in each description as guide to help you plan your commitment; you should always confirm with the appropriate Coordinator on their exact needs.

To begin job signup, use any current browser and go to the QO Otters web site at this link <http://www.teamunify.com/Home.jsp?team=recmcslqoo>. Please note that this web site works best with the Firefox or Chrome browsers.

Once at our web site, click on the Sign In link and login using your email address and password. Sign up for volunteer jobs using the following steps (complete details below):

1. Find the event for which you want to sign up. Click on the "Job Signup" button
2. Click the checkbox for the job(s) you wish to perform for that event.
3. Click the "Signup" button.
4. In the next popup, you may provide the name of the person who will perform the job or leave it blank. Click the "Sign Up" button.
5. Verify that your account name is listed next to the job for which you signed up.
6. If you wish, generate a list of all jobs for which you have signed up from the "Reports" tab at the top of the Events list.

The registration process is meant to be simple and convenient. If at any time you have any questions or concerns, please do not hesitate to contact any board member directly, use the Contact Us link on our web site, or by email at help@gootters.com.

Volunteer Job Signup (Detailed)

To begin job signup, use any current browser and go to the QO Otters web site at this link <http://www.teamunify.com/Home.jsp?team=recmclsqoo>. Please note that this web site works best with the Firefox or Chrome browsers.

The screenshot shows the Quince Orchard Otters website home page. At the top is a green navigation bar with links: Home, About, Team Info, Calendar, Meet Results, Records, Helpful Links, Photos, Events, Documents. Below the navigation bar is a large banner image of the swim team with the text "Quince Orchard Otters Swim Team, 2010". To the left of the banner is a sidebar with "Sign Out", "System" (Start Registration, Feedback Zone), "My Account" (Contact Us), and "Gear Store" (Goggle Center, Training Gear). The Gear Store lists items like Tracer Jr. Racing Goggle (\$14.00), Velocity Goggle (\$15.00), and Gelseal Pilot Goggle (\$16.00). To the right of the banner is another sidebar with "Registration", "Otter Team Suits", "Coaches/Board", and "Team Handbook". Below the banner is a yellow box with "INCLEMENT WEATHER POLICY: Call 301-738-1659 to check the status of swim practice or events. Please remember that Swim Team practice is ON in the rain if there is no thunder or lightning!". To the right of this box is a table of "Practice Times (Afternoons)": 8 & Under: 5:00 - 5:45 PM, 9-10/11-12: 5:45 - 6:45 PM, 13 & Over: 6:45 - 7:45 PM. Below this is a note: "*Practice starts May 31". A green box below the practice times says "Registration and Team Open House coming in May - check back for details". At the bottom is an "Events" section with tabs for "Swim Meet" and "Team Functions". The "Swim Meet" tab is active, showing a list of events: "MCSL Advanced Referee Clinic" (May 24), "MCSL Referee/Stroke & Turn/Starter Clinic" (Jun 5), "Test B Meet with events" (Jun 6), "MCSL Referee/Stroke & Turn/Starter Clinic" (Jun 7), and "Time Trials" (Jun 11). Each event has an "Attend this Event" button, and the "Time Trials" event has a "Job Signup" button. To the right of the Events section is a "News" section with a list of news items: "10/01/10 2011 Season Preview", "07/24/10 Otters Set New MCSL Record", "07/10/10 Congratulations Gabriel on a New Team Record", and "05/01/10 2010 Otters News Items - Click here to see last season's news items".

Once at our web site, find the event for which you wish to sign up. If the event is one of the next 5 events, it will show in the Events section of the home page. Otherwise, click on the "More..." link to see the full list of Events.

Events

Current & Upcoming Past & Archived Reports

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Event Category: --ALL--

May
24
 2011

May 24 (07:00 PM) ~ 24 (09:00 PM), 2011 - MCSL Advanced Referee Clinic
 MCSL Advanced Referee Clinic at Olney Swim Center

June
5
 2011

Jun 5 (08:00 AM) ~ 5 (11:00 AM), 2011 - MCSL Referee/Stroke & Turn/Starter Clinic
 MCSL Referee/Stroke and Turn/Starter Clinics at Olney Swim Center

June
6
 2011

Jun 6 (05:00 PM) ~ 6 (09:00 PM), 2011 - Test B Meet with events
[Attend this Event](#)
 B

June
7
 2011

Jun 7 (06:00 PM) ~ 7 (09:00 PM), 2011 - MCSL Referee/Stroke & Turn/Starter Clinic
 MCSL Referee/Stroke and Turn/Starter Clinics at Georgetown Prep

June
10
 2011

Jun 10 (09:00 AM) ~ 10 (11:00 AM), 2011 - Test A Meet with events
[Attend this Event](#)
 A

June
11
 2011

Jun 11 (06:45 AM) ~ 11 (11:00 AM), 2011 - Time Trials
[Attend this Event](#) [Job Signup](#)
 Time Trials - this is an important opportunity for swimmers to establish their seed times for the first meet of the season. For new swimmers, it is an excellent opportunity to experience how a meet w...

June
12
 2011

Jun 12 (08:00 AM) ~ 12 (11:00 AM), 2011 - MCSL Referee/Stroke & Turn/Starter Clinic

Once you find the event, click on the "Job Signup" button. On the Event Job Signup screen, find the job(s) for which you wish to sign up. If you have already signed up for a job for a given event, the "Job Signup" button will be replaced with an "Edit Job Signup" button.

[Edit Job Signup](#)

This is one way to know for which events you have already committed to volunteer.

You are welcome to sign up for more than one job per event, however please make sure they do not overlap. We strongly recommend one job per event or meet.

Event Job Signup

Event Job Signup

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Signup Job for Account: Poetzschke, Dieter & Janet (301-869-4838)
Event: Time Trials (Jun 11 (06:45 AM) ~ 11 (11:00 AM), 2011)
Registration Deadline: 06/08/11
Job Signup Deadline (till midnight): 06/10/11

[Print My Job Signup Summary](#)

How to signup Event jobs:

Step 1: Find the empty slots shown as "-----".

Step 2: Click on the checkbox in front of the empty slot that you want to sign up for.

Step 3: Select [Signup] button to signup for the slots that you selected.

Note: If your Account name is printed right after the checkbox, you've signed up for that job. You do NOT have to "Signup" again. You, however, can use the "Remove Signup" button to remove the signup if you no longer want to work on that job.

If someone else's name is printed, that job slot is not available for you to sign up (this is a first-come-first-serve system). You can only sign up for the empty slots shown as "-----".

Signup
 Remove Signup

Job Name/Notes	Time Periods Signup
Assistant Head Timer	06/11 06:45 AM - 06/11 11:00 AM (4.25 Hr.) 1 <input type="checkbox"/> -----
Clerk of Course	06/11 06:45 AM - 06/11 11:00 AM (4.25 Hr.) 1 <input type="checkbox"/> ----- 2 <input type="checkbox"/> -----
Computer Operator	06/11 06:45 AM - 06/11 11:00 AM (4.25 Hr.) 1 <input type="checkbox"/> -----
Deck Prep	06/11 06:45 AM - 06/11 08:45 AM (2.00 Hr.) 1 <input type="checkbox"/> ----- 2 <input type="checkbox"/> -----
Deck Tear Down	06/11 10:00 AM - 06/11 12:00 PM (2.00 Hr.) 1 <input type="checkbox"/> ----- 2 <input type="checkbox"/> -----
Head Timer	06/11 06:45 AM - 06/11 11:00 AM (4.25 Hr.) 1 <input type="checkbox"/> -----
Photographer	06/11 06:45 AM - 06/11 11:00 AM (4.25 Hr.) 1 <input type="checkbox"/> -----
Referee You must be currently certified to sign up for this position.	06/11 06:45 AM - 06/11 11:00 AM (4.25 Hr.) 1 <input type="checkbox"/> -----
Score Verifier	06/11 06:45 AM - 06/11 11:00 AM (4.25 Hr.) 1 <input type="checkbox"/> -----
Starter You must be currently certified to sign up for this position.	06/11 06:45 AM - 06/11 11:00 AM (4.25 Hr.) 1 <input type="checkbox"/> -----
Stroke & Turn You must be currently certified to sign up for this position.	06/11 06:45 AM - 06/11 11:00 AM (4.25 Hr.) 1 <input type="checkbox"/> ----- 2 <input type="checkbox"/> ----- 3 <input type="checkbox"/> -----

Available jobs will have a line of dashes next to the slot. If a name is listed, that job is not available. Once you have found the job, click on the checkbox and click on the "Signup" button.

Deck Prep	06/11 06:45 AM - 06/11 08:45 AM (2.00 Hr.) 1 <input checked="" type="checkbox"/> ----- 2 <input type="checkbox"/> -----
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In the next popup, you may provide the name of the volunteer that will actually perform the job at that event. This is optional.

Please Supply Your Volunteer's Information ✕

Please provide any additional contact information for the person who will actually be doing the work.

Optional Contact Info:

If someone from your family is going to perform the job, you can leave this blank. If you wish you may provide the name; first name is sufficient. If it is someone not in your immediate family, please provide their relation in parenthesis. Finally, please provide a contact phone number if we cannot or should not contact that person through you. For example,

Bob Jones (Uncle) 301-555-1212

When you are done, click the "Sign Up" button to finish.

Once you have submitted the request, you will be brought back to the event job list. Verify that your name is listed next to the job you intended.

Deck Prep	06/11 06:45 AM - 06/11 08:45 AM (2.00 Hr.)
	1 <input type="checkbox"/> Swimmers, FName
	2 <input type="checkbox"/> -----

If you click the "Print My Job Summary" button on a given event, you will get a report that shows you your jobs for this one event.

Event Job Signup Summary	
Account	Swimmers, FName
Event	QO @ Westleigh (Jun 18 (08:00 AM) ~ 18 (12:00 PM), 2011)
Signup Deadline	06/16/11
Printed At	03/06/11 01:18 PM
Otter Tent Transport	
06/18/11 05:30 PM - 06/18/11 09:30 PM (4.00 Hr.)	

Once you have signed up for all of your jobs, you can generate a list of all jobs. To do so, go to the Events list (click "More..." in the Events area of the home page). At the top of the list, click on the Reports tab.

Events

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Event Category: --ALL--

May
24
 2011

May 24 (07:00 PM) ~ 24 (09:00 PM), 2011 - MCSL Advanced Referee Clinic
 MCSL Advanced Referee Clinic at Olney Swim Center

On the Reports tab, click on the "Job Signup Report for My Account" link.

Current & Upcoming Past & Archived **Reports**

[Job Signup Report for My Account](#)

[Meet Attendance for My Account](#)

[\[Admin Only\] Job Signup Admin Report to Excel](#)

[\[Admin Only\] Meet Attendance Admin Report to Excel](#)

This will generate the Job Signup Report which will list all jobs for all events for which you signed up. This is always accessible online or you may click the "Print Now" button to generate a printed sheet for your reference.

Job Signup Report

Please click the [Search] button after each filter selection change.

Account Name: Swimmers, FName (301-555-1212)

Jobs Signed Up In This Period: 03/06/2011 To

Page 1 of 1 2 View 1 - 2 of 2

	Event Title	Date Time of Job	Slot	Job Name/Notes
1	Time Trials	06/11/11 06:45 AM - 06/11/11 08:45 AM	#1	Deck Prep
2	QO @ Westleigh	06/18/11 05:30 PM - 06/18/11 09:30 PM	#1	Otter Tent Transport

06/11/11 06:45 AM - 06/11/11 08:45 AM