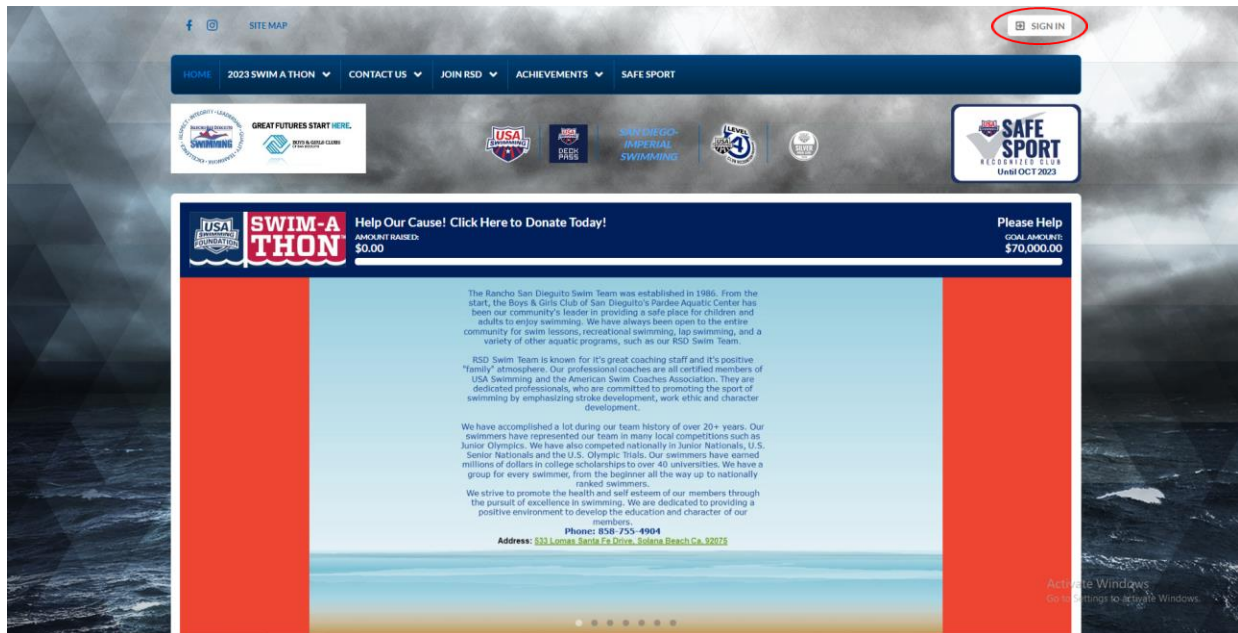
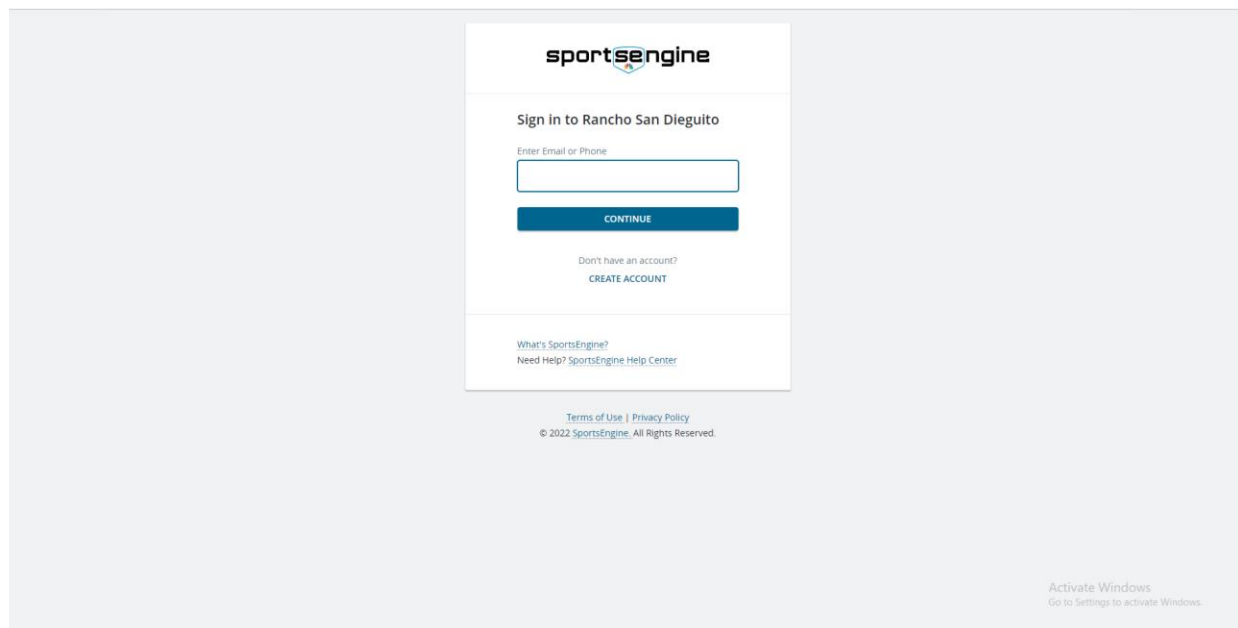


## How to Sign Up for a Volunteer Slot

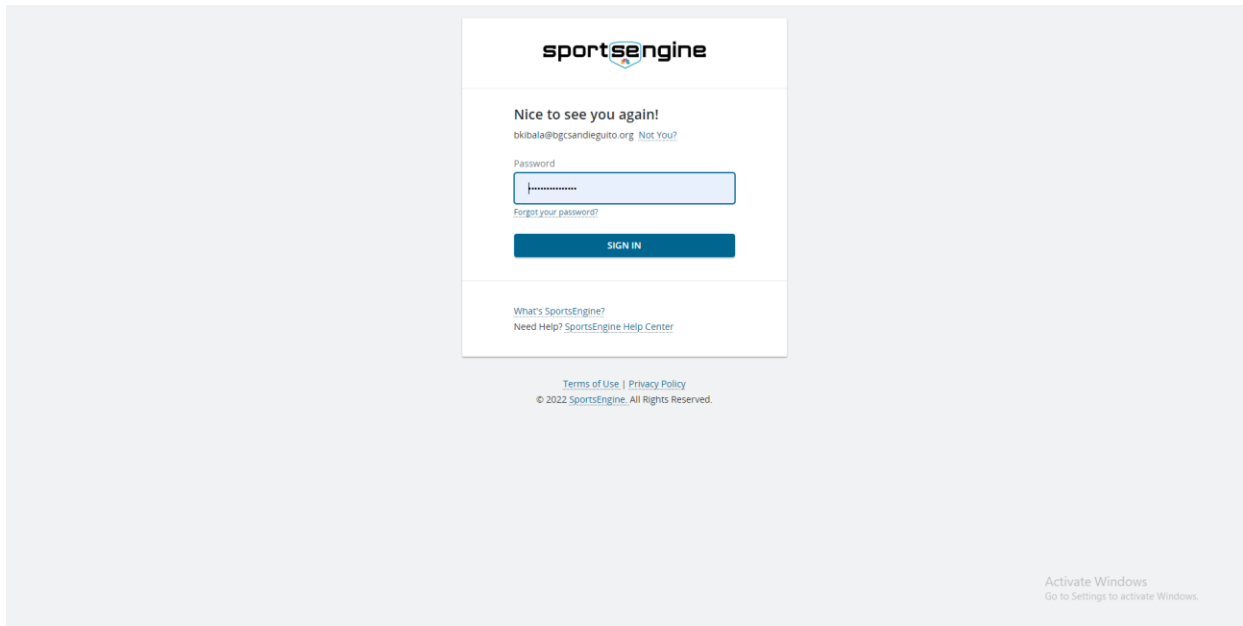
1. Go to the RSD website: [RSDSwimming.org](https://RSDSwimming.org)
2. Click the "SIGN IN" button at the top right of the homepage.



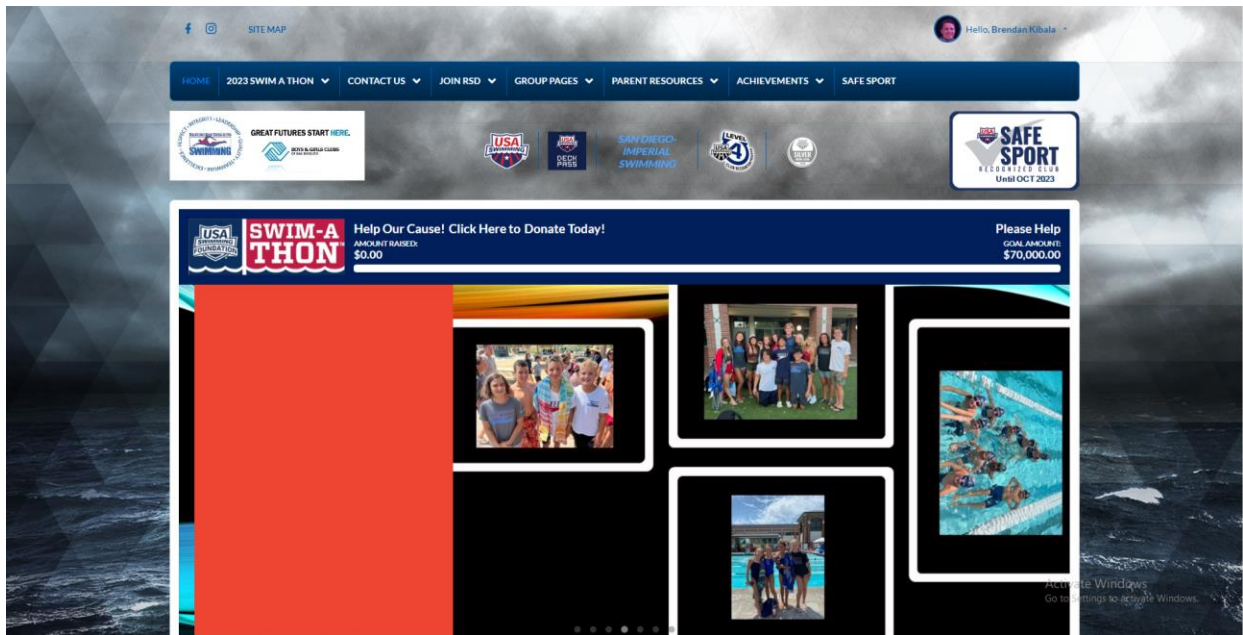
3. Enter the email address associated with your Team Unify account.



4. Enter the password associated with your Team Unify account.



5. Once you have entered your password, you will be redirected to the RSD Swimming homepage.



6. Scroll down until you see the "Swim Meets and Events" section. Click the "Job Signup" button next to the meet you would like to enter.



Team Events

Event Job Signup | Setup Event Jobs | Event Job Done Confirmation | Find Workers

Signup Job for Account: Kibala, Brendan (Change Account)  
 Event: All Ages B/C Meet (Nov 5, 2022 - Nov 6, 2022)  
 Registration Deadline: 10/23/2022  
 Job Signup Deadline (till midnight): 11/07/2022

Print My Job Signup Summary | Print All By Job (w/ Empty Slots) | Print All By Name | Print Volunteer Name Tags

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 "-----".

Sign Up |  Remove Signup

**01. Saturday Volunteer Manager**  
 Check in Volunteers for meet. Get sheet off a coach. Should also keep track of meet timeline and make volunteer adjustments as needed.

**02. Saturday Timer Ln 4+5**  
 2 per lane

Time Periods Signup

11/05/2022 08:45:00 AM - 11/05/2022 09:45:00 AM(1.00 Hrs.)	1 <input type="checkbox"/>
11/05/2022 09:45:00 AM - 11/05/2022 10:45:00 AM(1.00 Hrs.)	1 <input type="checkbox"/>
11/05/2022 10:45:00 AM - 11/05/2022 11:45:00 AM(1.00 Hrs.)	1 <input type="checkbox"/>
11/05/2022 11:45:00 AM - 11/05/2022 12:45:00 PM(1.00 Hrs.)	1 <input type="checkbox"/>
11/05/2022 12:45:00 PM - 11/05/2022 01:45:00 PM(1.00 Hrs.)	1 <input type="checkbox"/>
11/05/2022 01:45:00 PM - 11/05/2022 02:30:00 PM(0.75 Hrs.)	1 <input type="checkbox"/>
11/05/2022 09:00:00 AM - 11/05/2022 10:00:00 AM(1.00 Hrs.)	1 <input type="checkbox"/>
1 <input type="checkbox"/>	1 <input type="checkbox"/>
2 <input type="checkbox"/>	2 <input type="checkbox"/>
3 <input type="checkbox"/>	3 <input type="checkbox"/>
4 <input type="checkbox"/>	4 <input type="checkbox"/>
11/05/2022 10:00:00 AM - 11/05/2022 11:00:00 AM(1.00 Hrs.)	1 <input type="checkbox"/>
2 <input type="checkbox"/>	2 <input type="checkbox"/>
3 <input type="checkbox"/>	3 <input type="checkbox"/>
4 <input type="checkbox"/>	4 <input type="checkbox"/>
11/05/2022 11:00:00 AM - 11/05/2022 12:00:00 PM(1.00 Hrs.)	1 <input type="checkbox"/>
2 <input type="checkbox"/>	2 <input type="checkbox"/>
3 <input type="checkbox"/>	3 <input type="checkbox"/>
4 <input type="checkbox"/>	4 <input type="checkbox"/>
11/05/2022 12:00:00 PM - 11/05/2022 01:00:00 PM(1.00 Hrs.)	1 <input type="checkbox"/>
2 <input type="checkbox"/>	2 <input type="checkbox"/>

9. Enter the name of the individual who will be volunteering and include a cell phone number that can be used to contact them during the meet. Once you have filled in the applicable information, click the "Sign Up" button.

Team Events

Event Job Signup | Setup Event Jobs | Event Job Done Confirmation | Find Workers

Signup Job for Account: Kibala, Brendan (Change Account)  
 Event: All Ages B/C Meet (Nov 5, 2022 - Nov 6, 2022)  
 Registration Deadline: 10/23/2022  
 Job Signup Deadline (till midnight): 11/07/2022

Print My Job Signup Summary | Print All By Job (w/ Empty Slots) | Print All By Name | Print Volunteer Name Tags

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 "-----".

Sign Up |  Remove Signup

**01. Saturday Volunteer Manager**  
 Check in Volunteers for meet. Get sheet off a coach. Should also keep track of meet time

**02. Saturday Timer Ln 4+5**  
 2 per lane

Time Periods Signup

11/05/2022 08:45:00 AM - 11/05/2022 09:45:00 AM(1.00 Hrs.)	1 <input type="checkbox"/>
11/05/2022 09:45:00 AM - 11/05/2022 10:45:00 AM(1.00 Hrs.)	1 <input type="checkbox"/>
11/05/2022 10:45:00 AM - 11/05/2022 11:45:00 AM(1.00 Hrs.)	1 <input type="checkbox"/>
11/05/2022 11:45:00 AM - 11/05/2022 12:45:00 PM(1.00 Hrs.)	1 <input type="checkbox"/>
11/05/2022 12:45:00 PM - 11/05/2022 01:45:00 PM(1.00 Hrs.)	1 <input type="checkbox"/>
11/05/2022 01:45:00 PM - 11/05/2022 02:30:00 PM(0.75 Hrs.)	1 <input type="checkbox"/>
11/05/2022 09:00:00 AM - 11/05/2022 10:00:00 AM(1.00 Hrs.)	1 <input type="checkbox"/>
1 <input type="checkbox"/>	1 <input type="checkbox"/>
2 <input type="checkbox"/>	2 <input type="checkbox"/>
3 <input type="checkbox"/>	3 <input type="checkbox"/>
4 <input type="checkbox"/>	4 <input type="checkbox"/>
11/05/2022 10:00:00 AM - 11/05/2022 11:00:00 AM(1.00 Hrs.)	1 <input type="checkbox"/>
2 <input type="checkbox"/>	2 <input type="checkbox"/>
3 <input type="checkbox"/>	3 <input type="checkbox"/>
4 <input type="checkbox"/>	4 <input type="checkbox"/>
11/05/2022 11:00:00 AM - 11/05/2022 12:00:00 PM(1.00 Hrs.)	1 <input type="checkbox"/>
2 <input type="checkbox"/>	2 <input type="checkbox"/>
3 <input type="checkbox"/>	3 <input type="checkbox"/>
4 <input type="checkbox"/>	4 <input type="checkbox"/>
11/05/2022 12:00:00 PM - 11/05/2022 01:00:00 PM(1.00 Hrs.)	1 <input type="checkbox"/>
2 <input type="checkbox"/>	2 <input type="checkbox"/>

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:

Go Back |

# 10. Review the volunteer slots that you have selected to ensure that you selected your desired slot and that you have included the correct contact information.

The screenshot shows a web application interface for managing volunteer events. At the top, there are navigation tabs: "Event Job Signup", "Setup Event Jobs", "Event Job Done Confirmation", and "Find Workers". Below these, the user is logged in as "Kibala, Brendan" with a "Change Account" link. The event details are: "Event: All Ages B/C Meet (Nov 5, 2022 - Nov 6, 2022)", "Registration Deadline: 10/23/2022", and "Job Signup Deadline (till midnight): 11/07/2022". There are buttons for "Print My Job Signup Summary", "Print All By Job (w/ Empty Slots)", "Print All By Name", and "Print Volunteer Name Tags".

Instructions for signing up are provided: "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", and "Step 3: Select [Signup] button to sign up for the slots that you selected." A note states: "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 '-----'."

At the bottom, there are two job listings:

- 01. Saturday Volunteer Manager**  
Check in Volunteers for meet. Get sheet off a coach. Should also keep track of meet timeline and make volunteer adjustments as needed.
- 02. Saturday Timer Ln 4+5**  
2 per lane

The sign-up table for these jobs is as follows:

Time Period	Signup Status
11/05/2022 08:45:00 AM - 11/05/2022 09:45:00 AM (1.00 Hrs.)	<input checked="" type="checkbox"/> Kibala, Brendan
11/05/2022 09:45:00 AM - 11/05/2022 10:45:00 AM (1.00 Hrs.)	<input type="checkbox"/>
11/05/2022 10:45:00 AM - 11/05/2022 11:45:00 AM (1.00 Hrs.)	<input type="checkbox"/>
11/05/2022 11:45:00 AM - 11/05/2022 12:45:00 PM (1.00 Hrs.)	<input type="checkbox"/>
11/05/2022 12:45:00 PM - 11/05/2022 01:45:00 PM (1.00 Hrs.)	<input type="checkbox"/>
11/05/2022 01:45:00 PM - 11/05/2022 02:30:00 PM (0.75 Hrs.)	<input type="checkbox"/>
11/05/2022 09:00:00 AM - 11/05/2022 10:00:00 AM (1.00 Hrs.)	<input type="checkbox"/>
11/05/2022 10:00:00 AM - 11/05/2022 11:00:00 AM (1.00 Hrs.)	<input type="checkbox"/>
11/05/2022 11:00:00 AM - 11/05/2022 12:00:00 PM (1.00 Hrs.)	<input type="checkbox"/>
11/05/2022 12:00:00 PM - 11/05/2022 01:00:00 PM (1.00 Hrs.)	<input type="checkbox"/>