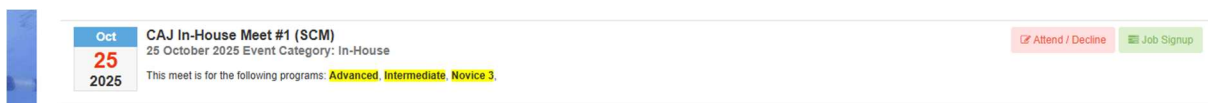


## Instructions on How to Sign up and Volunteer as an Official at a Swim Meet

1. Go to the Events Page on the Cambridge Aquajets website

<https://www.gomotionapp.com/team/canca/page/events#/team-events/upcoming>

2. Find the meet you wish to volunteer at and click the Green Job Sign Up Button

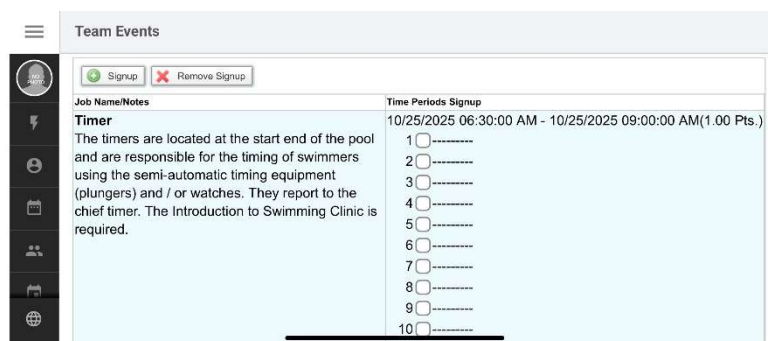


3. Find the Job you would like to volunteer for.  
(You can only volunteer to do a job you have completed a clinic and/or e-module for).

4. Find an empty slot, shown as "-----".

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

6. Select [Signup] button to signup for the slots that you selected.



7. A pop-up window will appear.
  - a. **If you are doing the job**, leave it blank and click "sign up".
  - b. **If someone else in your family is doing the job** (such as your spouse), put their name and phone number and click "sign up". (Remember a spouse can only do the job if they have registered as an official and have done the clinic/e-module for the job you are signing them up for).

### Notes:

- If your Account name appears after the checkbox, you have signed up for that job. You do NOT have to "Signup" again.
- Use the "Remove Signup" button to remove the signup if you no longer want to work on that job.
- You can only sign up for the empty slots shown as "-----". If someone else's name is printed, that job slot is not available for you to sign up. (Either put your name down on the wait list, or volunteer at the next meet as this is a **first-come-first-serve system**).