

Parents: Volunteer/sign up for jobs

Signing up for jobs at swim meets is easy in SwimOffice. Just follow these steps.

- Sign in to your team's TeamUnify website.
- Go to your Events page.
 - Chameleon users: Click your **Events** tab in the top menu, or **More...** on the home page Events section.
 - New CMS users: In the side menu click **Events & Competition > Team Events**.
- Find an upcoming meet in the list and click **Job Signup**.
- Check the boxes by jobs you will work. Be careful not to pick conflicting times!
- Click **Signup**.

Job Name/Notes	Time Periods Signup
Announcer Announce events and awards on PA.	07/15/2016 08:00 AM - 07/15/2016 04:00 PM (8.00 Hrs.) 1 <i>Anderson, Mark</i> 07/16/2016 08:00 AM - 07/16/2016 04:00 PM (8.00 Hrs.) 1 <i>Barnes, Johnny & Rebecca</i>
Awards Work at awards table. Places labels on awards and distributes to eligible swimmers.	07/15/2016 11:00 AM - 07/15/2016 03:00 PM (4.00 Hrs.) 1 <i>Barnes, Johnny & Rebecca</i> 07/15/2016 12:00 PM - 07/15/2016 04:00 PM (4.00 Hrs.) 1 <i>Bryant, Louis</i> 2 <input type="checkbox"/> ----- 07/16/2016 11:00 AM - 07/16/2016 03:00 PM (4.00 Hrs.) 1 <input checked="" type="checkbox"/> ----- 2 <input type="checkbox"/> ----- 07/16/2016 12:00 PM - 07/16/2016 04:00 PM (4.00 Hrs.) 1 <input type="checkbox"/> ----- 2 <input type="checkbox"/> -----
BBQ Cook Set up, operate and breakdown the grill for the snack bar	07/15/2016 10:30 AM - 07/15/2016 02:30 PM (4.00 Hrs.) 1 <input checked="" type="checkbox"/> ----- 2 <input type="checkbox"/> -----

- In the popup box, optionally enter any contact information, such as your phone number, or if someone else will be doing the job, their name and number, and click **Sign Up**.

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: Bob 467-555-6432

Go Back

Sign Up

- If you accidentally signup for the wrong job, or later discover you can't work a job, select the job and click **Remove Signup**. You can do this up until 11:59pm of the *Job Signup Deadline* at the top of the page.
- You may click **Print My Job Signup Summary** near the top for a handy reference of all the jobs you signed up for.

Signup Job for Account: Collins, Anna (540-555-3412)

Event: Metro LC Champs (Jul 15, 2016 - Jul 17, 2016)

Registration Deadline: 07/13/2016

Job Signup Deadline (till midnight): 07/14/2016

Print My Job Signup Summary