

Volunteer Job Online Sign-Up Procedure

Sign In by visiting <http://cdstswim.org>

- You will see a Sign In link in the upper right-hand corner of the website. Sign in using your own personal login information/password.
- Every member (new or existing) can request a new password by clicking the link on the Sign In page. E-mail address registered with CDST, and last four digits of home phone number are required to issue new password. Old password is reset and new one is sent to this e-mail address.

REGISTER FOR JOB

- Once logged to the main CDST website, click on the **Event** Tab at the top of the site
- Click on the job category you are interested in
- Look for the Job Sign-Up button
- Click on this button and you will be presented with all the available jobs
- Simply click on the jobs you want to work and click on the **Sign-Up** button at the bottom of the page
- Click the **Print My Job Signup Summary**
- Print for to keep a record of your jobs
- If you have made a mistake or need to un-commit
- Click on your job and click **Remove Signup** at the bottom of the page
- Your name will be removed from the list

NOTES:

One week prior to the event, you will no longer be able to remove yourself from the sign up. It will be your responsibility to cover your shift and notify the volunteer coordinator of the change.

The jobs are on a first come, first serve basis so sign up fast for the most choices.