

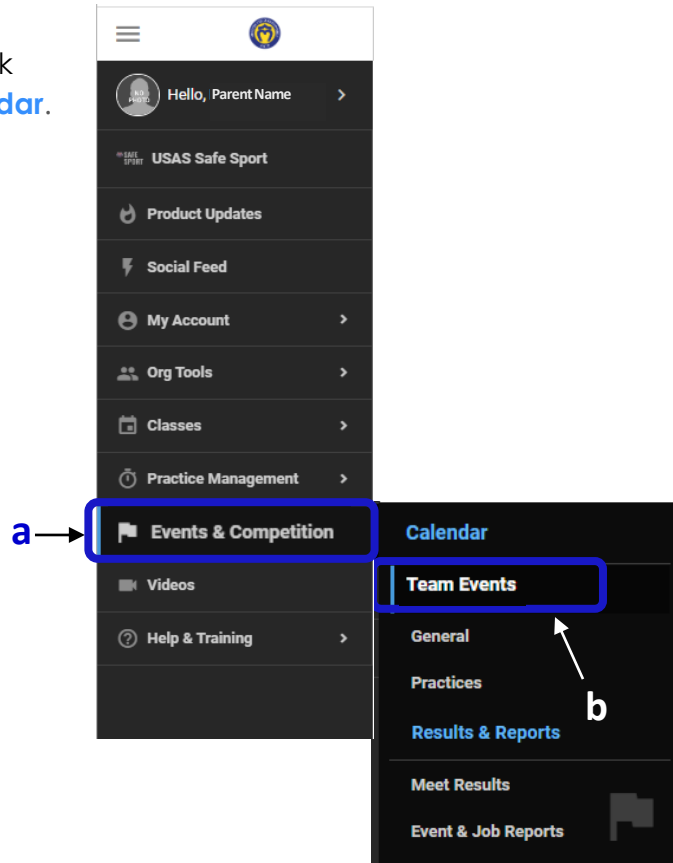


## How Do I Sign Up for a Volunteer Job

Here's how to sign up for a volunteer job, print a summary of your job(s), and, if needed, remove a job.

1. Access your account. If you need help, click this link to access the instructions in *How Do I Access My Team Unify Account:*  
<https://www.teamunify.com/team/scmvn/page/team-unify-faq>.

2. Click on **Events & Competition (a)** in the navigation panel, then click on **Team Events (b)** under **Calendar**.





3. The **Team Events** screen displays upcoming swim meets. Click **Job Signup** next to a swim meet to sign up for a volunteer job.

**Team Events** ? Help

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**Team Events** | General | Practices

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Current & Upcoming | Past & Archived

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Subscribe

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Customize Filters

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Oct  
**01**  
2023

**Masters Short Course Meters Meet**  
01 October 2023 Event Category: Swim Meet

**JOB SIGN UPS FOR MASTERS MEMEBRS ONLY - NO AGE GROUP PARENTS**

Job Signup

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Oct  
**07**  
2023

**Senior Race Series Blue vs Gold Meet 2**  
07 October 2023 Event Category: Swim Meet

Senior Race Series Meet 2 — Short Course Yards  
Open to Senior Elite, Senior Gold, Senior Silver, Senior Bronze & 13/14 Gold

Attend / Decline
Job Signup

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Oct  
**14**  
2023

**MVN October Intrasquad**  
14 October 2023 - 15 October 2023 Event Category: Swim Meet

**Deadline to Commit: September 29**

All athletes are eligible to attend. Please reach out to your lead coach with any questions.

Attend / Decline
Job Signup

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Oct  
**21**  
2023

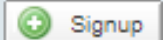
**Junior Teams October Intrasquad Swim Meet**  
21 October 2023 Event Category: Swim Meet

**This swim meet is for JUNIOR TEAM families only!**

All Junior Team athletes are eligible to participate and will be swimming all four (4) events.  
Junior Team parents/guardians will be asked to help with the following volunteer positions:  
- timing  
- staging<

Attend / Decline
Job Signup



- 4. The **Event Job Signup** screen displays two columns listing the available Job Name/Notes on the left and Time Periods Signups on the right. To sign up for a job, click a checkbox in front of the empty slot(s) that you want to sign up (**a**) for and click  .

**Event Job Signup**

**Signup Job for Account:** Last, First Name ((XXX) XXX-XXXX)  
**Event:** Masters Short Course Meters Meet (Oct 1, 2023 )  
**Registration Deadline:** 10/01/2023  
**Job Signup Deadline (till midnight):** 09/29/2023

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
<b>Announcer</b>	10/01/2023 08:00:00 AM - 10/01/2023 11:30:00 AM(3.50 Hrs.) 1 <input type="checkbox"/> ----- 10/01/2023 11:30:00 AM - 10/01/2023 03:00:00 PM(3.50 Hrs.) 1 <input type="checkbox"/> -----
<b>Awards</b>	10/01/2023 09:00:00 AM - 10/01/2023 12:00:00 PM(3.00 Hrs.) 1 Last, First Name <b>a</b> → 2 <input type="checkbox"/> ----- 10/01/2023 12:00:00 PM - 10/01/2023 03:00:00 PM(3.00 Hrs.) 1 Last, First Name 2 Last, First Name (email provided)
<b>Food Donation - 2 cases 16 oz Water</b> Purchase (2) cases of 24 waters; 16oz size	10/01/2023 08:00:00 AM - 10/01/2023 09:00:00 AM(1.00 Hrs.) 1 Last, First Name 2 Last, First Name (Last, First Name copied) 3 Last, First Name 4 Last, First Name (First Name XXX-XXX-XXXX} 5 Last, First Name



- 5. (Optional) You can leave the **Optional Contact Info** field blank; your name will automatically display next to the job you selected. Any information you provide, such as a phone number or email (up to 30 characters), will display within parentheses ( ).

**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:

- 6. Click . Your name and any information you provide will display next to the job you signed up for.

Job Name/Notes	Time Periods Signup
<b>Announcer</b>	10/01/2023 08:00:00 AM - 10/01/2023 11:30:00 AM(3.50 Hrs.) 1 <input type="checkbox"/> -----
	10/01/2023 11:30:00 AM - 10/01/2023 03:00:00 PM(3.50 Hrs.) 1 <input type="checkbox"/> -----
	<b>Awards</b>
	10/01/2023 09:00:00 AM - 10/01/2023 12:00:00 PM(3.00 Hrs.) 1 <i>Last, First Name</i>
	2 <input type="checkbox"/> <b>Last, First Name</b>
	10/01/2023 12:00:00 PM - 10/01/2023 03:00:00 PM(3.00 Hrs.) 1 <i>Last, First Name</i> 2 <i>Last, First Name (email provided)</i>

- 7. To print a summary of your job(s) for the meet, click .

**Event Job Signup**

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**Signup Job for Account:** Last, First Name ((XXX) XXX-XXXX)  
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**Registration Deadline:** 10/01/2023  
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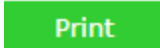
How to signup Event jobs:

**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 "-----".



- 8. The **Event Job Signup Summary** screen displays the job(s) you signed up for. If you want to print a copy, click .


### Event Job Signup Summary

<b>Account</b>	Last, First Name
<b>Event</b>	Masters Short Course Meters Meet (Oct 1, 2023 )
<b>Signup Deadline</b>	9/29/23
<b>Printed At</b>	09/29/2023 9:35:19 AM



**Awards**  
10/01 09:00 AM - 10/01 12:00 PM (3.00 Hrs.)

- 9. To remove a job(s), select the job(s) you want to remove (**a**), then click .

**Event Job Signup** 

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**Signup Job for Acco** Last, First Name (XXX) XXX-XXXX  
**Event:** Masters Short Course Meters Meet (Oct 1, 2023 )  
**Registration Deadline:** 10/01/2023  
**Job Signup Deadline (till midnight):** 09/29/2023

[Print My Job Signup Summary](#)

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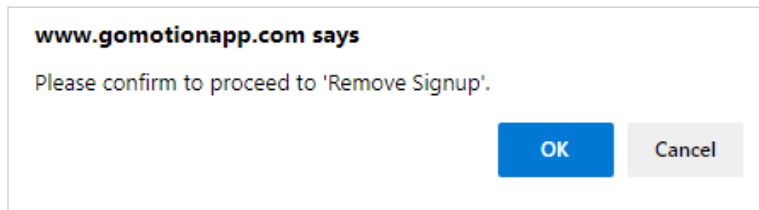
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	<b>Awards</b>
	10/01/2023 09:00:00 AM - 10/01/2023 12:00:00 PM(3.00 Hrs.) 1 <input type="checkbox"/> Last, First Name
	2 <input checked="" type="checkbox"/> Last, First Name
	10/01/2023 12:00:00 PM - 10/01/2023 03:00:00 PM(3.00 Hrs.) 1 Last, First Name 2 Last, First Name (email provided)



10. Click .



The screen displays the job(s) as being available and your name is removed.

Job Name/Notes	Time Periods Signup
<b>Announcer</b>	10/01/2023 08:00:00 AM - 10/01/2023 11:30:00 AM(3.50 Hrs.) 1 <input type="checkbox"/> -----
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	10/01/2023 12:00:00 PM - 10/01/2023 03:00:00 PM(3.00 Hrs.) 1 Last, First Name 2 Last, First Name (email provided)

11. Click this link to continue with other Team Unify instructions:

<https://www.teamunify.com/team/scmvn/page/team-unify-faq>.

- How to Add Emails to My Account
- How to Change My Athlete's Apparel Sizes
- How to Enter or Update My Credit Card
- Where Can I See My Billing History
- How Many Service Hours Have I Done or Owe
- How Can I Access the Team Directory
- How Do I Sign Up for a Meet
- How Do I Suspend My Membership