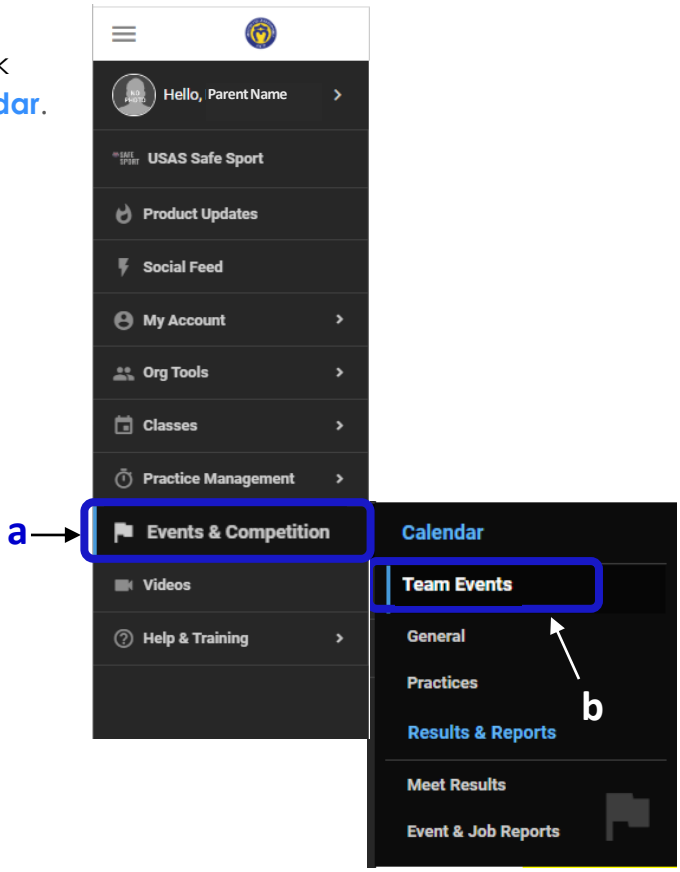
How Do I Sign Up for a Volunteer Job

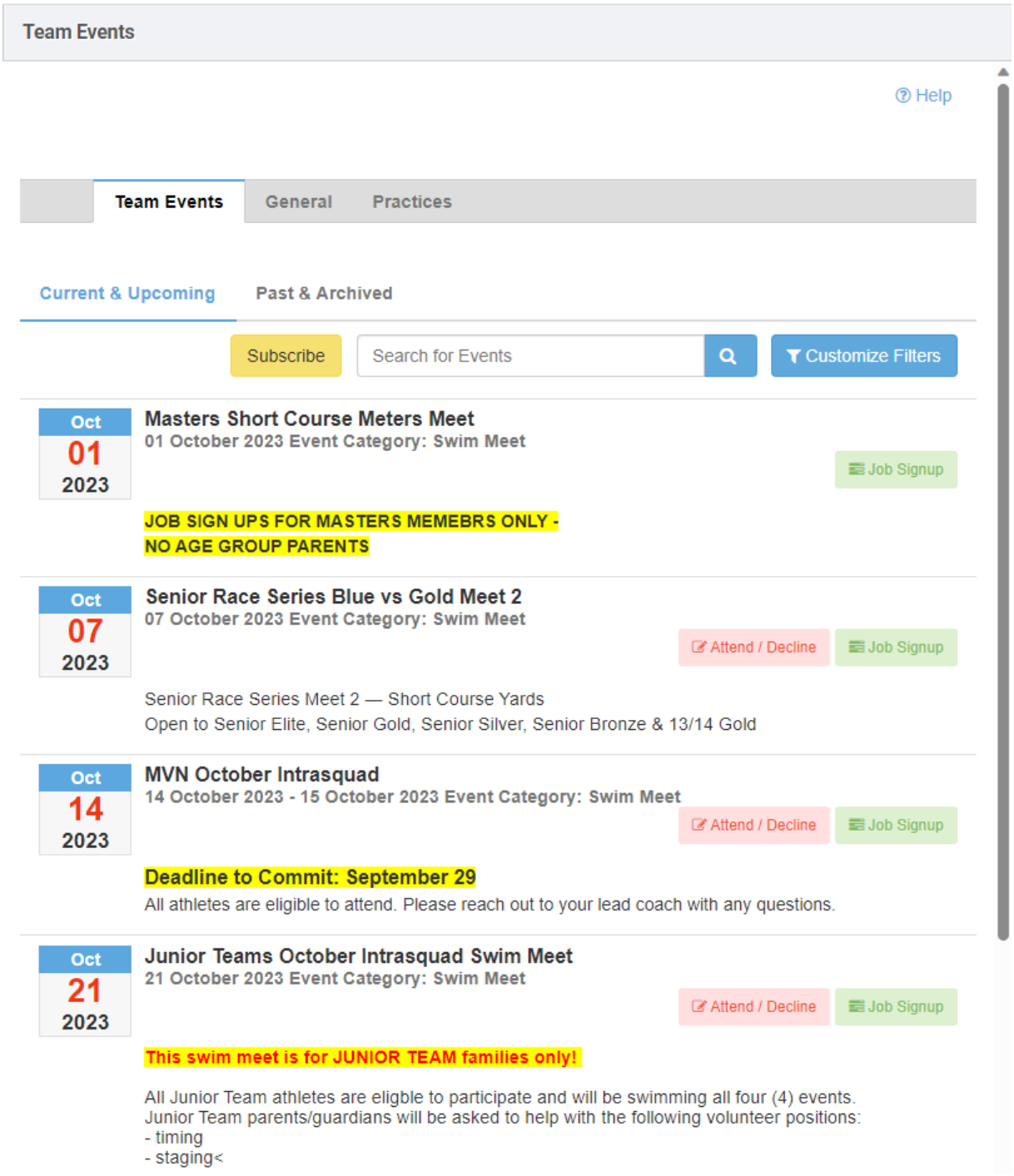
Here's how to sign up for a volunteer job, print a summary of your job(s), and, if needed, remove a job.

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-faqs.

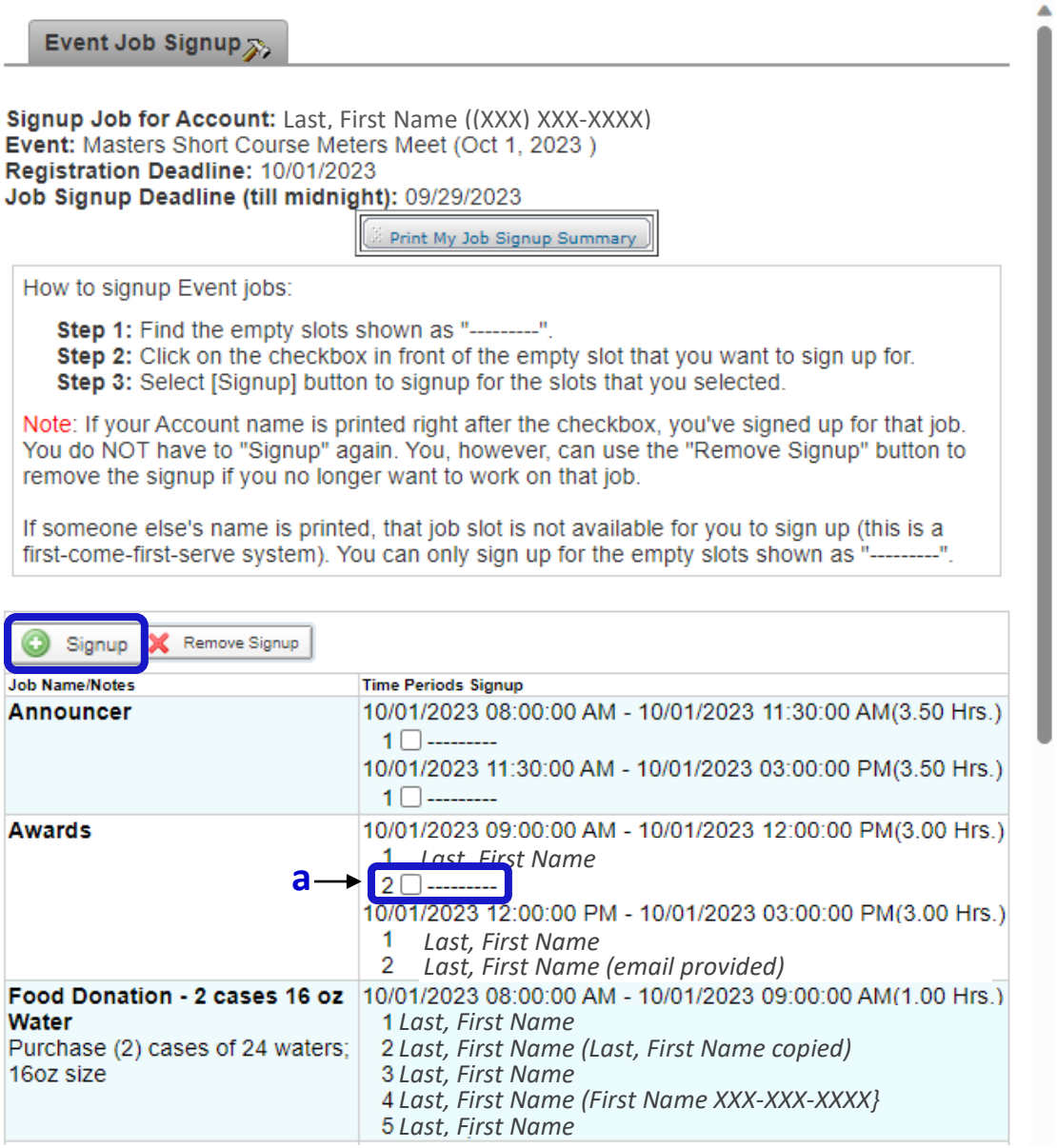
2. Click on **Events & Competition** (**a**) in the navigation panel, then click on **Team Events** (**b**) under **Calendar**.



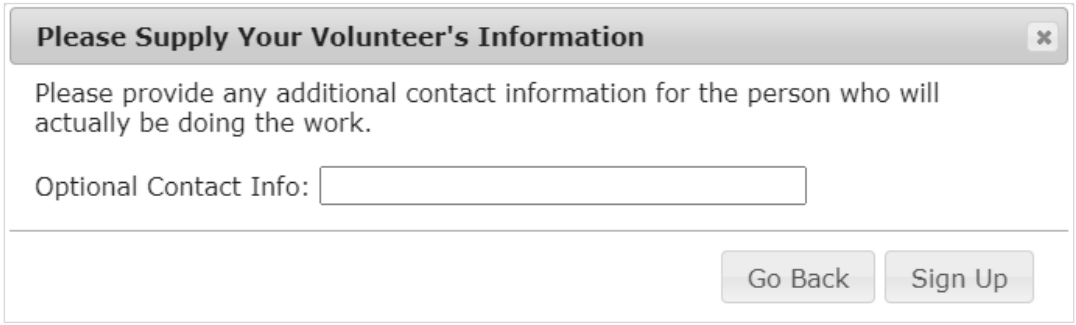
3. The **Team Events** screen displays upcoming swim meets. Click Job Signup next to a swim meet to sign up for a volunteer job.



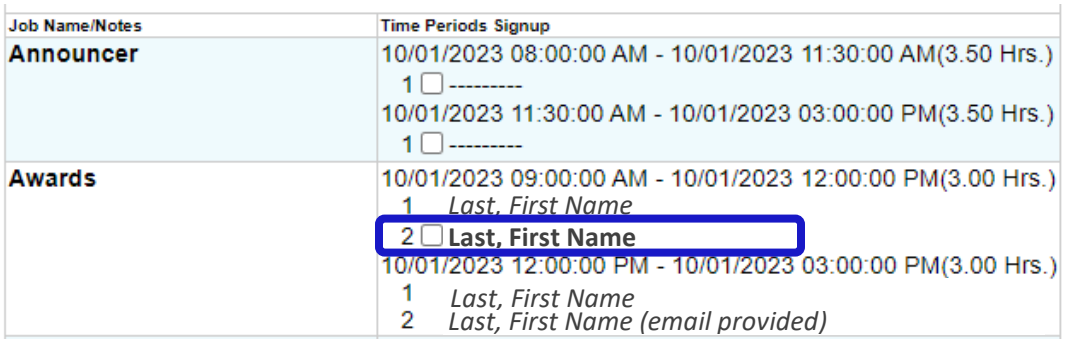
4. The **Event Job Signup** screen displays two columns listing the available Job Name/Notes on the left and Time Periods Signups on the right. To sign up for a job, click a checkbox in front of the empty slot(s) that you want to sign up (**a**) for and click Signup.



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 ( ).

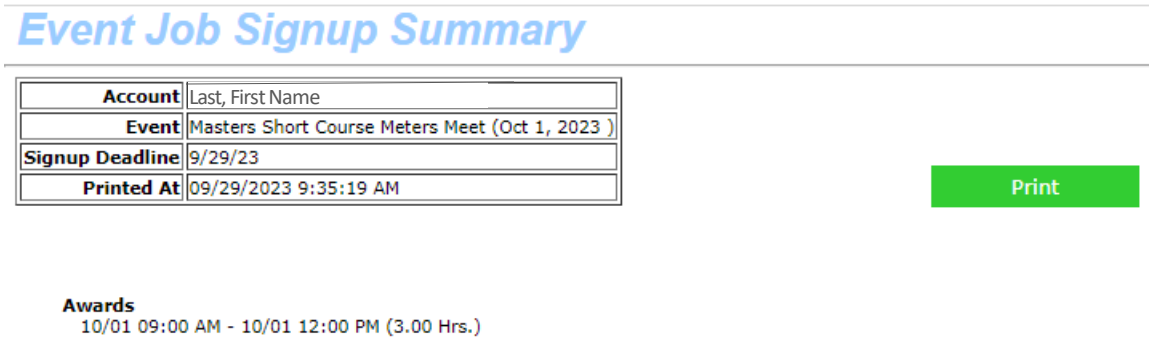


6. Click Sign Up . Your name and any information you provide will display next to the job you signed up for.

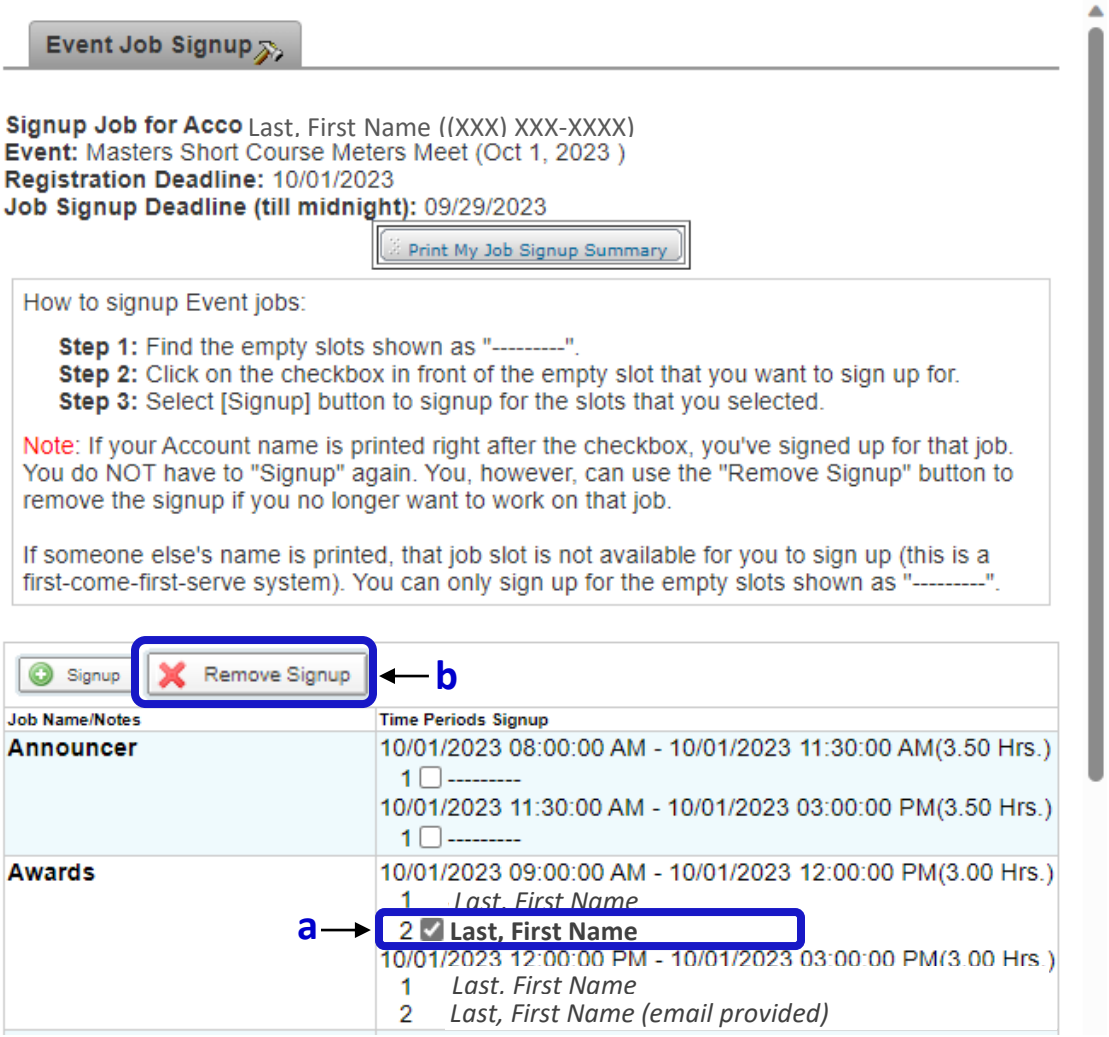


7. To print a summary of your job(s) for the meet, click Print My Job Signup Summary.

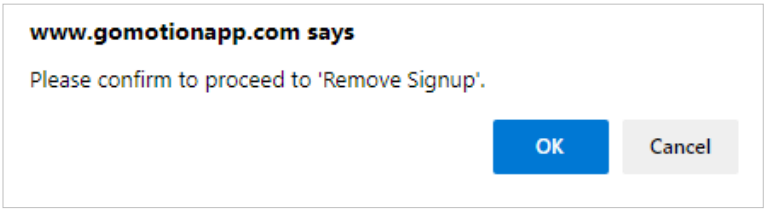
8. The **Event Job Signup Summary** screen displays the job(s) you signed up for. If you want to print a copy, click Print.



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



10. Click OK.



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

Job Name/Notes	Time Periods Signup
Announcer	10/01/2023 08:00:00 AM - 10/01/2023 11:30:00 AM(3.50 Hrs.) 1 ☐ --------- 10/01/2023 11:30:00 AM - 10/01/2023 03:00:00 PM(3.50 Hrs.) 1 ☐ ---------
Awards	10/01/2023 09:00:00 AM - 10/01/2023 12:00:00 PM(3.00 Hrs.) 1 *Last, First Name* 2 ☐ --------- 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-faqs.

- *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*