

# Volunteer Concessions User Instructions

This document provides information for how a volunteer can sign up for concessions on the RHAM Youth Baseball website

(<http://rhamyouthbaseball.com/Default.asp?org=RHAMYOUTHBASEBALL.ORG#505002>).

There is a brief set of instructions available on the website which can be brought up by clicking once on the “Volunteer Instructions” on the left side of the home page.

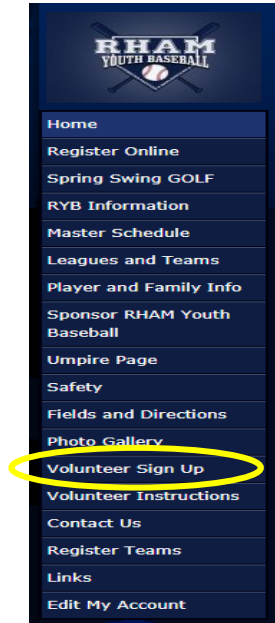


## General Comments about website:

- 1) Hovering over an icon or button will bring up a quick help on what action or information the selection will perform.
- 2) Emails will be sent to email address on file from [Notification@LeagueAthletics.com](mailto:Notification@LeagueAthletics.com) <[Notification@LeagueAthletics.com](mailto:Notification@LeagueAthletics.com)>” Please check your spam folder if you do not see notifications from this email address in your Inbox.
  - a. Email notifications will be sent to you for the following activities
    - i. Volunteering for a concessions event
    - ii. The day of the concessions event you signed up for, an email reminder will be sent.
    - iii. Any changes to the date/time or location of the concessions event made by the Volunteer coordinator. i.e. The game was re-scheduled therefore the corresponding concession event was rescheduled.
    - iv. Removing yourself from the concession event “unvolunteering”.

**Getting to the Concessions Schedule:** Each concession event corresponds to a Date/Time for a Rookie, Minor or Majors Game and Field location (Burnt Hill Park, Gilead, or Vets).

1. Click on the Volunteer Sign-up on the left side of RHAM Youth Baseball home page as shown below:



2. The “Volunteer Sign Up” page will appear. It is sorted by Date/Time of the concession events/games. Below shows an example of the screen with one event shown.

**Volunteer Sign Up**

[Filter](#) | [Log In](#)

Date/Time	Event/Opportunity	Eligibility	Status	Signup?
<b>Thu, 04/25/2019</b> 5:00p to 7:30p	<b>Mud Hens vs Bolton Game at BHP-Upper Field1</b> Category: <b>Concessions</b> Please arrive early to prepare for the concessions trailer opening. Be sure to sign the <b>Sign In / Log Book</b> to verify you completed your visit. The concessions trailer must be locked upon completion of your assignment.	All Members	<span style="background-color: green; color: white; padding: 2px 5px;">Open</span>	<span style="background-color: #333; color: white; padding: 5px 10px; border-radius: 3px;">Sign up</span>

## Signing up for a Concessions Event:

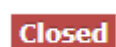
1. Find the Concessions event that you want to volunteer for.
  - a. The Status button of the event one of three options:



- i. Open – No one is currently signed up to do concessions for this event date/time.

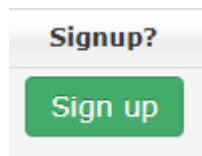


- ii. 1 Open - There are still positions available for volunteers to sign up for this concession event date/time. (**Note:** The status button may show 1 Open, 2 Open, etc. At this time the maximum volunteers per concession event is 2)

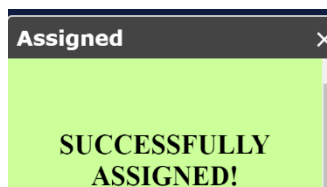


- iii. Closed – This concession event date/time already has the maximum number of volunteers. Select another concession event date/time.

2. To volunteer for a concession event date/time click on sign up button.



3. The following pop-up window will appear showing you have been successfully added as concession volunteer for this event date/time. Click the "X" to close the pop-up window.



4. Refresh your browser window and the concession event the Sign-Up button will be replaced with an "Assigned" button.



5. An email notification will be sent to the email address on file notifying you have been successfully volunteered for a concessions event.

An example of the email message follows:

**From:** [Notification@LeagueAthletics.com](mailto:Notification@LeagueAthletics.com)

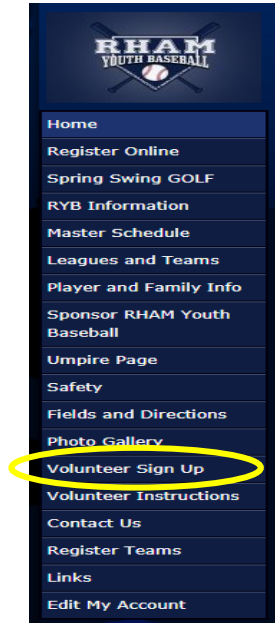
**To:** [xyz\\_volunteer@yahoo.com](mailto:xyz_volunteer@yahoo.com)

**Subject:** Volunteer Signup for **Bulls (h) vs. Blue Rocks**

**Message Body:** Jane Doe has signed up for the Bulls (h) vs. Blue Rocks volunteer event on 4/27/2019 at 9:00:00 at BHP-Lower Field2.

**Removing yourself from a concessions event you previously signed up for (“unvolunteering for any reason”)**

1. Click on the Volunteer Sign-up on the left side of RHAM Youth Baseball home page as shown below:



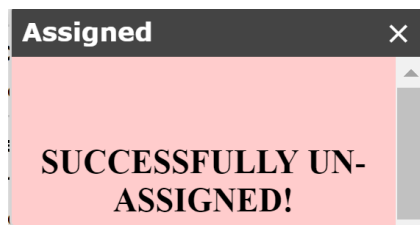
When the “Volunteer Sign Up” page appears, all dates associated with your email address will appear as Assigned.

**ASSIGNED!**

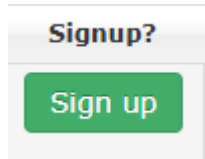
2. To “Un-assign” yourself from the event, click on the Assigned button.

**ASSIGNED!**

3. A pop-up window will appear showing you have successfully been unassigned to this concession event. Click the X button to close the pop-up window.



4. Refresh your browser window and the “Assigned” button will be replaced with a “Sign-Up” button.



5. A notification email will be sent to the email address on file confirming you have been successfully un-assigned from this concession event date/time.

**PLEASE NOTE:** Please do your best to find a replacement volunteer to fill your spot if you are “unvolunteering” on the day of the concession event.

**To see who is already signed up for an event (“Assigned Volunteers”):**

1. Click on the “Status” button to bring up a pop-up window to see who is already assigned to the concessions event. To close the pop-up window select the X.