

# St. Lawrence Athletics Booster Club



## **How to sign up for your volunteer requirement**

All shifts and season long jobs are first come first serve, so sign up asap to lock in your preferred date, time and shift or season long position.

St. Lawrence Athletics is moving to an on-line volunteer system. Under this system there will be two types of volunteer options to fulfill your obligation

- Season long positions (only 1 required to fulfill volunteer requirement) Examples are:
  - Team parent (fka: team mom) – 1 per team
  - Scorebook (home and away) – 2 per team (2 individuals to split games evenly).
  - Clock (home only) – 1 per team must work all home games for your team
- Shifts all shifts are 3 hours (2 shifts required) examples are:
  - Gate, Security, 50/50.
  - Shift 1 positions will also assist with set-up, time factored into your shift.
  - Shift 5 positions will also assist with clean-up, time factored into your shift

### **To sign up for your shifts or Season long jobs**

- Go to [www.mightymustangs.com](http://www.mightymustangs.com)
- Select the “Volunteer Sign Up – Winter” page at top of page
- You will see the following

If you have any problems, please email:

[stlathleticsvolunteer@yahoo.com](mailto:stlathleticsvolunteer@yahoo.com)

We’re using VolunteerSpot (the leading online sign up and reminder tool) to schedule our upcoming activity.

Please sign up - here’s how it works in 3 easy steps:

1. **Click the button for your preference of Season long or Shifts to go to our invitation page on VolunteerSpot (you can change your mind later and re-enter)**



(Winter Sports - Season Long Jobs)



(Winter Sport shifts)

2. **Enter your email address.** (You will NOT need to register an account on VolunteerSpot.)
3. **Sign Up!** Choose your spots. VolunteerSpot will send you automated confirmation and reminder messages. Easy!

Note: VolunteerSpot does NOT share your email address with anyone or send spam emails. If you prefer not to enter your address - please contact your team parent and they will put you in touch with our volunteer coordinator who can sign you up manually.

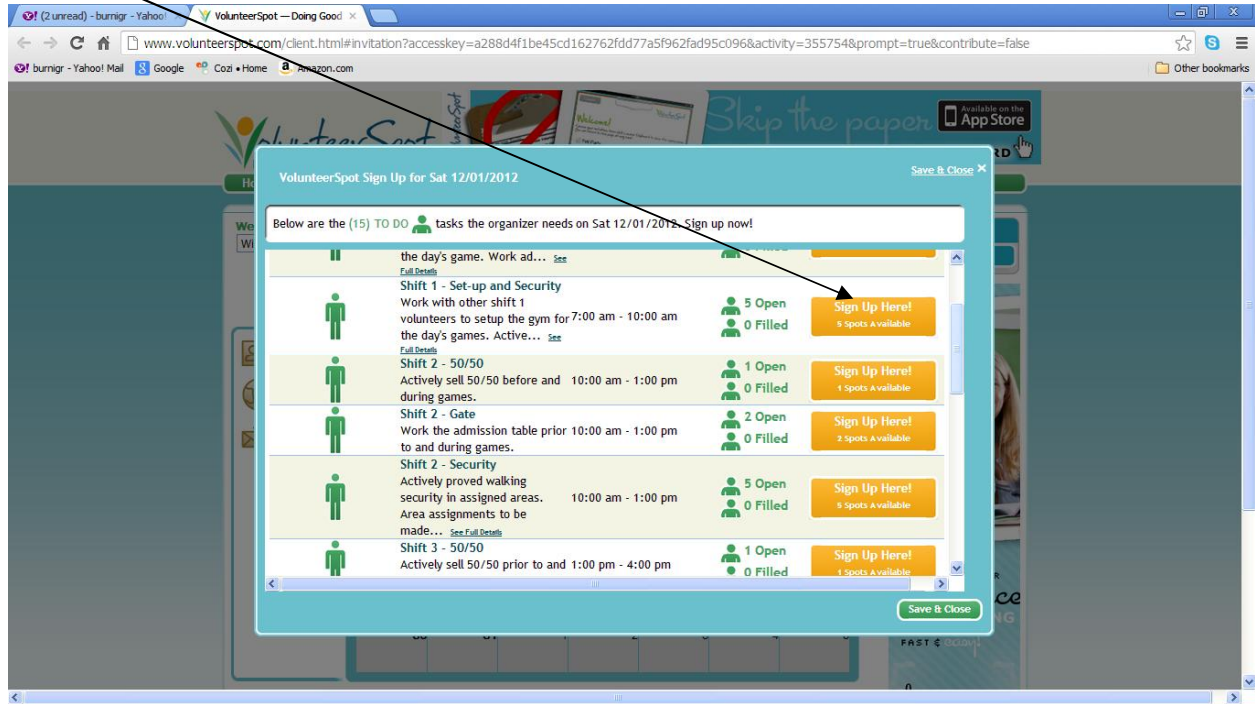
**Detailed instructions** are listed below. You can go into both activities to view shifts or season long position in order to determine which activity is best for your family.

### Winter Sports - SHIFT instructions

1. At the VolunteerSpot.com site, enter your email address. Click Submit.
2. Select a date and job that you would like to sign up for. We have 5 home dates in December, January and February (all on Saturdays), plus STL will host the first round of playoffs on March 2 (Sat). Scroll through Calendar to get to the date you prefer. Volunteer coordinator or board members may need to adjust job assignments on the day of the event.
3. Click on the day with the clipboard icon to see the details about that event. If the clipboard is yellow there are open positions. If it is grey (full), all positions for that day have been filled. Please select a different day.

The screenshot shows the VolunteerSpot website interface. At the top, there's a navigation bar with links: Home, About Us, eBooks, Partners, Fundraising Ideas, Collect \$\$, Love, Pricing. Below that, a user is logged in as 'burnigr@yahoo.com!'. The main content area features a calendar for December 2012. The calendar shows dates from Sun 25 to Sat 5. Saturdays (1st, 8th, 15th, 22nd, 29th) have clipboard icons. The icon for Dec 1st is yellow, while the one for Dec 15th is grey. A red arrow points to the yellow icon. To the right of the calendar, there's a sidebar with 'STL' and 'SIGN OUT' buttons, and a promotional banner for 'carnivals + festivals PLANNING TIPS'. The URL in the browser is 'www.volunteerspot.com/client.html#invitation?accesskey=a288d4f1be45cd162762fdd77a5f962fad95c096&activity=355754&prompt=true&contribute=false'.

4. Review the open positions and full descriptions. Select Sign-up for the position you wish to volunteer for.



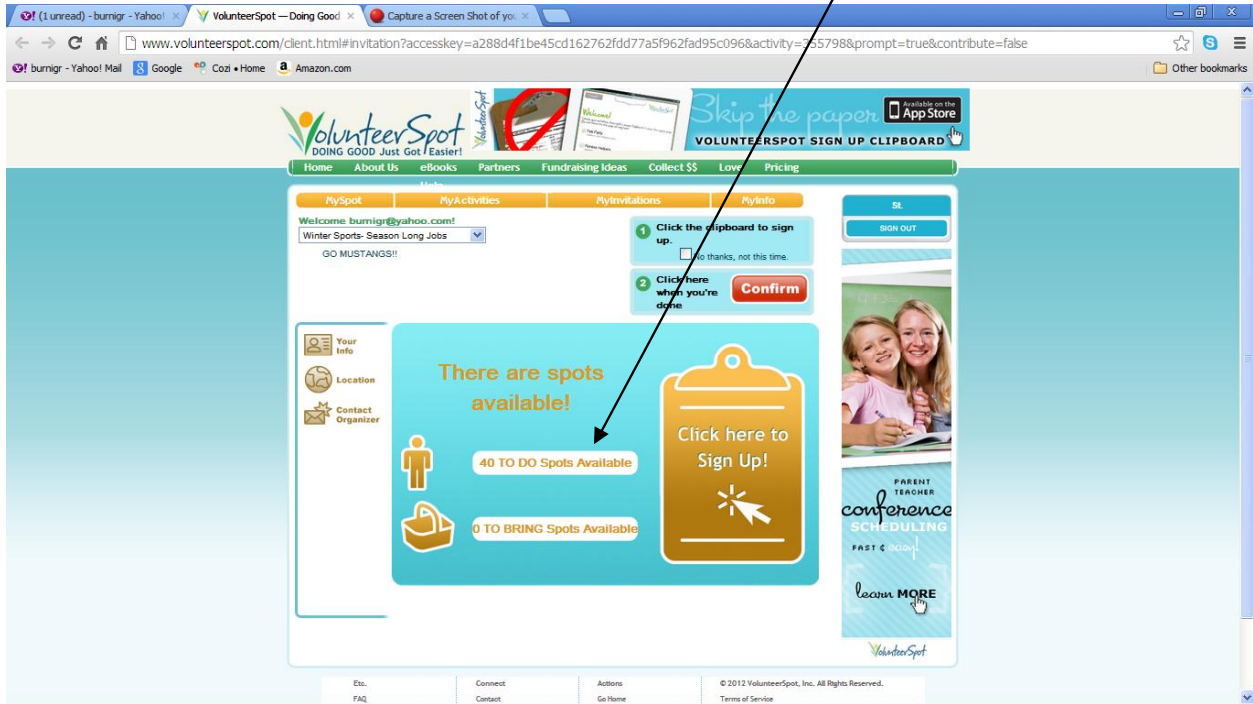
5. Provide contact information, so the Volunteer coordinator or team parent can send you a reminder email and/or call you if the event is changed due to inclement weather or other circumstances.

**\*\*You will need to identify the student athlete, team, volunteer name and volunteer email. (ex of team: Girls Basketball V1, Cheer Varsity, Boys Basketball JV3)**

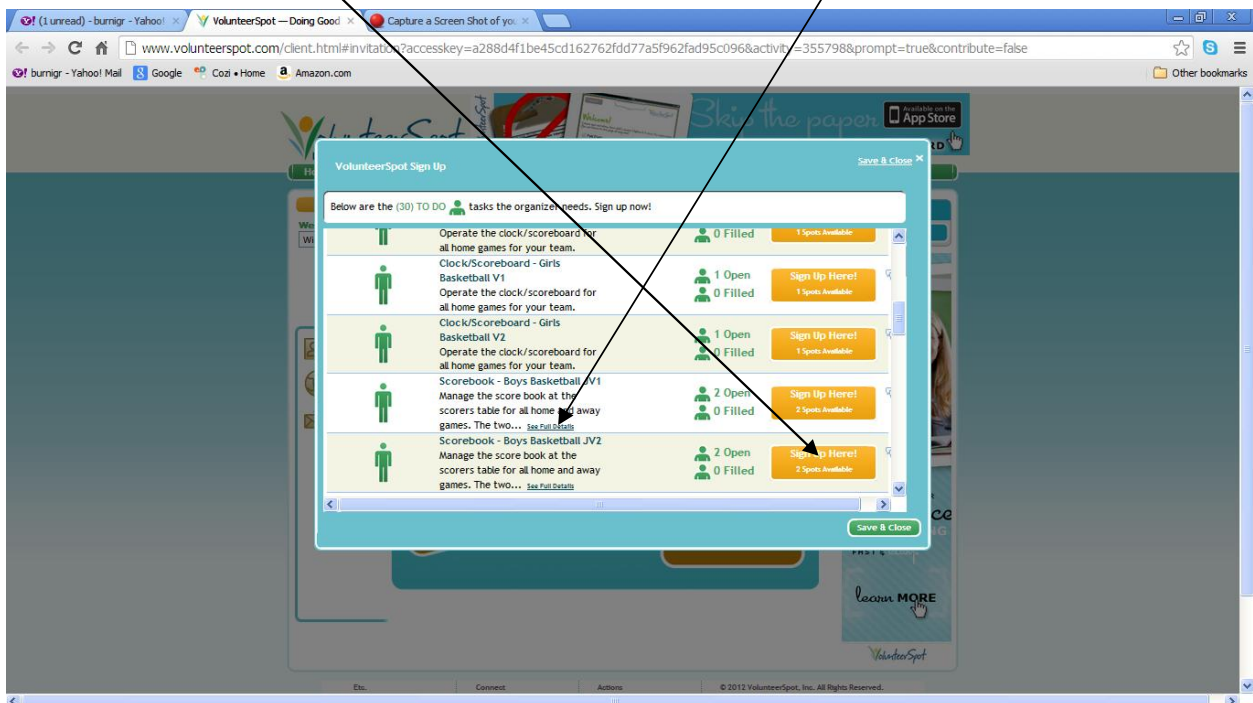
6. Click confirm when done. You will receive an email confirmation.

## Winter Sports - Season long instructions

1. At the VolunteerSpot.com site, enter your email address. Click Submit.
2. You will see the following page: Click on “40 to do spots available”



3. Scroll through jobs and click see full details to review full descriptions. Once you determine position you wish select Sign up!!



3. Provide contact information, so the Volunteer coordinator or team parent can send you a reminder email and/or call you if the event is changed due to inclement weather or other circumstances.

**\*\*You will need to identify the student athlete, team, volunteer name and volunteer email. (ex of team: Girls Basketball V1, Cheer Varsity, Boys Basketball JV3)**

4. Click **confirm** when done. You will receive an email confirmation.

**Please remember if you choose Shifts, you will need to sign up for two shifts per family. If you choose season long position, that one position fulfills your volunteer requirement for winter sports.**

**If you do not volunteer your account will be charged \$150, if only one shift is worked \$75 will be charged to your account.**

THANKS for your continuing support of St. Lawrence Athletics!