

Thank you for considering volunteering! We hope you'll like this new system where you can view opportunities and sign-up immediately from your own computer.

Instructions: Click the link from the main page or here ([www.srvhstrack.clickoneforus.com/VolunteerP1.php](http://www.srvhstrack.clickoneforus.com/VolunteerP1.php))

**Volunteers Needed by Event:** Click on a date you would like to View/Sign-up- note the number of slots still needed to be filled is next to each date!

**Slot Availability by Shift/Job:** you may need to scroll down to see all possibilities- Again the slots still needed are listed to the right.

Click on the Job you are interested in. (Click on Descr at the top of the column to see a more detailed description of the Job). If you don't really care which job you have, choose something that would interest you, and make a note on the sign up page under notes. (i.e.- "I'm flexible – reassign me to another job if needed – preferably one of the jumps!) That way, if we need to reassign we know we can, and what your preferences!

**Click on an available Slot Number to sign-up:**

Choose one of the available slot numbers listed, in order or not, it doesn't really matter!

**Sign Up for an event with your name and Email address:**

The form will require a first and last name, plus VALID email address. You can reuse your email address for other family members if desired, but make a note of the email address you used to sign up. This what you will need to view/print your current signups later!

Clicking on submit, will remove this slot number from the available slots, and recalculate the number of slots required for that date/job! It's now official!

The Thank you screen will give you a link to Printing/Viewing/Changing your signups by Email. (Just Hit Enter after typing in your email address to view the list!)

**Changing your mind, or having to cancel:**

<http://www.srvhstrack.clickoneforus.com/VolunteerCheckSignups.php>

No problem! Whenever you check your signups, there is a "delete" option next to your sign-up. Just delete your sign-up. You can re-sign up for another slot by repeating the process above. It's easy!

If you change your signup within a couple of days of the event, it's nice, but not essential to warn me you won't be there – please email Carol Manuel at [caroljmanuel@yahoo.com](mailto:caroljmanuel@yahoo.com). If you need to make a change at the last minute, please feel free to call her on her cell at; 925-819-2266.

Thanks again for all your help!