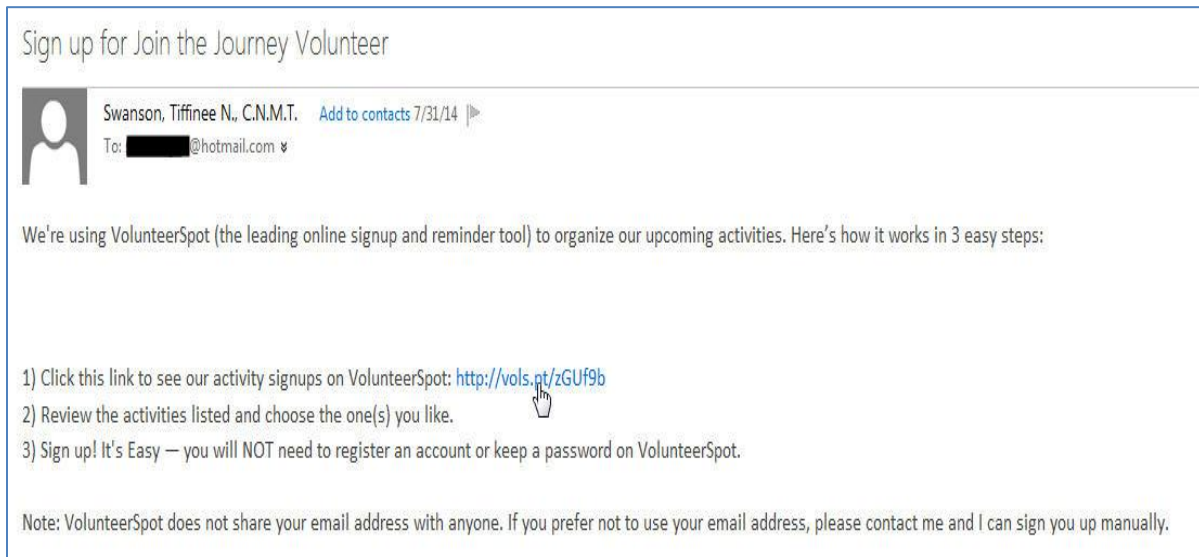


1. You will receive an email invitation to the group page. It will look something like this:



*Please save this email! It is your access to the website. However, if you lose it, I can resend it so just let me know. In the future, we may be putting a link to the group page on the JTJ website and Facebook pagebut for now, the email is your ticket in.

2. Click on the link to go to the webpage. This will bring up the group page in a new browser.

3. Once you get to the group page, you can view all the events we need volunteers for. Either click on the event name, or click view.



4. A page will come up that asks you to confirm your email. Click next

Welcome to VolunteerSpot and your SignUp for: Chatfield Parade!

Thanks for your interest! Please enter and confirm your email address so the organizer knows who you are.
You can view spots available and we'll get you signed up right away!

Email Address

Confirm Email Address

[Next](#)

Enter now. It's easy!

VolunteerSpot is free thanks to our sponsors:

Questions? Please contact your organizer, Tiffinee Swanson, Volunteer Coordinator, at swanson.tiffinee@mayo.edu

Note: VolunteerSpot respects your [privacy](#). All your information is for internal use and will be kept confidential. We will not provide your information to another party.

5. If you are available to volunteer for an event, simply click sign up. If there are several shifts or roles within an event, they will all be listed by name and time on this screen. You may sign up for a specific shift or several if you are willing. This page also give you the details of the event such as the times, what to wear, where to meet, etc. I may not always have the exact details of events when they are placed in volunteer spot, but if you sign up it will update you by email when changes are made, otherwise I will email with details as I get them.

Please Sign Up!

Welcome [Tiffinee](#)

Jump to Invitation...

Chatfield Parade

Sat Aug 9, 2014

Welcome | [Contact Organizer](#) | [Activity Location](#)

Thanks to our wonderful volunteers for all you do! Please sign up if you are able or decline the invitation if you cannot attend.

Please sign up below

It's easy!

Choose Your Spots Below:

[All Spots](#) | [My Spots \(0\)](#) | [Swap](#) | [No Thanks](#)

Hide Full Spots | Hide Past Spots

Chatfield Parade 1:00pm Filled: 0 of 10

Event includes walking the route to pass out candy, brochures, hold banners, etc. Please wear pink! Volunteers would need to be at our line up spot about an hour before. Parking is sometimes difficult to find. Parking over by the store across from the Kwik Trip is good. After the parade everyone is invited to Sue Whitcomb's home for a potluck cookout. Sue lives about 5 minutes from the parade route. It is a really fun event and a perfect way to get to others involved with JTJ.

[Sign Up!](#)

[Confirm Your Spots:](#) [No Thanks](#)

VolunteerSpot is free thanks to our sponsors:

Win a \$1,000 Back-to-School Fundraising Bonus

[Learn More](#)

BRAX Fundraising

6. On the next screen, you may add comments in if necessary (i.e. I will have to leave early) as seen in the yellow highlighted area. Just click save to confirm your spot, and a confirmation page should appear. If you use google calendar or iCal, the confirmation page also allows you to add this event directly to your calendar.

The screenshot shows the 'Choose Your Spots Below' interface for the 'Chatfield Parade' event. The event is scheduled for 1:00pm and has 10 spots, with 1 currently filled. The user has selected 'My Spot (1)'. A comment field is highlighted in yellow with the text 'Will carpool'. The interface includes tabs for 'All Spots', 'My Spots (1)', and 'Swap', along with a 'Save' button. There are also checkboxes for 'Hide Full Spots' and 'Hide Past Spots'. A 'Participants' section shows 'You' with '1 spot'. To the right, there is a promotional banner for 'MISSION TRIP BOOSTER T-SHIRT CAMPAIGNS' with a 'GET STARTED' button and a list of benefits: 'Raise Money. Awareness. Spirits', 'Custom Campaign Page', and 'No risk, upfront cost or handling inventory'.

7. **If you are unable to volunteer for an event**, instead of selecting Sign Up, please click on No Thanks. This will allow me to know who is unavailable vs. if you may have forgotten. If we are still seeking volunteers for events at last minute, we may be calling to recruit. By letting me know you are unavailable, it will save a phone call.

The screenshot shows the 'Please Sign Up!' interface for the 'Chatfield Parade' event. The event is scheduled for Saturday, August 9, 2014, at 1:00pm. The user is logged in as 'Tiffinee'. The interface includes tabs for 'Welcome', 'Contact Organizer', and 'Activity Location'. A message from the organizer says: 'Thanks to our wonderful volunteers for all you do! Please sign up if you are able or decline the invitation if you cannot attend.' Below this, there is a 'Please sign up below' prompt with a 'No Thanks' button highlighted. The 'Choose Your Spots Below' section shows 'All Spots', 'My Spots (0)', and 'Swap' tabs, with a 'No Thanks' button. There are also checkboxes for 'Hide Full Spots' and 'Hide Past Spots'. The event description is visible, and a 'Sign Up!' button is present. At the bottom, there is a 'Confirm Your Spots:' section with a 'No Thanks' button. To the right, there is a promotional banner for 'BRAX Fundraising' with the text 'Win a \$1,000 Back-to-School Fundraising Bonus' and a 'Learn More' button. The banner features images of school supplies and fundraising items.

8. If you sign up, and need to cancel your spot, you may do so at any time by going back into the event and clicking on the orange trash can to remove yourself as a volunteer for that event.

Please Sign Up!

Welcome [Tiffinee](#)

Jump to Invitation...

Chatfield Parade
Sat Aug 9, 2014

Welcome | Contact Organizer | Activity Location

Thanks to our wonderful volunteers for all you do! Please sign up if you are able or decline the invitation if you cannot attend.

Please sign up below
It's easy!

Choose Your Spots Below:

All Spots | My Spots (1) | Swap | Save

Hide Full Spots Hide Past Spots

Chatfield Parade 1:00pm Filled: 1 of 10
Event includes walking the route to pass out candy, brochurs, hold banners, etc. Please wear pink! Volunteers would need to be at our line up spot about an hour before. Parking is sometimes difficult to find. Parking over by the store across from the Kwik Trip is good. After the parade everyone is invited to Sue Whitcomb's home for a potluck cookout. Sue lives about 5 minutes from the parade route. It is a really fun event and a perfect way to get to others involved with JTJ.
You are signed up.

MySpot (1) Delete Spots

Confirm Your Spots: Save

VolunteerSpot is free thanks to our sponsors:

Easy to Use Parental Controls for TV and Online
Visit ControlwithCable.org.

Cable Puts YOU In Control

As always, email me with any questions (swanson.tiffinee@mayo.edu) you may have. If you aren't computer savvy or find this particularly hard to use, just email me to let me know and I can manually put things in and just email with details instead. Please remember to confirm whether you are available or unavailable by either signing up or declining each invite. I hope it is not too much of a hassle to do it for each separate event. I know sometimes we have a lot going on, but it will really save me time because we won't bug you with a phone call wondering if you are free or not. Thanks for all you do!