

# HOW TO SIGN UP AS A VOLUNTEER FOR SWIM MEETS

Swim meets cannot happen without your help; they require a tremendous number of volunteers! We will need over 60 volunteers for each home meet and over 25 for each away meet. Please register your child for our swim team only if you can commit to volunteering for four shifts and one social event.

This year we are using **SignUpGenius** to manage our volunteer sign up sheets, and our hope is that it should simplify the volunteer process for everyone. Parents will be able to sign up from home, make changes as needed, and SignUpGenius will generate email reminders before each meet. Families will sign up on paper signup sheets at our Registration meeting April 18<sup>th</sup>, and then all this information will be entered into SignUpGenius by the Team Reps. After registration, you can sign up to volunteer online. (See below for instructions).

Beginning Sunday May 1<sup>st</sup>, families may begin signing up at the SignUpGenius website.

To access our sign up page:

1. Go to [www.signupgenius.com](http://www.signupgenius.com)
2. Click on the Find a Sign Up tab
3. Enter "mountainbrook.club@gmail.com" in the box
4. Select "Mountainbrook Swim Meet Volunteers"
5. Select the Sign Up button by the positions you wish to volunteer for
6. Enter your name, email address, and other information into the blanks
7. Select "Sign Up"

\*\*\*Each family has until June 1<sup>st</sup> to commit to all their volunteer spots. After that date, we will assign positions that have not been filled to families that haven't yet volunteered. Once you are assigned a position, you are responsible for fulfilling that duty or finding a replacement. Avoid scheduling conflicts by signing up early and getting first choice!