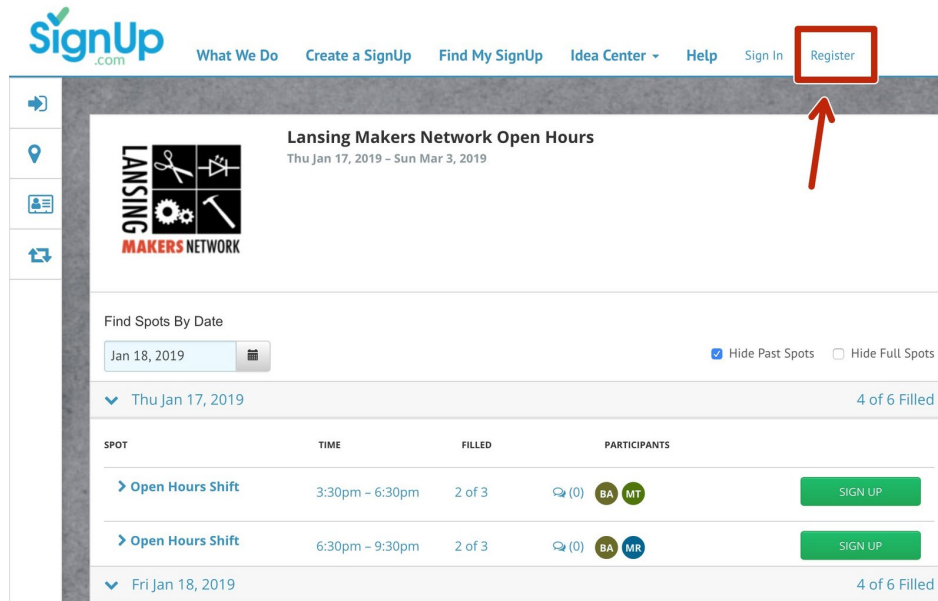
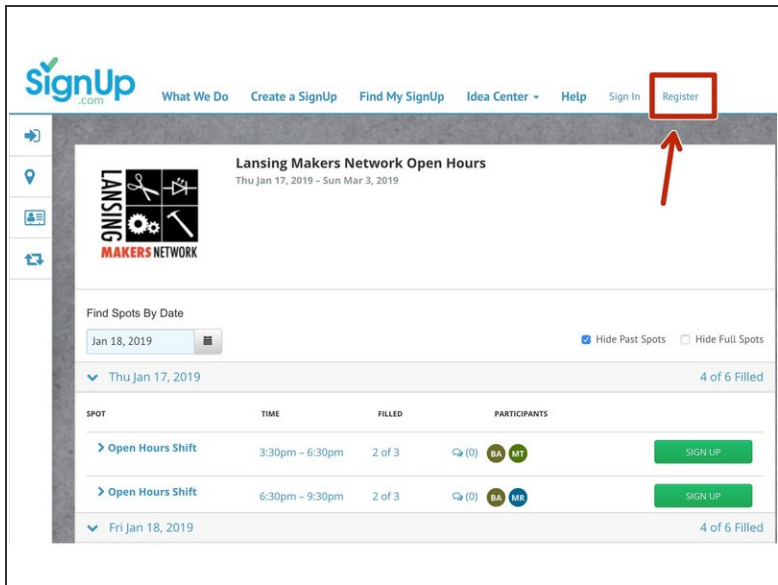


Volunteer Sign Up

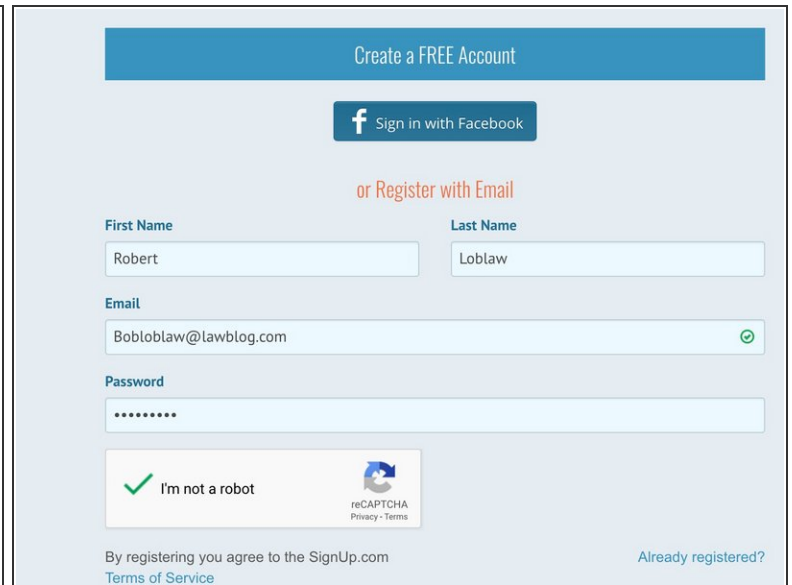
This guide will help you understand the ins and outs of signing up for your shift. You will enjoy this SOP greatly.



Step 1 — Volunteer Sign Up



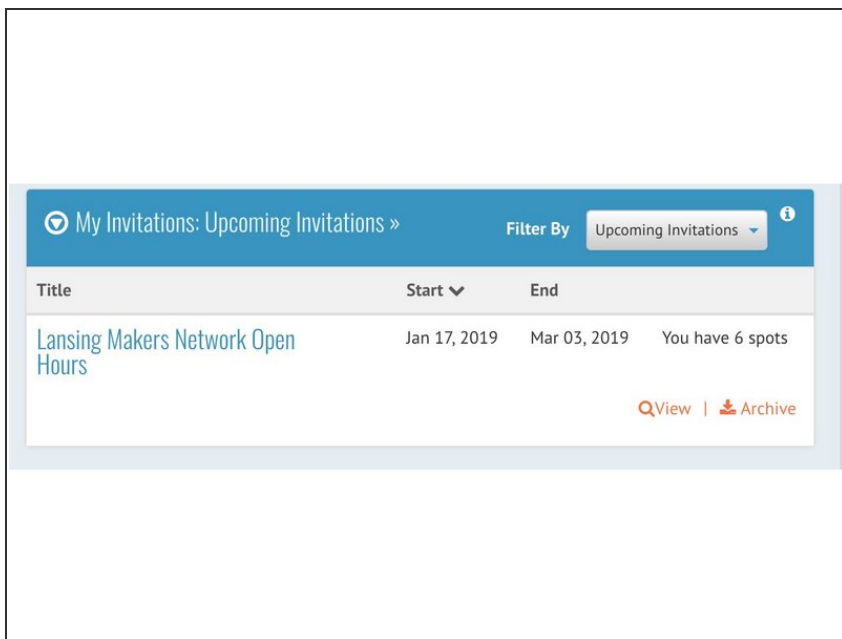
The screenshot shows the SignUp.com homepage. The 'Register' button in the top navigation bar is highlighted with a red box and a red arrow. Below the navigation bar, there's a section for 'Lansing Makers Network Open Hours' with a table of spots. The table has columns for SPOT, TIME, FILLED, and PARTICIPANTS. Two spots are listed for Thursday, Jan 17, 2019, both with '2 of 3' spots filled. Each spot has a 'SIGN UP' button.



The screenshot shows the 'Create a FREE Account' page. It includes a 'Sign in with Facebook' button, a 'or Register with Email' link, and input fields for First Name (Robert), Last Name (Loblaw), Email (Bobloblaw@lawblog.com), and Password. There is also a reCAPTCHA verification section with a green checkmark and the text 'I'm not a robot'. At the bottom, there's a link to 'Terms of Service' and a link for 'Already registered?'.

- Go to: <http://signup.com/go/EQgXyhm>
- Create an account and sign in

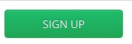
Step 2



The screenshot shows the 'My Invitations: Upcoming Invitations' page. It has a filter dropdown set to 'Upcoming Invitations'. The table below has columns for Title, Start, and End. The first row is 'Lansing Makers Network Open Hours' with a start date of Jan 17, 2019 and an end date of Mar 03, 2019. It also indicates 'You have 6 spots' and has links for 'View' and 'Archive'.

- Scroll down to "Invitations" and click "Lansing Makers Network Open Hours"

Step 3

▼ Thu Jan 17, 2019				4 of 6 Filled
SPOT	TIME	FILLED	PARTICIPANTS	
> Open Hours Shift	3:30pm – 6:30pm	2 of 3	(0) BA MT	 
> Open Hours Shift	6:30pm – 9:30pm	2 of 3	(0) MR BA	
▼ Fri Jan 18, 2019				4 of 6 Filled
SPOT	TIME	FILLED	PARTICIPANTS	
> Open Hours Shift	3:30pm – 6:30pm	2 of 3	(0) BA MT	
> Open Hours Shift	6:30pm – 9:30pm	2 of 3	(0) MR BA	 

- This will take you to a page showing our volunteer shifts. Any shift you can sign up for will show “Sign Up” next to it.
- Any spots you have already signed up for will say “My Spots.”
- Full spots will say “Full.”
- Click Sign Up to sign up for the time you want.

Step 4



- That's it. You're signed up.
- To sign in for your shift, after you arrive, scan your ID card and then follow the “Logging Volunteer Hours SOP”