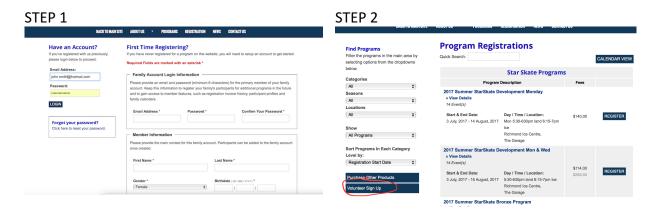
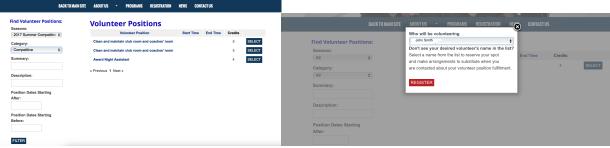
## Instruction to sign up Volunteer Positions on Uplifter

- 2 Click on the "Volunteer Sign Up" page
- 3 Find the desired volunteer position from the Volunteer Positions and click on the volunteer positions
- 4 Click "Register"
- 5 Review the volunteer position details and click directly on "Confirm Volunteer Positions" (you do not need to click on Step 2, Step 3, and Step 4 if you already completed registration)
- 6 You will have an email confirmation of your volunteer positions sent to you once you have completed the volunteer sign up process.

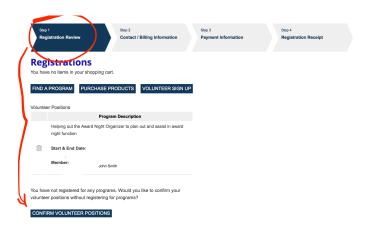
**NOTE**: You may check back for more volunteer sign up positions throughout the season and sign up for more volunteer positions as you wish



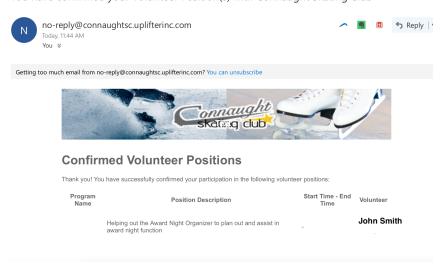
STEP 3 STEP 4



## Instruction to sign up Volunteer Positions on Uplifter



You have confirmed your Volunteer Position(s) with Connaught Skating Club



Once you have received your confirmed volunteer positions, record your position/description in your Volunteer Hour Log spreadsheet to keep track of your volunteer hours. Please email your logged hours spreadsheet at the end of Winter season in March and again at the end of Summer in August.

## How to email your Volunteer Hours Log Spreadsheet to the Volunteer Coordinator

Please ensure that your emailed copy of the Volunteer Hours Log spreadsheet has the following information on the SUBJECT LINE of the email: "2017-2018 [Skater's Skating Level]: [Skater's Last\_Name, Skater's First\_Name]"

Eg. Subject: 2017-2018 Bronze: Smith, Jane