

## Instruction to sign up Volunteer Positions on Uplifter

- 1 Log into your Uplifter Membership account :  
<http://connaughtsc.uplifterinc.com/registration/>
- 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 1

The screenshot shows the top navigation bar with links: BACK TO MAIN SITE, ABOUT US, PROGRAMS, REGISTRATION, NEWS, and CONTACT US. Below the navigation bar, there are two main sections: "Have an Account?" and "First Time Registering?". The "Have an Account?" section includes a login form with fields for Email Address (john.smith@hotmail.com) and Password (\*\*\*\*\*), a LOGIN button, and a link to "Forgot your password?". The "First Time Registering?" section includes a "Family Account Login Information" form with fields for Email Address, Password, and Confirm Your Password, and a "Member Information" form with fields for First Name, Last Name, Gender (Female), and Birthdate (01/01/1977).

### STEP 2

The screenshot shows the "Program Registrations" page. It includes a "Find Programs" section with filters for Categories (All), Seasons (All), Locations (All), and Show (All Programs). Below the filters, there are two program listings: "2017 Summer StarSkate Development Monday" and "2017 Summer StarSkate Development Mon & Wed". Each listing includes a "View Details" link, a table with columns for Start & End Date, Day / Time / Location, and Fees, and a REGISTER button. The "2017 Summer StarSkate Development Monday" listing shows a fee of \$140.00. The "2017 Summer StarSkate Development Mon & Wed" listing shows a fee of \$114.00. At the bottom, there is a link to "2017 Summer StarSkate Bronze Program".

### STEP 3

The screenshot shows the "Volunteer Positions" page. It includes a "Find Volunteer Positions:" section with filters for Seasons (2017 Summer Competitive), Category (Competitive), and Summary. Below the filters, there is a table of volunteer positions with columns for Volunteer Position, Start Time, End Time, and Credits. The table lists three positions: "Clean and maintain club room and coaches' room" (5 credits), "Clean and maintain club room and coaches' room" (5 credits), and "Award Night Assistant" (4 credits). Each position has a SELECT button. At the bottom, there is a FILTER button.

### STEP 4

The screenshot shows the "Volunteer Positions" page with a modal dialog box open. The modal dialog box is titled "Who will be volunteering?" and contains a dropdown menu with "John Smith" selected. Below the dropdown, there is a message: "Don't see your desired volunteer's name in the list? Select a name from the list to reserve your spot and make arrangements to substitute when you are contacted about your volunteer position fulfillment." At the bottom of the modal, there is a REGISTER button. The background shows the same "Volunteer Positions" table as in Step 3.

## Instruction to sign up Volunteer Positions on Uplifter

Step 1: Registration Review

Step 2: Contact / Billing Information

Step 3: Payment Information

Step 4: Registration Receipt

### Registrations

You have no items in your shopping cart.

[FIND A PROGRAM](#) [PURCHASE PRODUCTS](#) [VOLUNTEER SIGN UP](#)

Volunteer Positions

| Program Description  |
|--|
| Helping out the Award Night Organizer to plan out and assist in award night function |

Start & End Date:

Member: John Smith

You have not registered for any programs. Would you like to confirm your volunteer positions without registering for programs?

[CONFIRM VOLUNTEER POSITIONS](#)

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



Getting too much email from no-reply@connaughtsc.uplifterinc.com? [You can unsubscribe](#)



### Confirmed Volunteer Positions

Thank you! You have successfully confirmed your participation in the following volunteer positions:

| Program Name | Position Description   | Start Time - End Time | Volunteer  |
|--------------|--|-----------------------|------------|
|              | Helping out the Award Night Organizer to plan out and assist in award night function |                       | John Smith |

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