

Steps for online volunteer sign up

This document is intended for event chairs or organizers to get your event sign up on the website. Please let us know if you need assistance with any step below or have other questions. We are happy to help.

- Contact web admin info@audubonptsa.org 2-3 weeks before your event date for sign up form.
- You will need to fill up sign up information following this [template](#) and email web admin info@audubonptsa.org once ready. This form can be worked on online and shared by all.
- Once the sign up information is complete it will be made as an online sign up sheet and posted on the website. A short link will be provided to you.
- Web admin will share with you any interest list of volunteers that are available for your event. The interest list is generated from the volunteer sign up in Back-to-School packet or First day packet online.
- To access this report, log in to the website, click on Admin. You should see your shared report. You can click on the report to see volunteer list and details.
- Go to your shared report and select email to send email to volunteers with the short link for event sign up.

NOTE: sign up link will also be posted on enews.

- Volunteer sign up report will be available to you under shared report. You can click download to save the report into an excel spreadsheet and print it for your purposes.
- At anytime you can log in and see the updated list of volunteers for your event.
- One week after the event your reports will be taken down.

Thanks for willing to try and use our new system!

Web Admin
Audubon PTSA