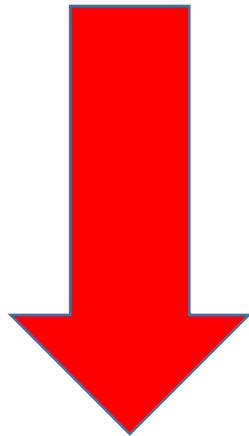




Summer Games 2019

Group Registration- Directions:

New Format This Year!



STEP

1.

[Access Volunteer Registration link & look at the available options....](#)

The registration link can be found on www.soiova.org/volunteer & then find...

Summer Games

Volunteer Registration Links:

GENERAL DAY-OF-EVENT VOLUNTEER REGISTRATION

CLICK HERE

- The group leader can take a look at the volunteer registration & number of volunteer slots available per event... Then decide what event/shift/day you want your group to sign up for.
- You can make the call on what you want your volunteer assignment to be!
- All individuals **& groups** will be signing up on the same registration form/ link this year
- Volunteer shifts & assignments are on a first come, first serve basis. Sign up your group the sooner the better!

2.

Be sure each member of your group is registered!**To register your group members, the group leader can either....****• Have group members register themselves individually:**

- Send out [registration link](#) to your group members
- Tell all group members to register to volunteer using the link
- Tell all group members the event/day/shift that they should register for
- Tell all group members the name of your group that they should register under (Choose a specific name- Example Ames High School or Well Fargo- Ann's group)

OR**• Have the group leader register their group members:**

- Gather your group member's information (name, email, T-shirt size, etc.)
- Access the registration link
- Sign up each group member on the [registration link](#) for the event/day/shift of your choice

STEP

3.

Provide Group Leader Contact Information...

- Please [CLICK HERE](#) to designate the group leader for your group so we can have contact with you

OPTIONAL

If you would like to reserve all of the volunteer slots for a specific event(s)....

- Reservations are first come, first serve
- The group leader should contact ephipps@soiowa.org or 515-986-5520 & communicate the event, day, & shift you would like to reserve
- The group leader must agree to fill **all** slots for the event & shift you are reserving or else you cannot reserve the event (number of slots listed on the registration)
- **All** group members must **still** register for the reserved event on the registration link!!!! Thanks!
- By reserving an event, the event becomes unavailable for anyone outside of your group to register for that event
- Password lock:
 - The group leader will be given a password that will need to be typed in at the top of the registration page when each group member registers.
 - The password will allow your group members access to the reserved event.
 - The group leader will need to communicate password information to your group.
 - *Looks like this on the registration link:*

Have a password? Enter it here:

Submit password

Thanks!

Questions?

Contact:

ephipps@soiowa.org or 515-986-5520