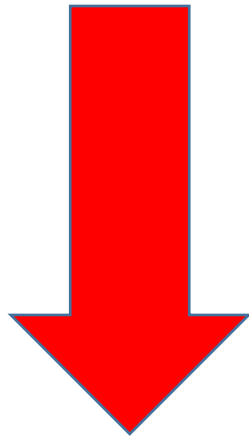




Summer Games 2019

Group Registration- Directions:

New Format This Year!



STEP

1.

Access Volunteer Registration Link....

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

Summer Games

Volunteer Registration Links:

GENERAL DAY-OF-EVENT VOLUNTEER REGISTRATION

CLICK HERE

- 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!
- 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!

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