

Signing Up for a Volunteer Job

V O L U N T E E R



- After clicking the signup link, you'll be directed to the signup. Notice the different tabs across the top of the signup.
- Click on the tab for the event where you'd like to volunteer. In this case, we clicked on "Quartet Finals"

Harmony, Inc. 2023 Volunteer Opportunities

Registration - Opening Cerem... QUARTET SEMI-FINALS CHORUS CONTEST **QUARTET FINALS**

Harmony, Inc. 2023 Volunteer Opportunities

QUARTET FINALS

HI Harmony Inc. Contact

Harmony, Inc. needs YOU for a successful convention! Please take a look at the different volunteer jobs for the Quartet Finals Contest and sign up for a slot -- it's fun to experience the contest from a volunteer's point of view!

If you have any questions, click on the envelope icon above and leave a message. I'll get back to you asap.

Share

Dates shown as mm/dd/yyyy EDT

Available Slot	Date	Location	Time
ADM Assistant	11/11/2023 Saturday	Steelcase Ballroom, Judges Table	11:15am-2:30pm

Sign Up

- Let's sign up for the Pattern Escort job. The description, date, time and location of the job are listed on the signup.
- In order to sign up, simply click the "Sign Up" button next to the blue arrow.
- After clicking the button, scroll down to the bottom of the page.

The screenshot shows a web browser window with the URL <https://www.signupgenius.com/go/10c0f45aaaa2fa6f85-quartet12#/>. The page displays a table of volunteer opportunities for Saturday, 11/11/2023. A blue arrow points to the 'Sign Up' button for the 'Pattern Escort' job.

Job Title	Date	Location	Time	Availability	Action
ADM Assistant Be available to assist ADM as needed - copy scoresheet and distribute	11/11/2023 Saturday	Steelcase Ballroom, Judges Table	11:15am-2:30pm	1 slot available	Sign Up
Door Monitors Collect tickets, tear off and put in box provided - check for AEPs- make sure doors are opened and closed in a timely manner for the contest	11/11/2023 Saturday	Steelcase Ballroom	10:45am-2:30pm	4 slots available	Sign Up
Ticket Seller Sell Tickets at the contest	11/11/2023 Saturday	Steelcase Ballroom	10:45am-2:00pm	2 slots available	Sign Up
Pattern Coordinator Greet contestants- direct them to photo room, warmup rooms- communicate with Stage Manager Linda Hilko to maintain flow	11/11/2023 Saturday	Outside Ambassador East/West	10:45am-2:30pm	1 slot available	Sign Up
Pattern Escort Escort contestants from warm up room to stage door	11/11/2023 Saturday	Outside Ambassador East/West	11:15am-2:30pm	1 slot available	Sign Up
Photo Room Monitor 1st volunteer keeps track of time, gives two minute warning then directs contestant to warm-up room after all the time has run out	11/11/2023 Saturday	Ruby	10:45am-2:30pm	2 slots available	Sign Up

The browser's taskbar at the bottom shows the system tray with a temperature of 76°F, Sunny weather, and the date/time 9:53 AM 7/11/2023. The Windows Start menu and search bar are also visible.

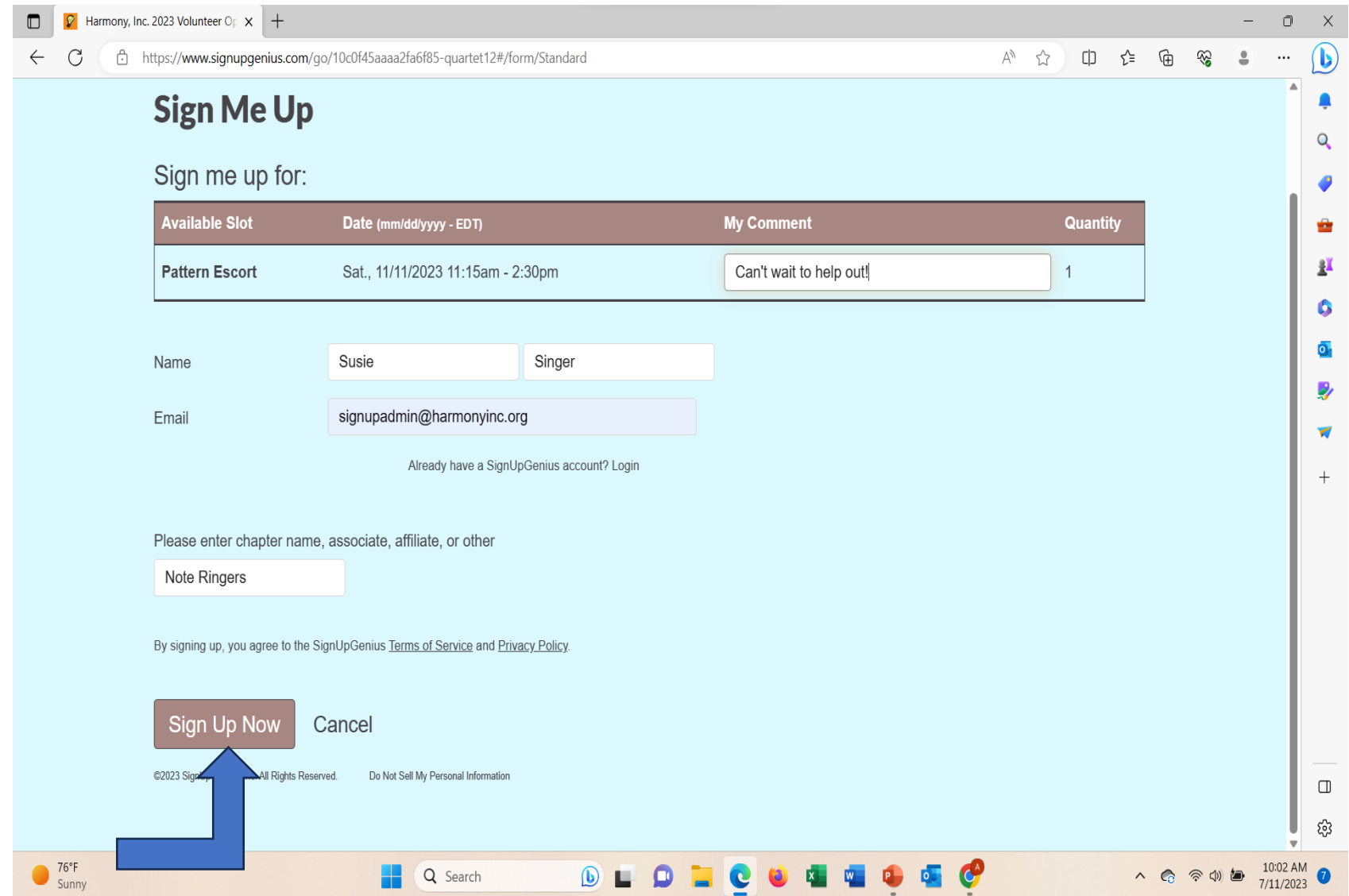
After scrolling to the bottom of the page, click on the “Save & Continue” box.

The screenshot shows a web browser window with the URL <https://www.signupgenius.com/go/10c0f45aaaa2fa6f85-quartet12#/>. The page displays a table of volunteer roles for a contest on 11/11/2023. The roles are listed in a table with columns for role name, date, location, and time. Each role has a 'Sign Up' button, except for the 'Pattern Escort' role which has a 'Selected' button. A blue arrow points to the 'Save & Continue' button at the bottom of the table.

Role	Date	Location	Time	Availability	Action
Ticket Seller Sell Tickets at the contest	11/11/2023 Saturday	Steelcase Ballroom	10:45am-2:00pm	2 slots available	Sign Up
Pattern Coordinator Greet contestants- direct them to photo room, warmup rooms- communicate with Stage Manager Linda Hilko to maintain flow	11/11/2023 Saturday	Outside Ambassador East/West	10:45am-2:30pm	1 slot available	Sign Up
Pattern Escort Escort contestants from warm up room to stage door	11/11/2023 Saturday	Outside Ambassador East/West	11:15am-2:30pm	1 slot available	Selected
Photo Room Monitor 1st volunteer keeps track of time, gives two minute warning then directs contestant to warm-up room after allotted time; 2nd volunteer assists photographer with props and costume adjustments.	11/11/2023 Saturday	Ruby	10:45am-2:30pm	2 slots available	Sign Up
Warm-Up Room 1 Open/close doors- follow timing schedule, give 2 minute warning- coordinate with pattern coordinator	11/11/2023 Saturday	Ambassador East	10:45am-2:30pm	4 slots available	Sign Up

Save & Continue

- Check to be sure you have signed up for the job you wanted; the job, date and time are listed across the top.
- If you'd like to leave a message or comment, feel free to do so in the "My Comment" box. Optional.
- Fill in your contact information, as well as the name of your chapter or other identifying group.
- Click on "Sign Up Now" and you'll be done.

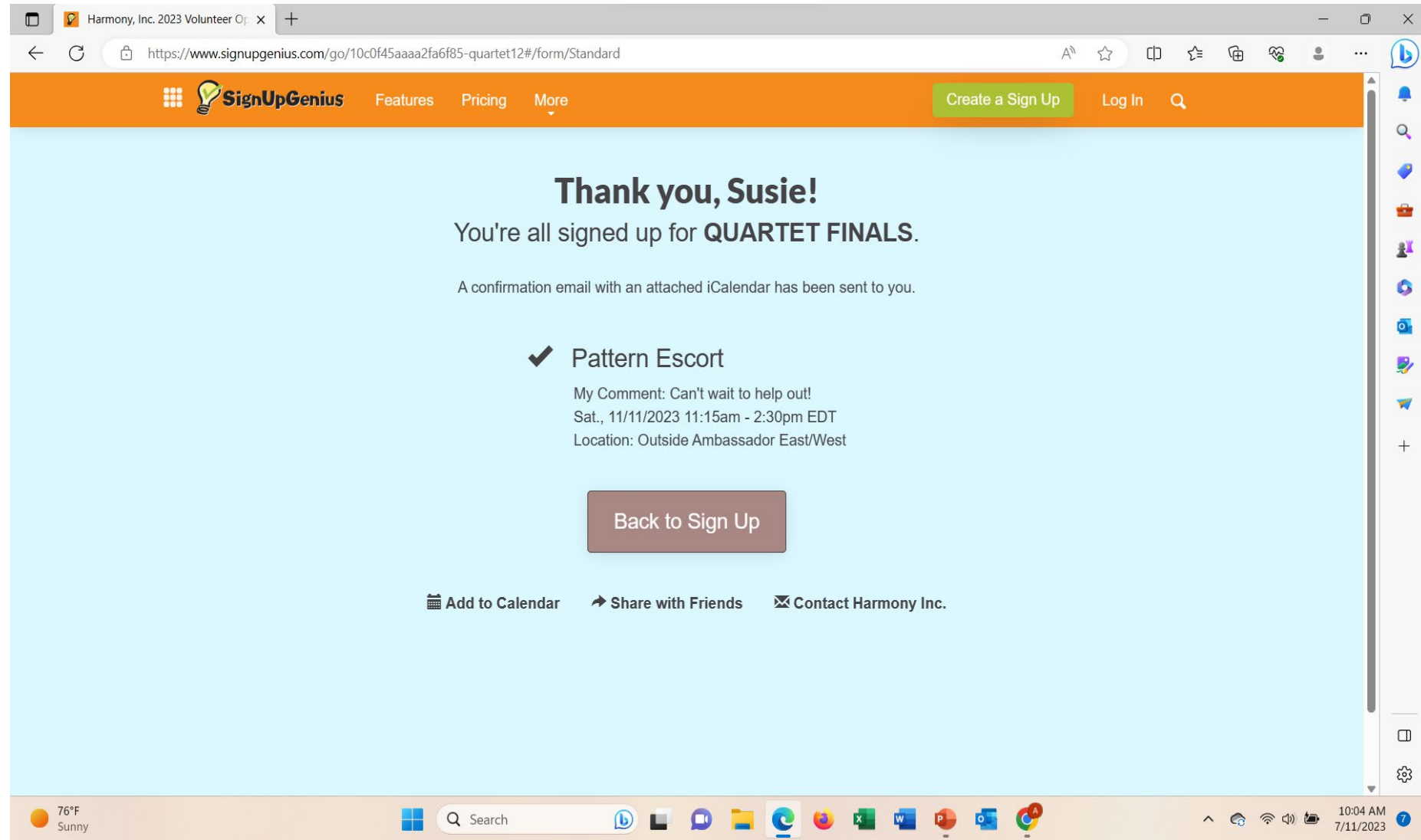


The screenshot shows a web browser window with the URL <https://www.signupgenius.com/go/10c0f45aaaa2fa6f85-quartet12#/form/Standard>. The page title is "Sign Me Up". Below the title, it says "Sign me up for:" followed by a table with the following content:

Available Slot	Date (mm/dd/yyyy - EDT)	My Comment	Quantity
Pattern Escort	Sat., 11/11/2023 11:15am - 2:30pm	<input type="text" value="Can't wait to help out!"/>	1

Below the table, there are input fields for "Name" (with "Susie" and "Singer" entered), "Email" (with "signupadmin@harmonyinc.org" entered), and a "My Comment" box. There is a "Login" link for existing users. A section for "Please enter chapter name, associate, affiliate, or other" contains a text box with "Note Ringers". At the bottom, there is a "Sign Up Now" button and a "Cancel" button. A blue arrow points to the "Sign Up Now" button. The footer includes copyright information and a "Do Not Sell My Personal Information" link. The Windows taskbar at the bottom shows the date and time as 10:02 AM on 7/11/2023.

- This is the confirmation screen, again identifying the job you signed up for.
- You will also receive a confirmation email from SignUpGenius.



Your name
and any
comment you
left will be
visible on the
signup.

Harmony, Inc. 2023 Volunteer Op x +

https://www.signupgenius.com/go/10c0f45aaaa2fa6f85-quartet12#/

Ticket Seller Sell Tickets at the contest	11/11/2023 Saturday	Steelcase Ballroom	10:45am-2:00pm 2 slots available	Sign Up
Pattern Coordinator Greet contestants- direct them to photo room, warmup rooms- communicate with Stage Manager Linda Hilko to maintain flow	11/11/2023 Saturday	Outside Ambassador East/West	10:45am-2:30pm 1 slot available	Sign Up
Pattern Escort Escort contestants from warm up room to stage door	11/11/2023 Saturday	Outside Ambassador East/West	11:15am-2:30pm All slots filled	Full Susie Singer SS Can't wait to help out!
Photo Room Monitor 1st volunteer keeps track of time, gives two minute warning then directs contestant to warm-up room after allotted time; 2nd volunteer assists photographer with props and costume adjustments.	11/11/2023 Saturday	Ruby	10:45am-2:30pm 2 slots available	Sign Up
Warm-Up Room 1 Open/close doors- follow timing schedule, give 2 minute warning- coordinate with pattern coordinator. Must have access to a smartphone or timekeeping device.	11/11/2023 Saturday	Ambassador East	10:45am-2:30pm 1 slot available	Sign Up

80°F Sunny

Search

11:24 AM 7/11/2023

- If something changes and you are unable to volunteer, send me a message using the envelope “Contact” icon next to the blue arrow.
- You may contact me at anytime with questions or concerns about your job or volunteering using the icon.

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QUARTET FINALS

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Already signed up? [Change my sign up](#)

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