

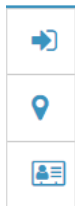
Introduction


We are glad to have you as a volunteer. We are sure you will enjoy your experience. With the use of the self-scheduling system described below, you can now pick the shift you would like to work. The system is a first-come, first-serve basis. To ensure your desired shift in your desired section, sign up early. You can sign-up for as many sessions as you would like as long as you can honor your commitments.

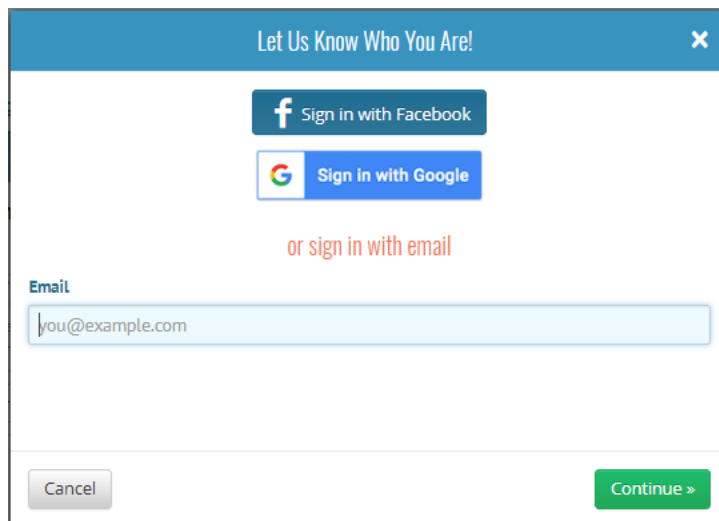
1. Let's get started by logging into Signup.



Go to <https://signup.com/go/wgkMgae> and prepare to log in.

Information bar:





Click on  in the information bar to log in if you already have an account or if you don't have an account then just provide your e-mail address and click Continue. You will be asked to confirm you entered your e-mail address accurately.



Once you have entered an e-mail the  turns to  |

2. Let us know a little more about you.

Click on  and then click 'My Info' and enter your name and a phone number that you can be reached at while at the conference. If you're a scholarship winner indicate if you won the Student or JP scholarship.

 **My Info**
✉ fname.lname@gmail.com
of Assn: 0
[My Info](#)

Let Us Know Who You Are! ✕

My Information

Your organizer, PharmaSUG Volunteers, is asking for a little more information about you.

Email fname.lname@gmail.com


Name *

Phone Number *

Student/JP Scholarship Winner

Count me in for updates and special offers from SignUp.com

Once you hit 'Continue' then your info will be saved for the event. **Note this does not create an account for you. *You do not have to have an account to sign up to volunteer.***

 **My Info**
FName LName
✉ fname.lname@gmail.com
☎ 1234567890
of Assn: 0
[My Info](#)

The other icons on the information bar provide location and how to contact the organizer.



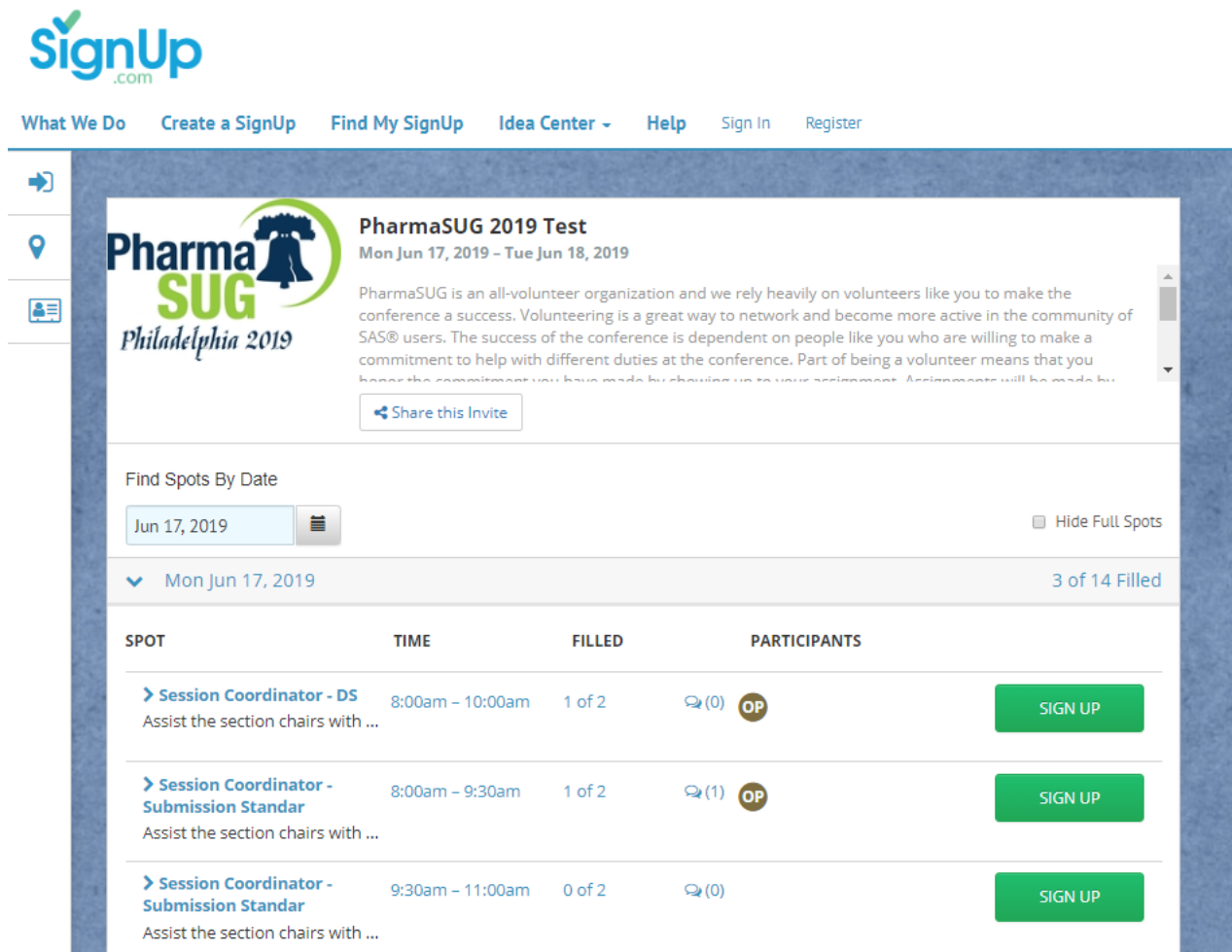
The screenshot shows the SignUp.com profile page for PharmaSUG Volunteers. The profile includes the following information:

- My Info**
- Location**: Philadelphia, PA
- Organizer Info**: PharmaSUG Volunteers, volunteers@pharmasug.org

3. Picking your shift(s).

Select your spot(s) – you can select more than one.

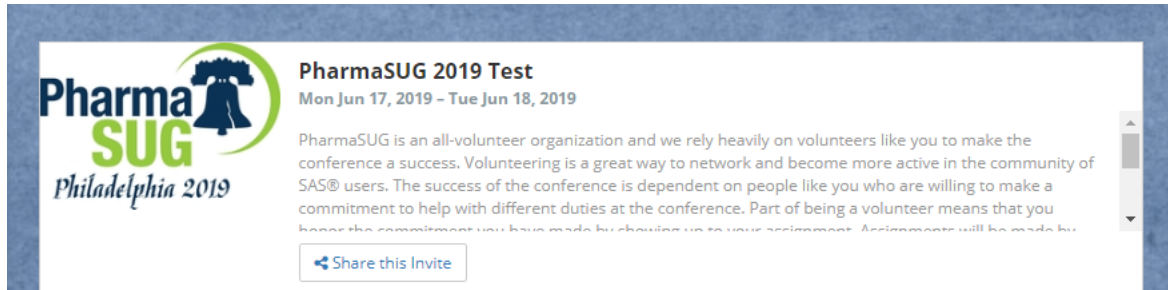
You can filter by day. You can hide the sessions that are already have the allotted number of volunteers.



The screenshot shows the SignUp.com event page for PharmaSUG 2019 Test. The event is scheduled for Monday, June 17, 2019, and Tuesday, June 18, 2019. The page includes a description of the event, a "Share this Invite" button, and a "Find Spots By Date" section. The "Find Spots By Date" section shows that 3 of 14 spots are filled for Monday, June 17, 2019. The table below lists the available spots for that day.

SPOT	TIME	FILLED	PARTICIPANTS	
> Session Coordinator - DS Assist the section chairs with ...	8:00am – 10:00am	1 of 2	(0) OP	SIGN UP
> Session Coordinator - Submission Standar Assist the section chairs with ...	8:00am – 9:30am	1 of 2	(1) OP	SIGN UP
> Session Coordinator - Submission Standar Assist the section chairs with ...	9:30am – 11:00am	0 of 2	(0)	SIGN UP

Read the details about being a volunteer.



Click on the “Spot” name to get a detailed description and to provide a comment if you need to provide a comment.

SPOT	TIME	FILLED	PARTICIPANTS
Session Coordinator - DS	8:00am – 10:00am	1 of 2	0 OP

[SIGN UP](#)

DESCRIPTION

- Assist the section chairs with keeping time, head counts, manning the doors to ensure they do not slam, tidying the room at end of the session
- Section chairs may also ask you to evaluate the papers in the section for your particular time slot
- Additional duties may also consist of running errands on behalf of the section chairs or passing out handouts

COMMENTS

Got a comment? Type it here!

140 [Add Comment](#)

SIGNED UP

OP Other Participant	1 Spot
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Click the ‘SIGN UP’ button for the desired spot.

You will then see a pop-up screen with Participant details. Confirm details and click ‘Save and Done’. **Note that if you sign up for more than one spot in the same session, this screen will only appear on the first spot you sign up for. It is just to confirm you are indeed signing up under the information provided. However, if you close the sign-up window and come back later to sign up for additional spots, this screen will appear to confirm you are signing up under the information provided.**

PharmaSUG 2019 Test
Quantity: 0 Spots / 1 Available

Name

RW FName LName

Participant's Information

Name * **# of Spots ***

Email **Phone ***

Student/JP Scholarship Winner

[Save and Done](#)

4. Confirm your entries.

Once you have selected all your spots, you can select 'Show My Spots' to see all the spots you signed up for.

Jun 17, 2019
[Print Spots](#)
[Add to Outlook/iCal](#)
 Hide Full Spots
 Show My Spots

▼ Mon Jun 17, 2019
6 of 14 Filled

SPOT	TIME	FILLED	PARTICIPANTS	
> Session Coordinator - DS Assist the section chairs with ...	8:00am – 10:00am	2 of 2	(0) RW OP	MY SPOTS ▼
> Session Coordinator - Submission Standar Assist the section chairs with ...	9:30am – 11:00am	1 of 2	(0) RW	MY SPOTS ▼
> Session Coordinator - DS Assist the section chairs with ...	1:30pm – 3:30pm	1 of 2	(0) P	MY SPOTS ▼

After you have confirmed that those are the spots you want, then click 'Save' at the top of the screen.

You have signed up for a total of 3 spots.
[Save](#)

Thank you for signing up for PharmaSUG 2019 Test!




[« Back to the SignUp](#)

[Follow us on Facebook!](#)

You signed up for the following spots:

[Print Spots](#)

[Add to Outlook/iCal](#)

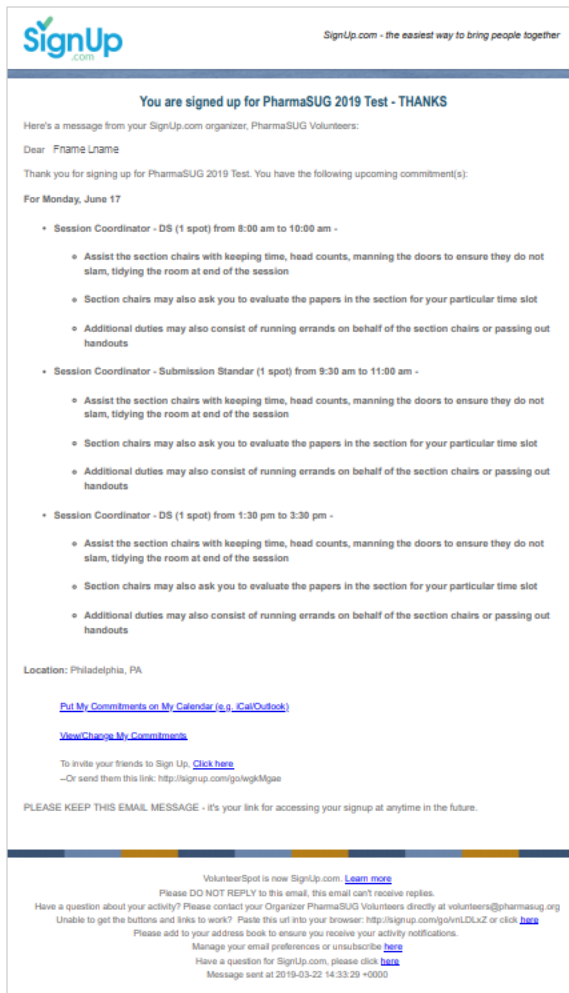
Spot	Date	Time	Quantity
 Session Coordinator - DS <ul style="list-style-type: none"> Assist the section chairs with keeping time, head counts, manning the doors to ensure they do not slam, tidying the room at end of the session Section chairs may also ask you to evaluate the papers in the section for your particular time slot Additional duties may also consist of running errands on behalf of the section chairs or passing out handouts 	Monday Jun 17, 2019	8:00am - 10:00am	1
 Session Coordinator - Submission Standar <ul style="list-style-type: none"> Assist the section chairs with keeping time, head counts, manning the doors to ensure they do not slam, tidying the room at end of the session Section chairs may also ask you to evaluate the papers in the section for your particular time slot Additional duties may also consist of running errands on behalf of the section chairs or passing out handouts 	Monday Jun 17, 2019	9:30am - 11:00am	1
 Session Coordinator - DS <ul style="list-style-type: none"> Assist the section chairs with keeping time, head counts, manning the doors to ensure they do not slam, tidying the room at end of the session Section chairs may also ask you to evaluate the papers in the section for your particular time slot Additional duties may also consist of running errands on behalf of the section chairs or passing out handouts 	Monday Jun 17, 2019	1:30pm - 3:30pm	1

FName LName ▾

[Sign In](#)

[Register](#)

Sample E-mail from SignUp



[Put My Commitments on My Calendar \(e.g. iCal/Outlook\)](#)

- You can even add it to outlook calendar

[View/Change My Commitments](#)

- You can modify your assignments if you realized you have a conflict.

To invite your friends to Sign Up, [Click here](#)

--Or send them this link: <http://signup.com/go/wgkMgae>

- invite your friends to volunteer – since volunteering is such a great way to meet new people and see new topics.

Thank you for volunteering! We are looking forward to seeing you at the conference.