

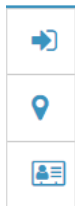
## Introduction


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/TzoCLPe> 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

Cancel
Continue »

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.

<p> <b>Signed Up?</b></p> <hr/> <p> <b>Location</b>                  CONFERENCE LOCATION</p> <hr/> <p> <b>Organizer Info</b></p>	<p> <b>My Info</b></p> <hr/> <p> <b>Location</b></p> <hr/> <p> <b>Organizer Info</b>                  PharmaSUG Volunteers                  volunteers@phasug.org</p>
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### 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.

**PharmaSUG YYYY - Volunteers**  
**Conference Dates**

PharmaSUG is an all-volunteer organization and we rely heavily on volunteers like you to make the conference a success. Volunteering is a great way to network and become more active in the life science community. The success of the conference is dependent on people like you who are willing to make a commitment to help with different duties at the conference. Part of being a volunteer means that you honor the commitment you have made by showing up to your assignment. Assignments will be made through the Sign up system, so that volunteers can

[Share this Invite](#)

Find Spots By Date

Hide Full Spots  Show My Spots

▼ Day Mon DD, YYYY 0 of 62 Filled

SPOT	TIME	FILLED	PARTICIPANTS
<a href="#">&gt; Sess Coord - App Dev - Session Location</a> Assist the section chairs with ...	8:00am – 9:30am	0 of 2	🗨️ (0)
<a href="#">&gt; Sess Coord - Data Stds - Session Location</a> Assist the section chairs with ...	8:00am – 9:30am	0 of 3	🗨️ (0)
<a href="#">&gt; Sess Coord - Data Viz - Session Location</a> Assist the section chairs with ...	8:00am – 9:30am	0 of 2	🗨️ (0)

Read the details about being a volunteer.

**PharmaSUG YYYY - Volunteers**  
**Conference Dates**

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[Share this Invite](#)

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

▼ Sess Coord - Data Stds - Session Location

8:00am – 9:30am

1 of 3

🗨️ (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

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.**

Logo

PharmaSUG YYYY
WkDay Mon DD, YYYY - Sess Coord - Section

Quantity:  
0 Spots / 1 Available

✕

Name

FL

FName LName

🗑️

Participant's Information

Name \*

FName LName

Email

fname.lname@gmail.com

Student/JP Scholarship Winner

Student/JP Scholarship Winner

# of Spots \*

-

1

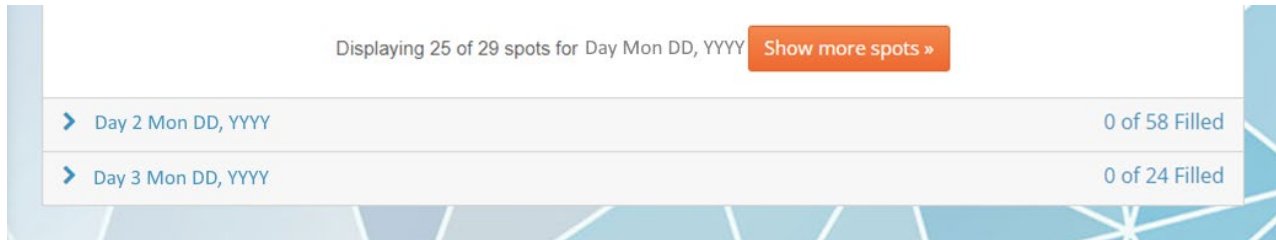
+

Phone \*

1234567890

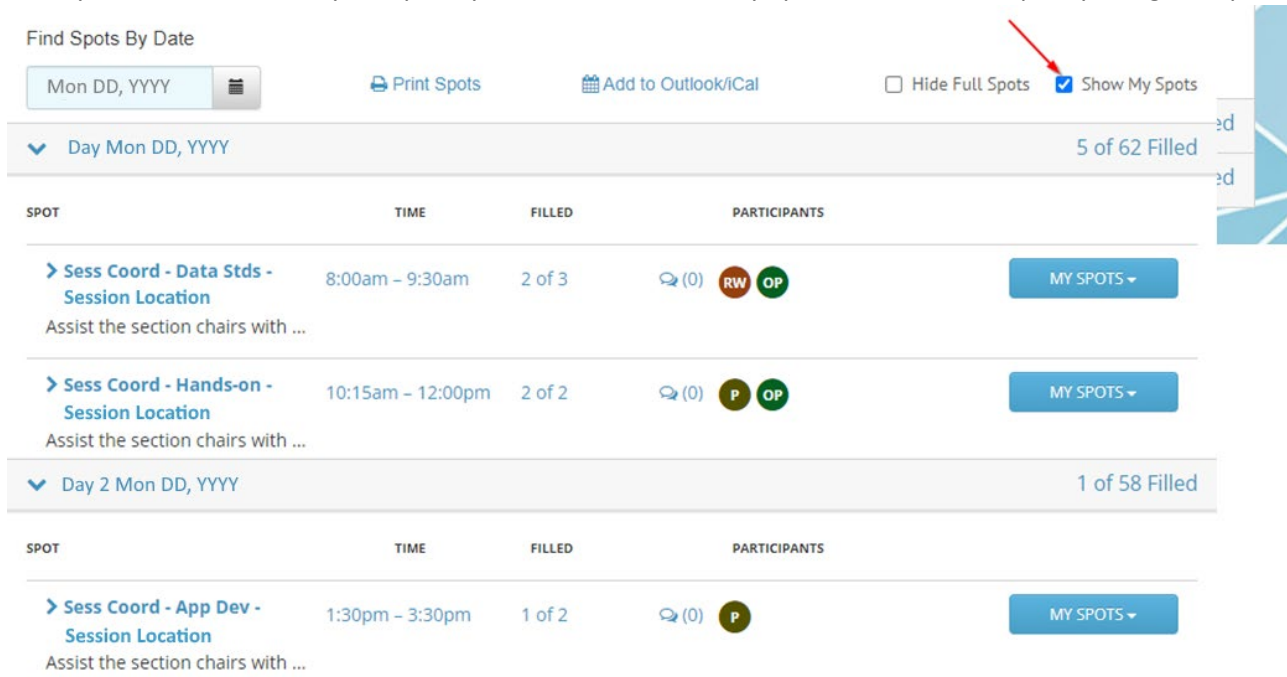
Save and Done

You can select multiple spots. Note only the first 25 slots are shown on the screen, but you can show more by scrolling at the bottom and clicking on 'Show more spots' or expanding the different dates.



#### 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.



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



Thank you for signing up for PharmaSUG YYYY- Volunteers!

[« Back to the SignUp](#)
[Follow us on Facebook!](#)

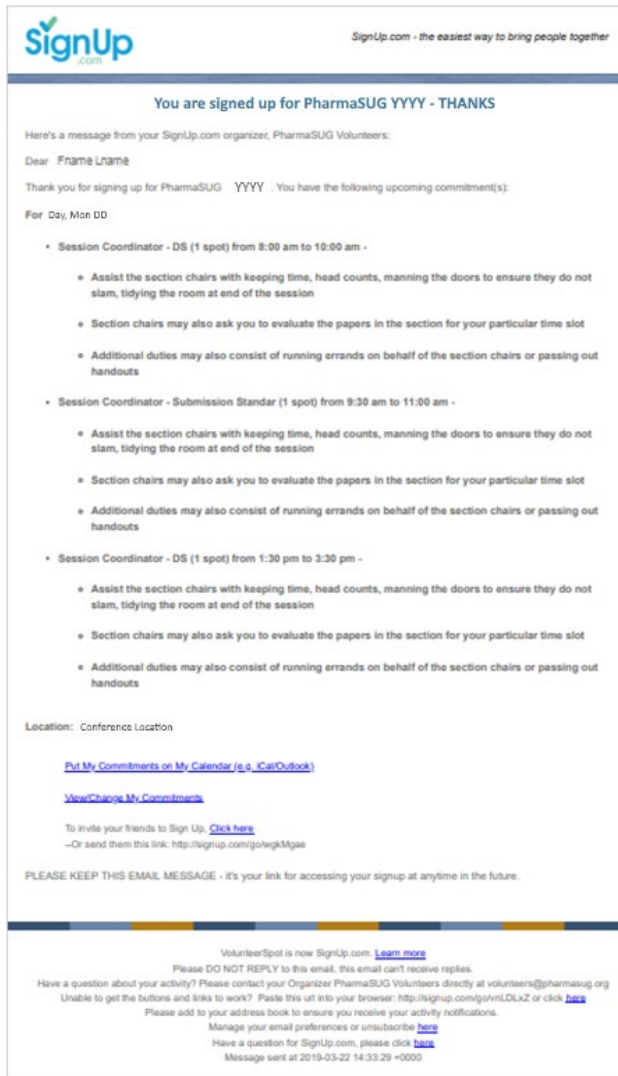
You signed up for the following spots:
 
[Print Spots](#)
[Add to Outlook/iCal](#)

Spot	Date	Time	Quantity
🟢 Sess Coord - Data Stds - <b>Session Location</b>	Day Mon DD, YYYY	8:00am – 9:30am	1
<ul style="list-style-type: none"> <li>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</li> <li>Section chairs may also ask you to evaluate the papers in the section for your particular time slot</li> <li>Additional duties may also consist of running errands on behalf of the section chairs or passing out handouts</li> </ul>			
🟢 Sess Coord - Hands-on - <b>Session Location</b>	Day Mon DD, YYYY	10:15am – 12:00pm	1
<ul style="list-style-type: none"> <li>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</li> <li>Section chairs may also ask you to evaluate the papers in the section for your particular time slot</li> <li>Additional duties may also consist of running errands on behalf of the section chairs or passing out handouts</li> </ul>			
🟢 Sess Coord - App Dev - <b>Session Location</b>	Day Mon DD, YYYY	1:30pm – 3:30pm	1
<ul style="list-style-type: none"> <li>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</li> <li>Section chairs may also ask you to evaluate the papers in the section for your particular time slot</li> <li>Additional duties may also consist of running errands on behalf of the section chairs or passing out handouts</li> </ul>			

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 realize 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.