How to Sign Up for Your Madison Marathon Volunteer Shift

Volunteer Madison

REGISTER YOURSELF

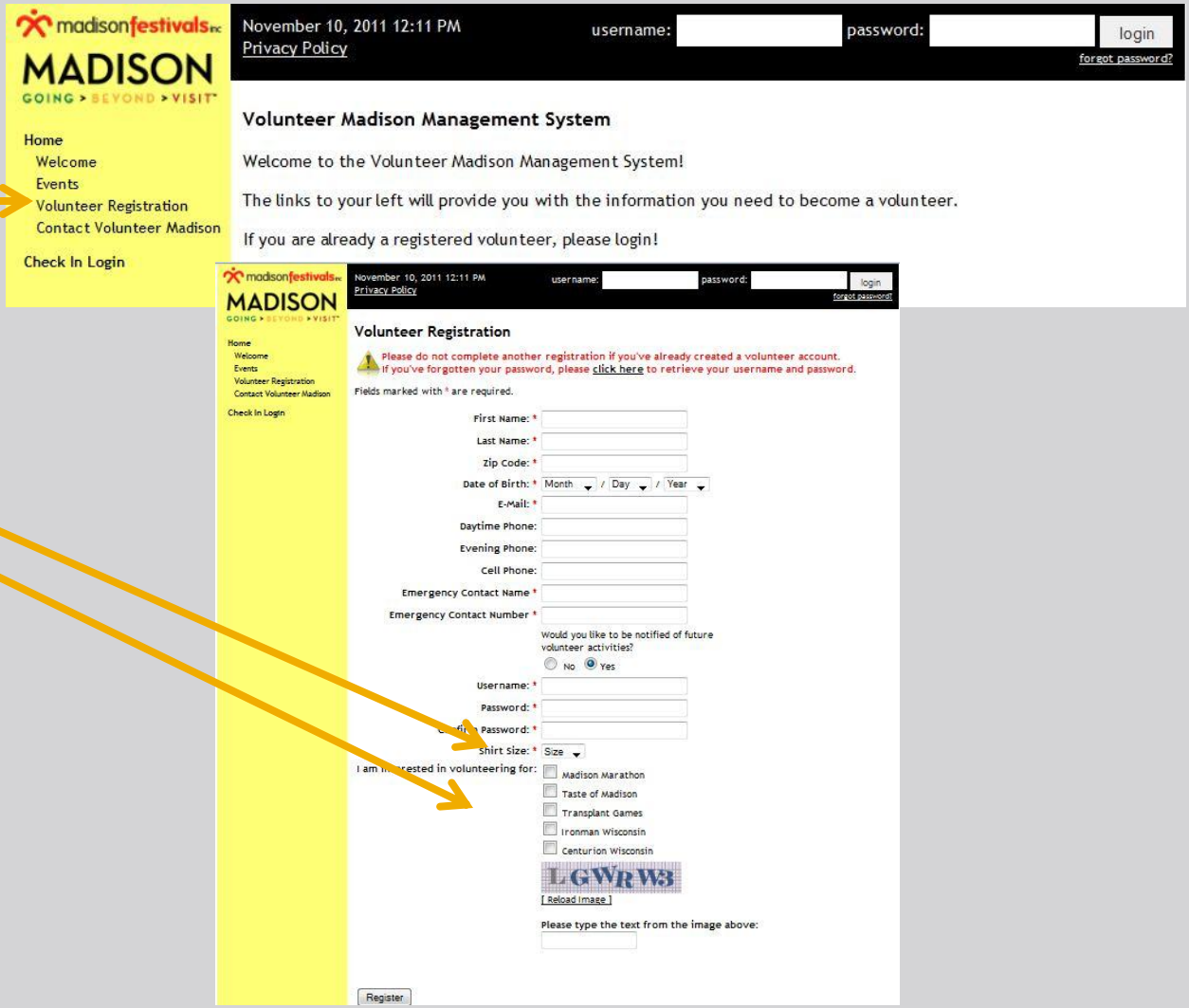
- Visit: www.volunteermadison.com

- Choose "Volunteer Registration" on the left-side menu

- Fill out the required information.
  - Shirt sizes are unisex
  - Select ALL events that you are interested in volunteering for.

- Check the email address you provided for the **email verification** and follow the link back to our Home Page.

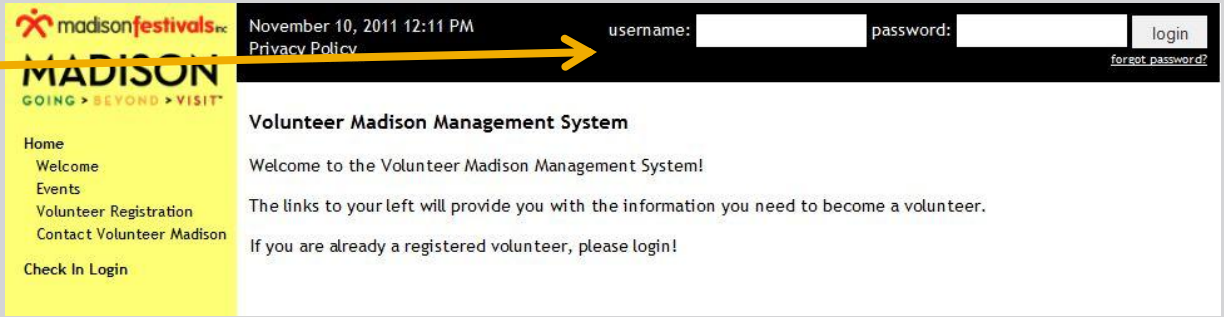
- **If you would like to add family members to your account, please skip to slide 8.

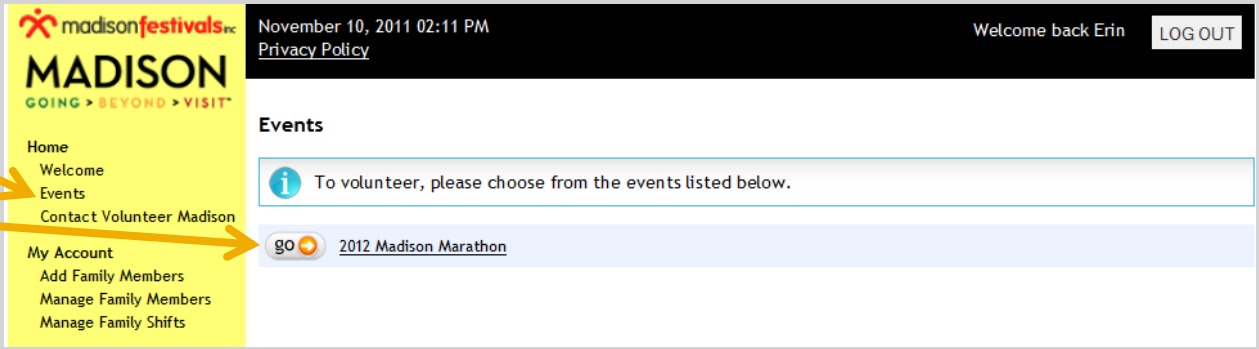


SIGNING IN

- Log in using the name and password you signed up with.
  - Please note: you will not be able to log on until you have verified your email address.
  - Contact erin@madisonfestivals.com if you have any issues.

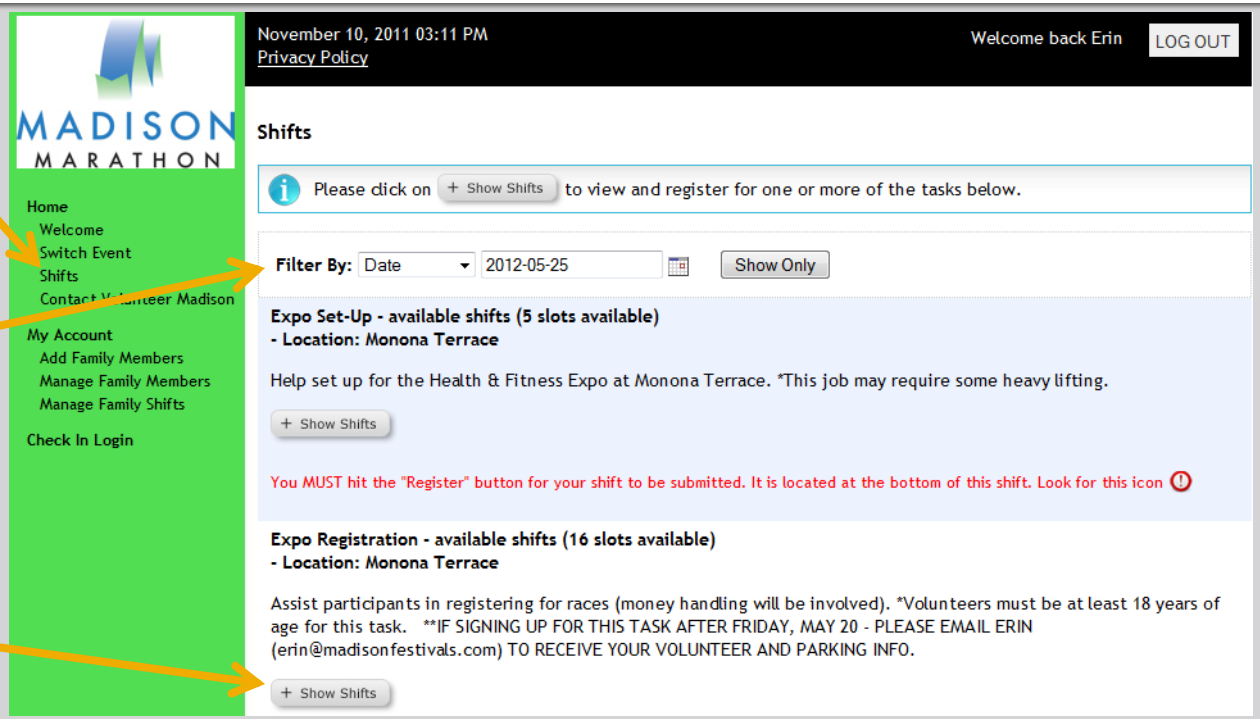
- Select "Events" on the left-side menu
- Then select "GO" next to 2012 Madison Marathon.





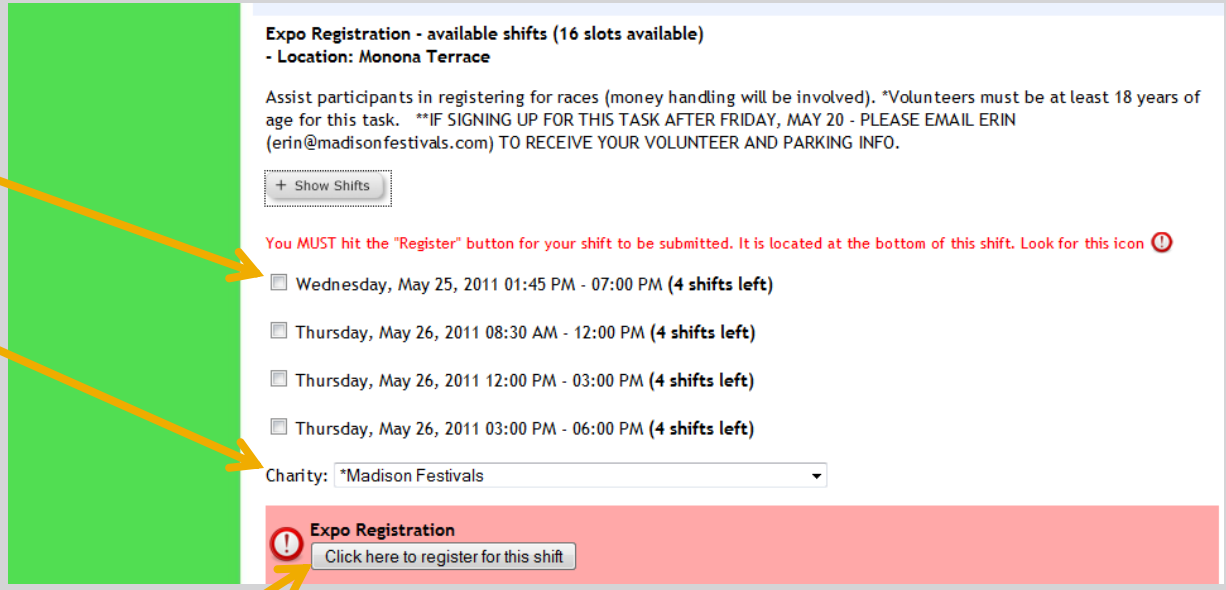
CHOOSING A SHIFT

- Select "Shifts" on the left-side menu and this page will appear.
- Scroll down to view the shifts and descriptions.
  - You can filter the shift options by day or date using these tools.
- To view shift times for each task, click the "+ Show Shifts" button.



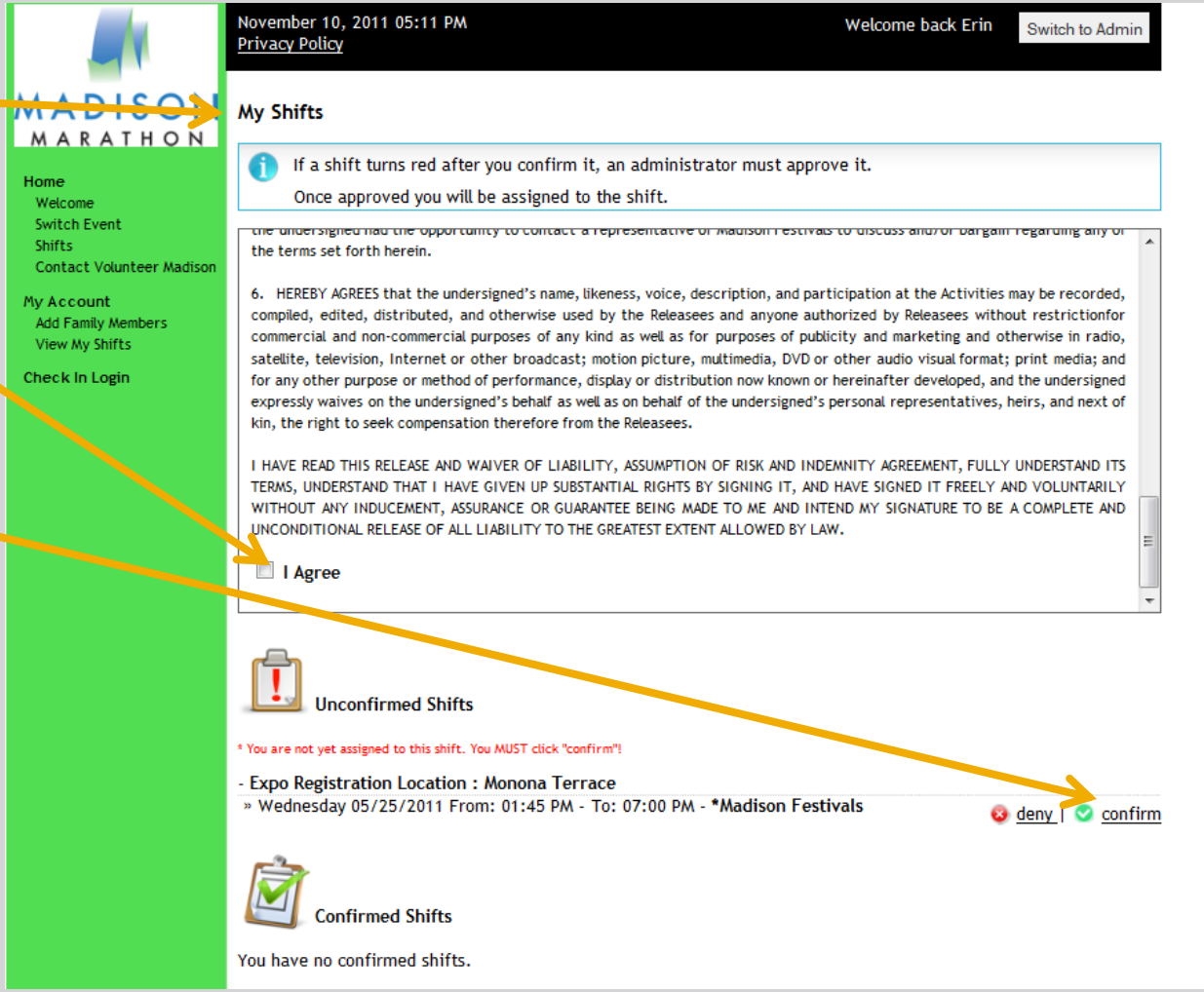
CHOOSING A SHIFT CONT.

- Check the box for the shift time(s) you would like to work.
- If you are working on behalf of a charity, select your charity from the drop-down menu.
  - Please remember that the charity you are volunteering on behalf of may differ from the group that you are volunteering with.
  - If your charity is not listed, this means a charity form has not yet been sent in. Please email erin@madisonfestivals.com to sign your charity up.
- Click the button in the red box to volunteer for that shift.



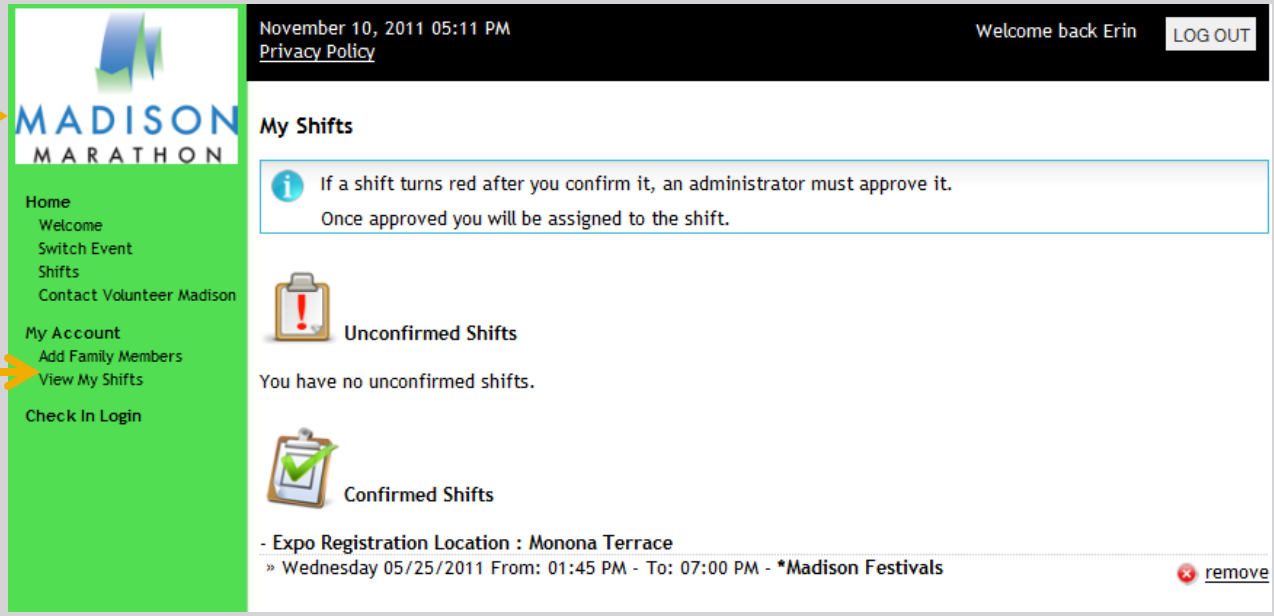
CONFIRMING YOUR SHIFT

- Once you have chosen a shift, you will be taken to the "My Shifts" page.
- Click the box to agree to the waiver.
- Select the "Confirm" button once you review your shift.



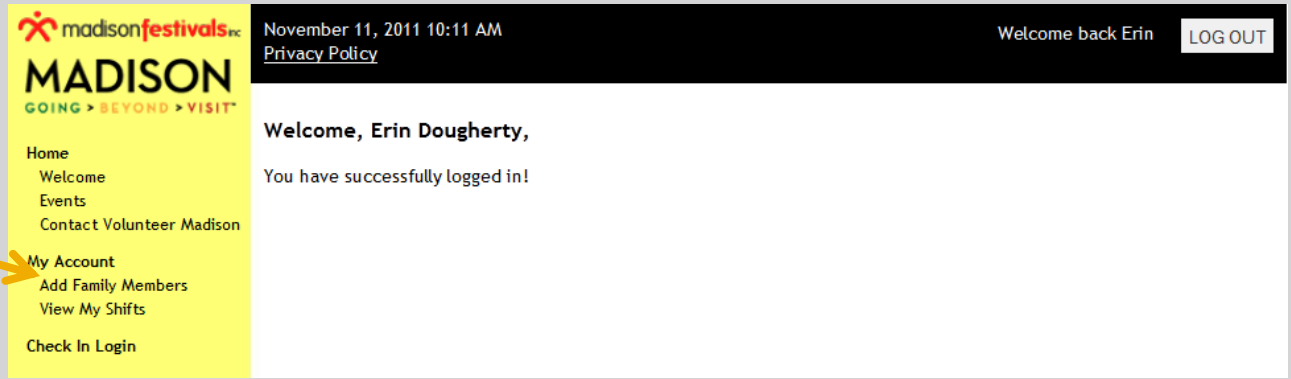
VIEWING YOUR SHIFT

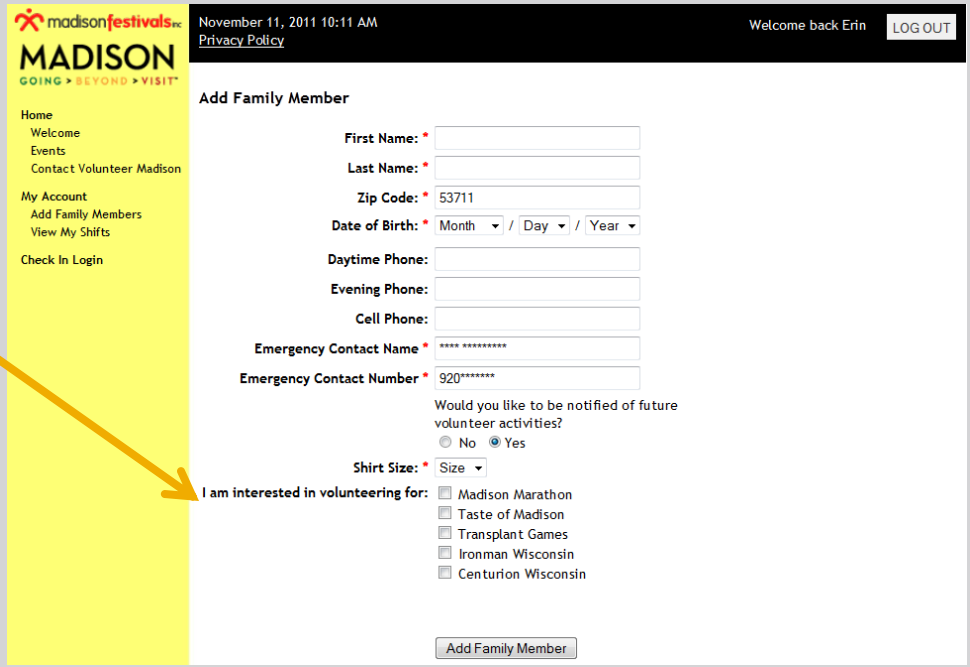
- Once your shift is confirmed, you should see this page!
- You can sign back in to your account at any time and choose "View My Shifts" to see what you have signed up for, or to change or remove a shift.



ADDING A FAMILY MEMBER

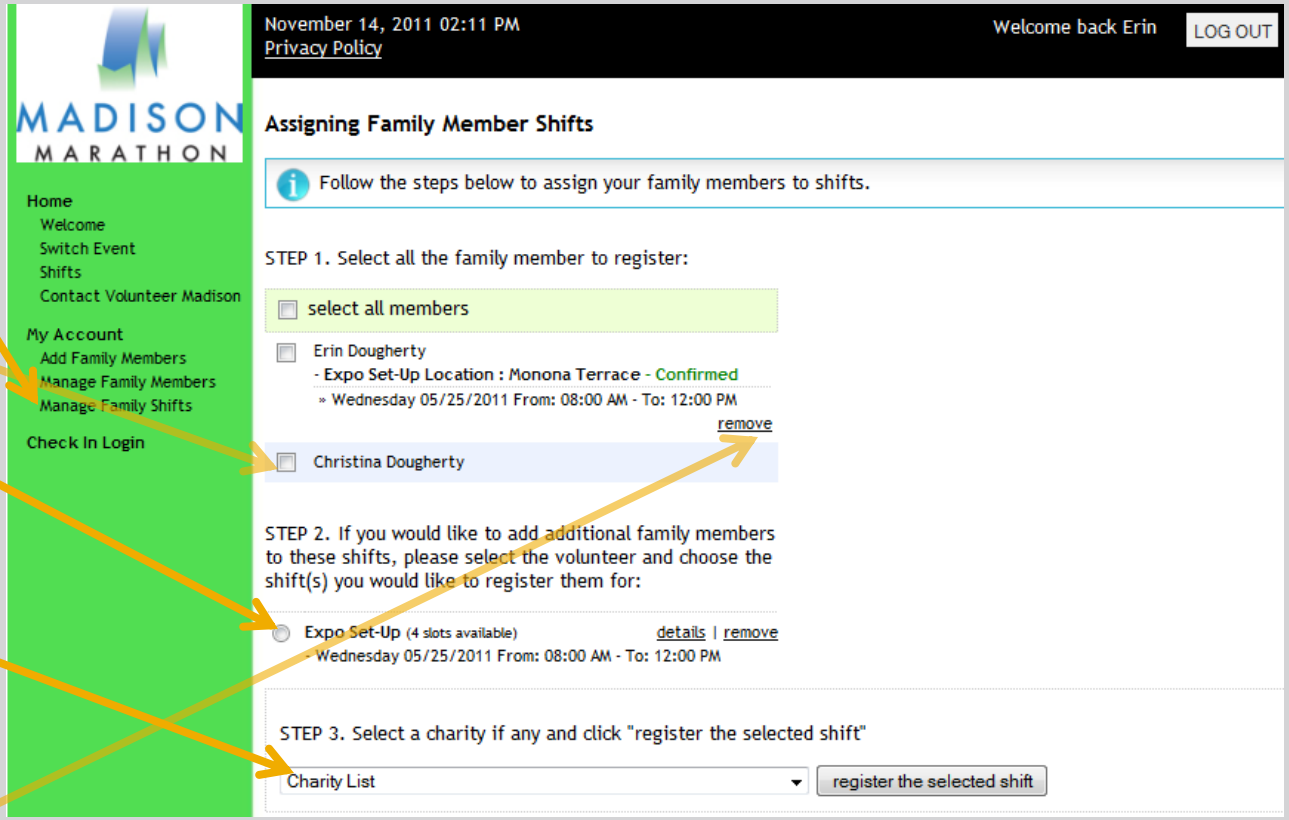
- Once signed in to Volunteer Madison, choose "Add Family Members."
- Fill out the form (zip code and emergency contact will auto-fill).
  - Make sure to check the appropriate "interested in volunteering for" boxes.





ADDING A FAMILY MEMBER TO A SHIFT

- You must first sign yourself up for a shift, then go to "Manage Family Shifts."

- [Step 1]: Select the other family member(s) you would like to add to your shift .
- [Step 2]: Select the shift you want to add them to (there may be more than 1 listed).
- [Step 3]: Select the charity and click "register the selected shift."

- ***Note: If you and your family member(s) do not want to work the same shift(s), you will simply just need to "Remove" the shift for yourself once you have signed your family member up.**