



# VOLUNTEER SIGN-UP INSTRUCTIONS

## 2022-23

### CODING BOX

<b>A</b>	<b>All hours fulfilled but Maintenance</b>
<b>B</b>	<b>All hours fulfilled but Development Events/Auction/Maintenance</b>
<b>C</b>	<b>Track Hours and Submit to PACE</b>

St. Agnes uses SignUpGenius to help parents sign up for volunteer service hours. This year we have coded each position (A,B,C). Please refer to the Coding Box for description of hours to be credited for each commitment you select..

Follow the instructions below to choose your preferred volunteer service commitments. If you do not already have a SignUpGenius account, you will need to create one.

**IMPORTANT:** The SignUpGenius option is only available **May 16 to June 1**. After that, all selections are locked. Once all positions are filled for an event, the event will close and you will need to choose from remaining positions.

[CLICK HERE TO GO TO SIGNUPGENIUS](#) or find the SignUpGenius button on the school website.

There are 4 tabs corresponding to each section of the St. Agnes School service contract. You must complete the following 3 sections:

- Development/Auction (choose 1)
- General Hours (choose 3 positions/events)
- Maintenance (choose 1 date)

The 4<sup>th</sup> tab for PACE and School Board members is only for currently appointed Board members. If you are a Board member, click on the Board on which you serve and enter the position you will hold for the coming year in the comment field.

When you choose an event, position, or date, you need to complete your selection by clicking **“SUBMIT AND SIGN-UP”** at the bottom of the page before continuing. You will have an opportunity to confirm your selection(s) and may be prompted to provide additional (optional) information. Select **“Return to SignUp”** to complete the remaining tabs.

After you have completed all the sections, return to the **“Invited to”** tab to see your selections. If anything is missing/incorrect, go back to the corresponding tab and edit/update as needed.

**Once the selections are complete and accurate, print the summary “Thank you” page as your confirmation.** Print a second copy to submit with your registration packet as proof of completion.

If you have any questions regarding this process, contact [volunteerhours@hotmail.com](mailto:volunteerhours@hotmail.com).