

## Parent Volunteer Instructions

1. Navigate to the OMS Volunteer Wiki at <http://omsvolunteers.wikispaces.com/>.
2. Click on the category for which you are interested in volunteering:

<u>Sign Up Links:</u>	<u>Positions Available?</u>
<a href="#">Parent Club Leadership</a>	Yes
<a href="#">Parent Club Board Class Representatives</a>	Yes
<a href="#">Room Parents</a>	Yes
<a href="#">New Family Coordinator</a>	Yes
<a href="#">Mission Family Ads Coordinator</a>	Yes
<a href="#">Welcome Tea Coordinator (Nativity Campus)</a>	Yes
<a href="#">Welcome Tea Coordinator (OMS Campus)</a>	Yes

3. After clicking on the link, you will be prompted to enter a password. The password is *omsfalcons*. After entering the password, click “submit.”

**Sign Up Form Password:**

4. After clicking on “submit,” you will be directed to the signup page. Here you will find a list of all the available positions in this category.
5. If you are interested in volunteering for a position, click on the “Sign Up” button on the right side of the page.

Available Slot	
Grade P1	<input type="button" value="Sign Up"/>
Grade P2	<input type="button" value="Sign Up"/>
Grade TK	<input type="button" value="Sign Up"/>
Grade K	<input type="button" value="Sign Up"/>
Grade 1	<input type="button" value="Sign Up"/>
Grade 2	<input type="button" value="Sign Up"/>
Grade 3	<input type="button" value="Sign Up"/>
Grade 4	<input type="button" value="Sign Up"/>

6. After clicking on the “Sign Up” button, you will be directed to a page where you will be asked to enter your information. **You do not need to sign up for a SignUp Genius account in order to volunteer for a position.** Click on the “I don’t want an account. I’ll just enter my name” circle.

**Sign Me Up For:**

Date	Available Slot	My Comment
9/1/2011 (Thu.)	Grade P1	

I'm a SignUpGenius member  
 I'll quickly create a free SignUpGenius account for access to advanced features  
 I don't want an account. I'll just enter my name

We are as concerned about your privacy as you are. Read our [Privacy Policy](#).

First Name \*   
Last Name \*   
Email \*   
Password \*   
Password Confirm \*

7. After clicking on the “I don’t want an account. I’ll just enter my name” circle, enter your name in the “Your Name” field. **Also, make sure to enter your home phone number, cell phone number, and your email address in the “My Comment” section of the form.**

**Name**

**Home Phone Number, Cell Phone Number, and email address**

Old Mission School/Nativity 2011 - 2012 Volunteers  
**PARENT CLUB BOARD CLASS REPRESENTATIVES**

**Sign Me Up For:**

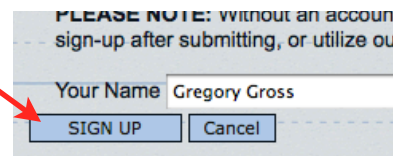
Date	Available Slot	My Comment
9/1/2011 (Thu.)	Grade P1	Home Phone: 123-45

I'm a SignUpGenius member  
 I'll quickly create a free SignUpGenius account for access to advanced features  
 I don't want an account. I'll just enter my name

**PLEASE NOTE:** Without an account you cannot receive email reminders, get notifications of changes to this form, change your sign-up after submitting, or utilize our swapping features. Creating an account is quick and easy.

Your Name

8. After entering your name, home phone number, cell phone number, and email address on the form, click “Sign Up.”

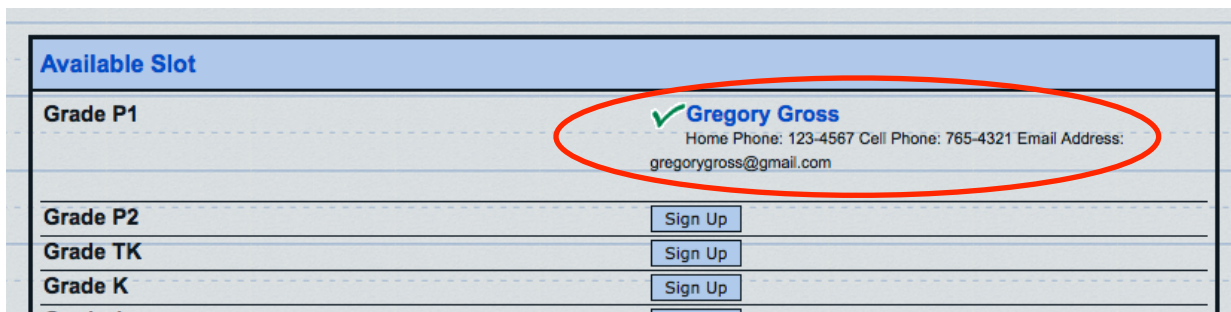


PLEASE NOTE: without an account sign-up after submitting, or utilize our

Your Name Gregory Gross

SIGN UP Cancel

9. Once you click “Sign Up,” your information will be added to the form. You’ve just signed as a volunteer at Old Mission School/Nativity!



Available Slot	
Grade P1	✓ Gregory Gross Home Phone: 123-4567 Cell Phone: 765-4321 Email Address: gregorygross@gmail.com
Grade P2	Sign Up
Grade TK	Sign Up
Grade K	Sign Up

10. **Special Notes:**

- Your personal information will only be accessible by other prospective parent volunteers and OMS/Nativity administration who also have the password.
- Once you volunteer for a position, you cannot remove yourself from the sign-up sheet. If you need to remove your name from a list, you must email the administrator at [omsvolunteers@gmail.com](mailto:omsvolunteers@gmail.com).
- If you have any questions regarding technical issues on the site or how to sign up, please email [omsvolunteers@gmail.com](mailto:omsvolunteers@gmail.com). If you have any questions regarding the volunteer positions and duties involved, please contact Karren La Puma at [karrenlapuma@mac.com](mailto:karrenlapuma@mac.com).