# How To Sign Up for AWC Work Sessions

Sign Up Begins Jan. 12 @ 8:00pm

### Sign up begins on Wednesday, January 12th at 8:00 p.m.

Please do not wait as sessions will fill up quickly, and it will only be up for a few days. You will only be able to sign up for your family's meet sessions. To sign up for your family's meet sessions simply follow these steps:

- 1. Go to www.signupgenius.com
  - At the top right of the page, click on the magnifying glass icon to "Find a Signup"



#### 2. Search by Email

- In the Search By Email box, enter: <a href="mailto:awcsignup@gmail.com">awcsignup@gmail.com</a>
- Complete the security question
- Click "Search"

#### 3. Click the link for the "2022 Athlete Warrior Challenge"

- This will bring you to the Athlete Warrior Challenge sign up page
- Please read the "Important things to remember"

#### 4. Select Date, Time and Job to work

- From this page you will select the date, time, and job you wish to work
  - NOTE: Select one at a time as the system does not allow multiple entries at the same time
- To select a date/time, find the date, time, & job you wish to work and click on the "sign up" button

## $\circ$ NOTE: If there is NO "sign up" button for that date/time/job visible, this means that the session is full. You must select another option.

- This will bring you the page for that session
- You will see a section that reads "Sign me up for:" and then the session box is below
  - $\circ$  The first box reads the date/time/job of the session you wish to work
  - $\circ$  The next box is the "available slot" set up, work session, tear down
  - $_{\odot}$  The third box is the quantity you will need to enter a 1 or 2
  - The fourth box is the first and last name of the volunteer this will be your name or someone that is working for you. You must inform us of the person who will be representing your family.
  - NOTE: If the person working the session has a last name different from the last name of the gymnast, you must include the gymnast's name in the comment section. This will help us to correctly verify your family's work sessions.

#### THINGS TO KEEP IN MIND:

- a) Remember each family is required to work the following:
  - 1 set up session OR 1 tear down
  - 3 work sessions three people can work one session to complete their commitment if time slots are available
- b) You are NOT allowed to work during the time your child competes; no exceptions
- c) If you have someone working for you they MUST BE: 16+ years old, and ablebodied. The 14-year-old current gymnast rule only applies to in-meet jobs.

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- Below this box, it asks you whether or not you are a member of signup genius. You will need to select the one that is appropriate. Sign Up Genius requires that everyone create an account
   If you are member select that and it will prompt you to enter your email and password
  - Once you log in it will say "You are logged in as..."
  - Below this there are two check boxes. Check the one that say "send me a confirmation email".
  - This will send a confirmation of your session you signed up for.
  - If you do not select this, a reminder confirmation will NOT be sent.
  - If you are not a member, you will be required to fill out your name, email address and select a password.
    - Below this there are two check boxes. Check the one that say "send me a confirmation email".
    - This will send a confirmation of your session you signed up for.
    - If you do not select this, a reminder confirmation will NOT be sent.
- Go to where it says "Additional Info:"
  - In the box provided, please input the last name of the gymnast you are working for. This
    is required so that we make sure each family is credited for that session.
- Lastly, review to make sure all of your information is correct. If it is, then click on the "sign up"

#### 5. Confirmation Screen and Return To Sign Up

- The next page is a "thank you" page confirming the session. To continue to make selections depress the "return to sign up" button in red at the bottom.
- You are only allowed to sign up for your family. This site is monitored and we will know if you try to sign up for more than your family session commitments.

#### Questions about my sign up:

If you have questions about your sign up, please contact Julia Kelly at juliakelley@olympiabooster.com or 586-709-7726.