

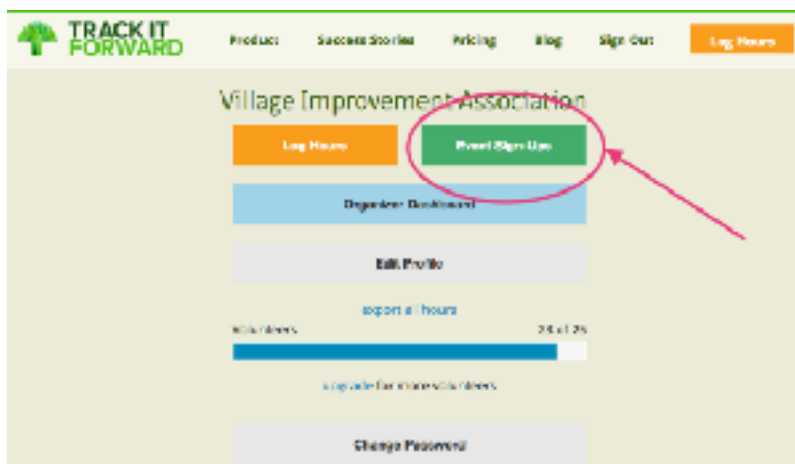
# TIF Signing up for an Event

## Signing up for an Event

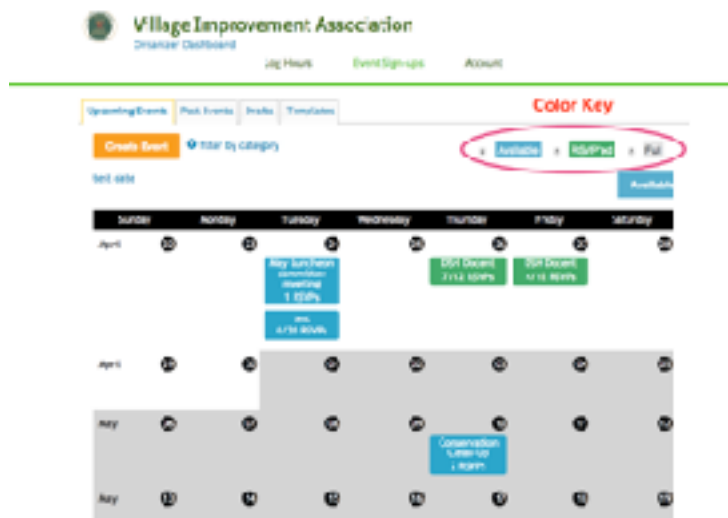
### Overview

Typically Committee Chairmen will use the Event Sign Up function in Track It Forward but the capability is available to all Volunteers. This function can be used to solicit volunteers for a particular event, specific items for a project or to organize meetings. Event Sign Up functionality is currently not available the mobile app.

1. SIGN IN as usual.
2. From Dashboard, select Event Sign Up.

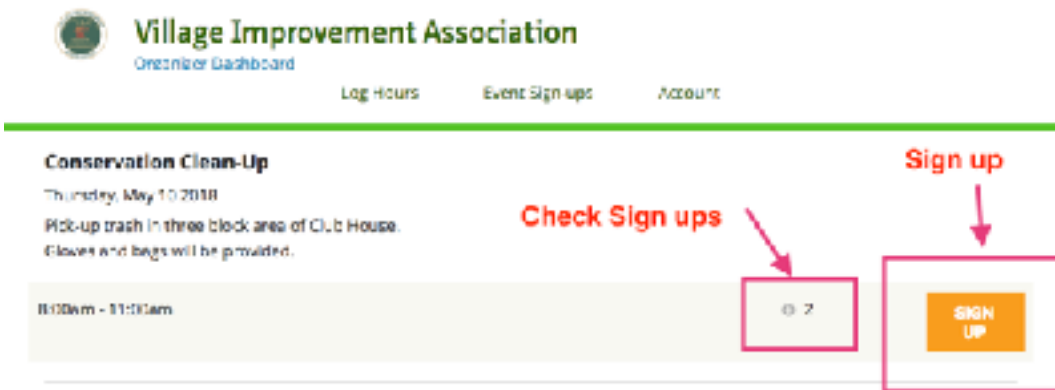


3. Find the Event you wish to volunteer for or look through the calendar entries to find something of interest. The Events are color coded as follows:
  - Blue indicates help is still needed.
  - Green indicates you have already signed up for this Event.
  - Gray indicates all volunteer slots have been filled for this Event.

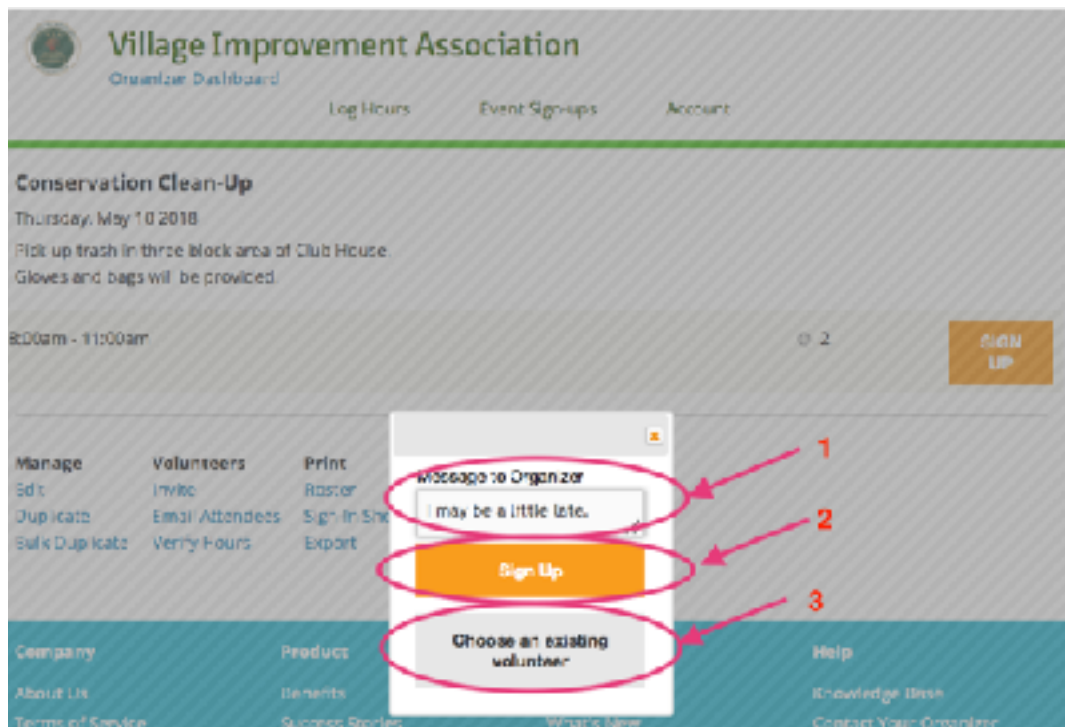


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4. Select the Event you wish to sign up for. Use the yellow Sign Up button to add your name to the Event. The Check Sign ups area expands to show others who have signed up to help.

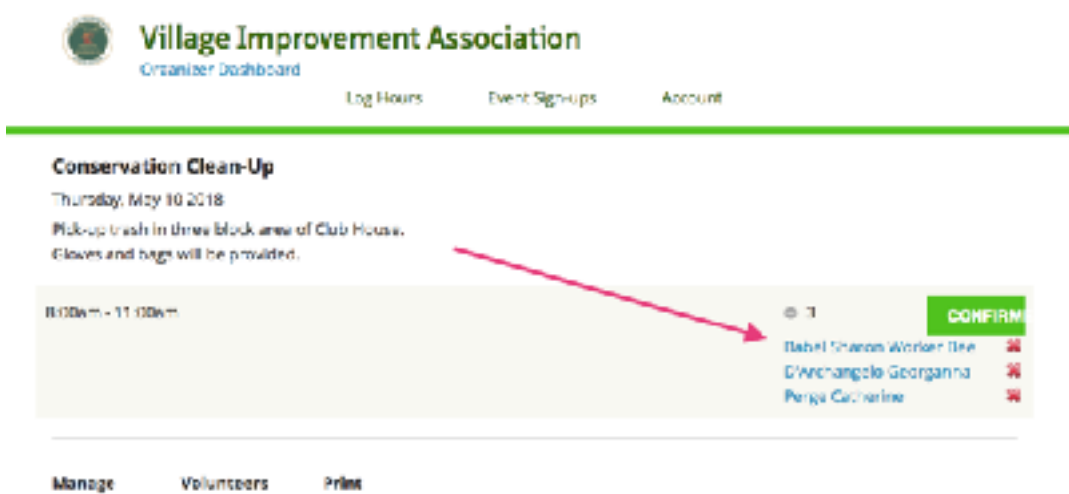


5. When signing up, a message can be sent to the Event Organizer (1). Sign up is complete when the Sign Up Button is activated (2). You may also sign up another person for this event (3).



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6. Upon completion of the Event Sign Up, your name will appear on the list of volunteers associated with this Event and the Event will appear green on your calendar. If the Event Manager has opted for email confirmations, you will also get an email confirmation noting your commitment.



The screenshot shows the 'Village Improvement Association Organizer Dashboard'. The main content area displays event details for 'Conservation Clean-Up' on Thursday, May 10, 2018. The event description is 'Pick-up trash in three block area of Club House. Gloves and bags will be provided.' The time is listed as 10:00am - 11:00am. A list of volunteers is shown with names: 'Tabel Sharon Worser Dine', 'D'Archangolo Georganna', and 'Pengo Catherine'. A red arrow points from the event description to the volunteer list. A green 'CONFIRM' button is visible next to the volunteer list. At the bottom, there are links for 'Manage', 'Volunteers', and 'Print'.

7. When your TIF session is finished, return to your Dashboard and **SIGN OUT**.

**Please remember to log your hours using the link to this event when your volunteer activity has been fulfilled.**