

September 21, 2010

Volunteers,

Welcome to Supermeets, our online volunteer registration process. We are excited to have this opportunity for easy volunteer sign-up you can do at home. It would be a good idea to print out these instructions so you have them as you go through the process.

Volunteer Sign-up will begin on Wednesday September 22 ,2010 at 8:00 am

New families can sign-up early Monday 9/20 and Tuesday 9/21

by contacting Sue Watts

630-587-8475 or purcellwatts@gmail.com

If you are an **Age Group Parent**, you will need to sign up for **5 sessions**.

If you are a **Jr./Sr./Nat Parent**, you will need to sign up for **4 sessions**.

If you are an Age Group and a Jr/Sr/Nat Parent, you will need to sign up for 5 sessions.

Instructions are as follows:

You will start on the “Upcoming Events” Page at [SuperMeets](#), which you find under [link](#) on navigation bar from our team’s website [www.stcswim.com](#).

The default password you will use is “supermeets” for new families. Families already in system can use their usual e-mail and password. Families with new e-mails will need to register again in system with “supermeets” password.

Step 1: Click on the event (meet) you want to sign up for. You will be taken to the event detail page. The deadline for registration (“Lock Date”) is shown. This means you have until that date to sign up or make changes. Once this date has passed, you will be responsible for that position.

Step 2: Sessions are listed across the page. Click on the session to see what positions are available for it.

Step 3: Select an open position. You can click on the position title to learn more about it.

Job descriptions are detailed there. Click “Sign up” next to the position you want.

Step 4: You will arrive at a login screen. Click the “First Time Users”. Here you will set up your account. If you are not a new family and e-mail is the same, you can log in with usual e-mail and password.

Step 5: Enter your last name. If you are one of multiple “Smiths or Schultz’s” on the team, I have entered your last name followed by the husband’s initial, the & sign, then the wife’s initial. Example: Smith D & S. Enter the team’s default password “supermeets” and click “Submit”.

Step 6: On the next page, enter the email you would like to use for your family’s account login. When you sign up for a position, you can specify that email address or another (in case it’s mom’s email, but Dad is volunteering). Enter a new password twice and click “Update”. You need to change the password to ensure your account’s privacy and to avoid inadvertent changes to you sessions.

Step 7: You will now be logged in and taken to the sign up page. Enter your name (or the name of the registrant, if you are signing up for another family member). The email field is filled in with the email associated with your account, but you can change that to any email you want correspondence for this event to be sent. Click “Sign up”

You will be returned to the event detail page where you can see your registration. Until the lock date, you can update your registration to change the name or email, or remove yourself from that position.

Please don’t hesitate to contact me with any questions or problems.

Thanks for all you do in making St.Charles swimming great. We are most appreciative of all of your volunteer hours.

Sue Watts

630-587-8475 or purcellwatts@gmail.com