

Helper Sign-up guide

For parents and anyone who wants to help at a band event. Page: top menu, then **Helper Sign-up** (laingsburgbandboosters.org/helper-signup).

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What this page is for

This is where you sign up to help at upcoming band events and fundraisers, like concession games or pie pickup. Pick a shift, fill in a short form, and you're done. Anyone can sign up, with or without an account.

Good to know: If you log in first, you can see everything you've signed up for and cancel a shift if plans change. Without logging in, you can sign up but can't see or cancel it afterwards.

Finding your way around

- **My sign-ups** (only when you're logged in): your upcoming shifts, each with a **Cancel** button.
- **Past sign-ups** (only when you're logged in): click it to open a list of shifts you've already helped with, with your total hours. It's just for your records.
- **Upcoming events**: each event is a box. Click the event name to open or close it. The first one is already open.
- The label on each event tells you how it's doing: **N spots open**, **Full**, or **You're signed up**.

Sign up for a shift

- 1 Not logged in but have an account? Click **Log in** at the top first. It's optional.
- 2 Under **Upcoming events**, click an event to open it. Each shift shows the time and how many spots are left (for example, "3 of 6 open").
- 3 Click **Sign up** next to the shift you want.
- 4 Fill in the form:
 - If you're logged in, your name and email are filled in for you (it says **Signing up as** your name). Add a **Phone** number if you like.
 - If you're not logged in, type your **First name**, **Last name** and **Email**. **Phone** is optional but handy for the person running the event.
 - **Band student to credit**: pick your student so the hours count for them, or leave it as **No student — general booster fund**. Not logged in? Type the student's first and last name, or leave it empty.
 - **Bringing something? (optional)**: for example, "2 dozen cookies". Other helpers see this so items don't double up.
- 1 Click **Confirm sign-up**. A green **You're signed up! Thank you.** message appears under the shift.

- Changed your mind before confirming? Click **Never mind**.

Careful: No confirmation email is sent. If you're not logged in, write down the date and time before you leave the page.

Cancel a shift (logged in)

- 1 Find the shift under **My sign-ups** at the top and click **Cancel**. (Or click **Cancel my spot** on the shift itself.)
 - 2 Click **Yes, cancel it**. Click **Keep** if you clicked by mistake.
- Your spot opens up for someone else right away. A shift that has already happened can't be cancelled.
 - If the boosters cancel a shift, it stays on your list with a note saying so. There's nothing more you need to do.

Quick answers

- **I signed up without logging in and now need to cancel.** Log in with the same email you used and it will show under **My sign-ups**. If you don't have an account, contact the boosters.
- **My student isn't in the list.** Choose **Student not listed (type the name)** and type their first and last name. If the name can't be matched, the treasurer will sort out the credit.
- **The shift I wanted says Full.** Someone took the last spot. Check other shifts, or check back later in case someone cancels.
- **I don't see any events.** Nothing needs helpers right now. New events are added as they're planned.
- **Can I do this on my phone?** Yes, the page works on a phone.