

Volunteer Commitment Registration Instructions

1. Access VolunteerSpot via the link on the WHAC.org website and enter your email address. (The link will be posted on the WHAC.org website on Saturday, March 24th at 9:00 a.m.)
2. VolunteerSpot will immediately send you an email that will lead you to the volunteer commitment calendar. (Note: You may want to add Volunteer Spot (mail@volunteerspot.com) to your contact list to be sure you receive all pertinent emails regarding your swim team volunteer commitments.)
3. Click on a specific date and a list of all the volunteer commitments for that date will appear with a brief description. For more detailed instructions regarding a specific commitment, please refer to the Rollingwood Waves Parent Handbook, which is available on the WHAC.org website.
4. To volunteer for a specific commitment, click on the gold box labeled "Sign Up Here" and you will be entered for that commitment. It will list the number of volunteers needed for that specific commitment and, as commitments are filled, the number will be reduced. When a specific volunteer commitment is full, it will be marked as "Full," closing out that date and commitment. Some volunteer commitments are more time intensive and count for more than one volunteer commitment.
5. After you have selected your 4 volunteer commitments, [you will need to print out a record of your volunteer commitments and bring it with you to swim team registration](#), along with your other registration materials (medical consent form, medical liability, the actual registration form and check). The print feature is listed on the left hand side of the calendar page.
6. You will receive an email from VolunteerSpot confirming your commitments immediately, as well as a reminder two days prior to each commitment date.
7. We will close the VolunteerSpot website on April 15th. If you need to make any changes after April 15th you will need to contact our volunteer coordinators Kathryn Stevens or Leah Alberti.

If you have any questions regarding the volunteer process, please contact the volunteer coordinators, Kathryn Stevens or Leah Alberti, via email at rollingwoodwaves@gmail.com.