

Once enrolled, you will receive an email with the necessary link and login information to sign up for the shifts that you would like to volunteer at for the 2019 Annual Forum and Products Exhibition. If you are having trouble figuring out how to register for your shifts, please reference the following directions:

1. Locate the email that you received supplying you with a username, temporary password, and link to the Web Terminal. Click on the link supplied and enter the login information provided. If this is your first time logging in, the system will prompt you to create a new password. Upon completion, you will be logged into the Web Terminal.

2. Locate and click on the "Full Schedules" tab located at the top of the page. You will then be navigated to a screen where you will see a small calendar for August to the left of the page. The dates for forum will be highlighted. Select any highlighted day to see the available shifts.

3. You will notice that each shift has different job options listed beneath it. You may now simply click the "Volunteer Now" button next to any shift that matches the job preferences that you originally listed when filling out your enrollment information. Please select any of the following jobs:

QCT#1/Introduce Speaker
QCT#2
Badge Checker/Ticket Taker
Hall Monitor

4. You are now registered for your first shift! If you desire to register to volunteer for more than one shift, continue navigating through the highlighted forum dates to explore all options. You will receive a confirmation email for each shift that you have signed up for, and additionally you will receive a reminder of the shifts that you volunteered for during the week prior to forum.

If you have any questions, feel free to reach out to me at: krobinson@nigp.org