

SignUpGenius Instructions

This is Step 2 of the Tournament Volunteer registration process.

1. You will receive an invitation email from SignUpGenius with a link to the *Silicon Valley Tournament Volunteers* form.
2. Please read a full description of each job in the document below so that you can pick a job appropriate to your abilities.
3. Click the link provided in the invite email to pick your job & time-slot.
4. **NOTE:** You must select your team affiliation information (school name; problem name; and division/[or team no. for Primary]) so we can connect you to the team you are volunteering for. If you are not connected to a particular team you can put “NONE”.
5. You will receive a reminder email 2 days before the tournament with the job/time you signed-up for.
6. All Volunteers must check-in at the Check-in table prior to their shift for any instructions and equipment. The Check-in table will be in the Quad area in front of room A5. A Campus map will be posted on svomer.org before the tournament.

Recommendations for choosing your job/slot:

Some jobs have only 1 or 2 time-slots so you should respond promptly to the invitation email to have the greatest selection of available slots. Once a slot is filled it is no longer available to select. All slots must be filled and we expect you to report for the slot you sign-up for. SignUpGenius allows you to request a *swap* with another person who is signed up if you need to, but they can refuse the swap.

If you wish to see a team’s Long-term Problem performance locate the team’s time on the Tournament Schedule posted on the svomer.org website. Then choose a slot that starts at least 2 hours and 15 minutes before or 20 minutes after the team’s scheduled “Long Term” time. This will allow you ample time to get to or from the performance site to your job site. Do not concern yourself with the team’s “Spont” time. Audience is not allowed to view the Spontaneous portion of the competition. If you are available to work more than one 2-hour shift just sign-up for more than one shift. If you are a non-adult volunteer, and have informed us of that, we may choose an appropriate job for you and inform you of the selection. Some jobs are not a good fit for non-adults without supervision. If you need to contact us concerning a volunteer issue, email: td@svomer.org .

FRIDAY NIGHT SET UP

This job requires the ability to lift and carry heavy tables, etc. The school sites need to be prepared for the tournament. Wear casual clothes as you will be moving tables and desks and setting up chairs at the competition sites. You will also help unload supplies from cars. Please check in at the Staff Lounge room in building A where you will be directed to a specific site. If you finish in one area before your two hours are up, please report back to Staff Lounge for further assignment.

SATURDAY MORNING SET UP

This job involves moving tables, chairs, traffic cones, boxes of supplies &/or walking the campus to put up signs. Dress for outdoor conditions. You will check in at the Check-in Table. The Check-in table will be in the Quad area in front of room A5 (help set it up if necessary).

CHECK IN & INFORMATION TABLE

This job is less strenuous except for the first shift and last shift that will help set-up and pack-up. Dress for outdoor conditions. You may get to sit down some of the time. All coaches and volunteers will check in here before reporting to their specific sites. Information and procedures will be explained when you report. "Lost and Found" and the first aid kit will be located here. The Check-in table will be in the Quad area in front of room A5.

DROP-OFF ZONE TRAFFIC MONITOR

There are 2 Drop-off zones. One up the driveway next to Cranfield Road for Problems 1, 4, 5 & Primary and one under the Administration building off the driveway opposite El Verano Way for Problems 2 & 3. You will be standing for this job. Dress for outdoor conditions (*rain or sun*). Volunteers monitor the drop-off zone where vehicles may stand attended for 10 minutes to unload and load props and team members. You will inform drivers of the 10-minute time limit and ask them to stay with their vehicle while others load/unload. You will also be directing teams how to get to their problem locations or Check-in. You will direct cars to designated parking lots after they drop off. We will have orange cones to mark off the drop off area and orange safety vest for the volunteer to wear to identify you as an official. The first volunteer of the day picks up the orange vest at Check-in and then passes it on to each successive volunteer. The last volunteer will bring the vest & cones back to Check-in.

MONITOR CAMPUS ENTRANCES

You will be standing for this job. Dress for outdoor conditions (*rain or sun*). There are 2 entrances from the Alameda de Las Pulgas to access the drop-off zones on each side of campus. Volunteers will direct cars to the drop off zones for the problem their team is doing and advise where there is parking available. The first volunteer of the day picks up the orange safety vest at Check-in and then passes it on to each successive volunteer. First shift will set up directional signs. Last shift will return signs and orange safety vest to Check-in.

JUDGES' HOSPITALITY LOUNGE

This job is mostly indoors. We provide a continental breakfast and a lunch buffet for all judges who are there all day (*not 2-hour volunteers*). After checking in, volunteers will report to the Lounge in the A building. You will:

- set out food for the buffet
- take food trays & drinks to outlying site
- clean up after all have eaten
- last shift of the day will help pack supplies into van

Only judges wearing official's t-shirts are to be served. Please do not allow others to enter the judge lounge, to ensure we have enough food for our hard-working judges.

SOUVENIR SALES

This job is not too strenuous (except first and last shifts that will help with set-up/pack-up). Dress for outdoor conditions. After checking in, report to Souvenirs Sales next to Food Ticket sales table in front of A4-A5. All items and price lists are provided. Monies should not be mixed with Food Ticket Sales! When you report to Souvenir Sales, the person you are relieving will explain where things are and any procedures. You will do the same for the person after you. The first shift will set up, last shift pack up left over inventory and make sure money boxes are returned to treasurer.

RESET COMPETITION SITES

This job requires lifting & moving heavy classroom furniture & supplies and walking between various competition sites and vehicles to be loaded. Dress in layers for outdoor & indoor conditions. Volunteers will re-set the competition

rooms to their original condition and help with setting up the gym for the awards ceremony.

AWARDS CEREMONY TEAM LINE-UP & PARADE

This job requires walking and organizing people. Dress in layers for outdoor & indoor conditions. Teams will assemble in the covered area in front of the Student Union behind the Terry Strogner Gym about 30 minutes before the Awards Ceremony. The volunteers help team members & coaches line up with their school signs for the procession into the Gym. They will also direct all non-team members to take a seat in the bleachers in the Gym. You lead the procession into the gym and 4 volunteers will stand at the corners of the gym floor directing the parade of teams around the perimeter and to their seats on the gym floor. During the Awards Ceremony volunteers will wave “Quiet Please” signs when necessary to quiet the crowd so that everyone can hear.

GENERAL CLEAN-UP

This job requires lifting, carrying, walking, etc. Dress for outdoor conditions. Volunteers will put away Check-in and Sales tables & chairs. You will take down signs posted around campus and check for Lost and Found items & trash before the Awards Ceremony. You may also help Prob. 4 PC move weights from the gym to the trailer and assist loading supplies from judge lounge into trailer and cars.

AWARD CEREMONY CLEAN-UP: GYM

Immediately following the Awards Ceremony volunteers check the bleachers and gym floor for lost-and-found and trash; take down the awards tables, push in the bleachers and put away chairs. They also take down any remaining signs and do a final check of the campus. You may also assist loading supplies from judge lounge into trailer and cars. We really need your help with this as the tournament directors and problem captains will have had a very long day and previous night and will be exhausted. We make an announcement at the end of the ceremony asking for teams to stay and help, so things usually go fairly quickly. WE CAN'T LEAVE UNTIL EVERYTHING IS INSPECTED TO THE SATISFACTION OF THE SCHOOL.