

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 the example descriptions of each job 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; division & coach so we can connect you to the team you are volunteering for. If you are not associated with a 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 instructions and equipment. 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 timeslots 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 create a custom timeslots for your available time with appropriate jobs 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

Requires the ability to lift and carry heavy tables, etc. Volunteers prepare the school sites for the tournament. Wear comfortable clothes and shoes as for moving tables, desks and setting up chairs. Volunteers also help unload supplies from vehicles. Check in at the Staff Lounge in building A. You will be directed to a specific site. When you finish in one area report back to Staff Lounge for further assignment.

SATURDAY MORNING SET UP

Requires moving tables, chairs, traffic cones, boxes of supplies &/or walking the campus to put up signs. Dress for outdoor conditions. Check in at the Check-in Table. Depending on weather, the Check-in table will be outdoors at the Quad area in front of room A5 or inside the Student Union room (help set it up if necessary).

CHECK IN & INFORMATION TABLE

The first shift and last shift that will help set-up or pack-up. Dress for outdoor conditions. You may get to sit down some of the time. You will check in all coaches and volunteers here before they report to their specific sites. “Lost and Found” and the first aid kit will be located here. Depending on weather, Check-in table will be outdoors at the Quad area in front of room A5 or inside the Student Union room.

DROP-OFF ZONE TRAFFIC MONITOR

There are 2 Drop-off zones. One up the driveway next to Cranfield Road for Problems 1, 3 & Primary B and one under the Administration building off the driveway opposite El Verano Way for Problems 2, 4, 5 & Primary A. This job requires standing. Dress for outdoor conditions. Volunteers monitor the drop-off zone to ensure drivers remain with their vehicle for 10 minutes while teams unload and load props and team members. You also direct teams to their problem locations or Check-in and direct drivers to designated parking lots after they drop off. You will be provided a map and schedule and an orange safety vest 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 & traffic 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 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. You will be provided a map and schedule. 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

The first shift and last shift that will help set-up or pack-up. Dress for outdoor conditions. You may get to sit down much of the time. After checking in, report to Souvenirs Sales. Depending on weather, it will be outside in front of A4-A5 or inside the Student Union. 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.

DOOR MONITOR

Volunteer will stand guard at audience entrance door and keep door closed while teams are performing.

RESET COMPETITION SITES

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 re-set the competition rooms to their original condition. When your first room is finished return to Check-In table to be assigned to next location.

AWARDS CEREMONY SET UP & TEAM PARADE

Volunteers help with setting up the gym for the awards ceremony & assist with Awards Parade. This job requires walking and organizing people. Dress in layers for outdoor & indoor conditions. After the Awards are set up in the gym volunteers help team members & coaches line up with their school signs near the Strogner Gym for the procession into the Gym and direct all non-team members to the bleachers in the Gym. Volunteers 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

Requires lifting, carrying, walking, etc. Dress for outdoor conditions. Volunteers 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 load supplies from judge lounge into trailer and cars.

AWARD CEREMONY CLEAN-UP: GYM

Immediately following the Awards Ceremony volunteers report to Awards Area. Volunteers check the bleachers and gym floor for lost-and-found and trash; take down the awards stands & tables and put away a few chairs. They also take down any remaining signs and do a final check of the campus. You may also assist loading supplies from the gym & 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 additional volunteers to stay and help, so things usually go fairly quickly. WE CAN'T LEAVE UNTIL EVERYTHING IS INSPECTED TO THE SATISFACTION OF THE SCHOOL.