

Volunteer Spot (Parents)

Volunteer Spot is a free service that allows the Room Parent to send out information and sign ups quickly & easily to everyone in your class or grade. The website is simple to navigate and will prevent the annoying "reply all" emails. Below is a step-by-step guide for your use in accessing volunteerspot.com.

The Room Parent will send you an e-mail describing the upcoming activity that will look similar to this:

Here's a message from your VolunteerSpot organizer, Mrs. Smith, Room Parent:

Dear parent (*this will be your name or e-mail address*),

We're using VolunteerSpot, the leading time-saving online coordination tool, to help us organize our upcoming activity. Please click the link below to learn more and sign up to help. Thanks for making a difference!

[Sign Up Now / Learn More](#)

[No Thanks, Not This Time](#)

Use VolunteerSpot for everything you organize this fall!

When you click on "Sign Up Now/Learn More" for the first time, you will be asked for your e-mail to enter the site. This information is not shared in any way, but does allow for reminders to be sent to you a few days before the activity. The screen will then show the date of the event and how many people are needed to sign up to help volunteer or bring items for the activity. You will sign up by simply clicking on the large clipboard that says "Click here to sign up!" A page will pop up showing you all the time slots available to volunteer, as well as the items needed for that activity. Click on the orange box that says "Sign up here!" beside the time slot or item you would like to volunteer for. The orange box will change to green and say "Signed up – 1 item". You can now click the bottom button to Save & Close. This will bring you back to the page with the clipboard. The final step is to simply click the red "Confirm" button at the top of the page.

Within a few minutes, you'll receive a confirmation e-mail from your Room Parent that will look like this:

Here's a message from your VolunteerSpot organizer, Mrs. Smith, Room Parent:

Dear parent (*this will be your name or e-mail address*),

Thank you for signing up for MS Fall Festival. You have the following upcoming commitment(s):

For Wednesday, October 12

- **Bring – case of water bottles (1)**

[View/Change My Commitments](#)

PLEASE KEEP THIS EMAIL MESSAGE - it's your link for accessing your signup at anytime in the future.

You are now signed up! There will be one more e-mail sent to you about 3 days before the activity to remind you of the item or time slot you volunteered for.