

## **Signing Up Using Volunteer Spot**

1. **Click the sign-up.** This will be provided on the PTO website or in an email.
2. **Enter your email address.** Your email will only be used to send sign-up confirmations and a reminder before the event. Volunteer Spot does not share your email with anyone.
3. **Choose your spots and click "Sign Up!"**
4. **When finished, click "Save".**
5. **Enter your name and phone number.** If you do not want to include a phone number, please enter "N/A". Also, be sure to uncheck the "Receive updates and special offers from Volunteer Spot".
6. **That's it!** You will receive a confirmation email and a reminder email before the event.