

If you would like to help at the 2020 IRWA International Education Conference in Minneapolis by volunteering, please follow the step-by-step instructions below.

After creating an account, you **MUST** click on the “Volunteer Sign-Up Info” tab before signing up for any volunteer slots. If you do NOT do this, you will NOT be registered as a volunteer and will NOT get a volunteer shirt. Under this tab, be sure to add your CELL PHONE number as directed; so that you can get any volunteer updates as needed in the future.

Michelle MacMillan, our Volunteer Coordinator, has created very detailed and easy-to-follow directions for all of our volunteer needs throughout the conference. Her contact information is below if you have any questions – however, **ALL VOLUNTEER POSITIONS/TIMES** will be filled through Sign-Up Genius – please do NOT email Michelle to tell her where/when you would like to volunteer.

**Michelle MacMillan**  
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Cell: 612-845-1204  
[mmacmillan@GREnergy.com](mailto:mmacmillan@GREnergy.com)

## [STEP-BY-STEP DIRECTIONS TO SIGN UP AS A 2020 CONFERENCE VOLUNTEER](#)

LINK TO SignUpGenius: <https://www.signupgenius.com/go/8050B45ACAE2CA0F49-minneapolis>

STEP 1: CREATE A SIGN UP GENIUS ACCOUNT. **MAKE SURE YOU ARE SIGNED IN BEFORE SIGNING UP TO VOLUNTEER!**



STEP 2: SIGN UP UNDER THE VOLUNTEER SIGN UP INFO TAB. **IT IS MANDATORY TO SIGN UP UNDER THIS TAB BEFORE SIGNING UP FOR DAYS AND TASKS!**



**STEP 3:** CLICK ON THE TAB FOR THE DAY(S) YOU WANT TO VOLUNTEER.



**STEP 4:** CHOOSE THE TIME AND AVAILABLE SLOT FOR THE TASK YOU WANT TO SIGN UP FOR BY CHECKING THE **“SIGN UP”** BOX FOR THAT TASK. THEN CLICK **“SUBMIT AND SIGNUP”** AT THE BOTTOM OF THE PAGE. **YOU CAN CLICK MORE THAN ONE “SIGN UP” BOX FOR A SPECIFIC DAY BEFORE CLICKING “SUBMIT AND SIGN UP” BUT YOU MUST CLICK “SUBMIT AND SAVE” BEFORE CLICKING ON ANOTHER TAB FOR A DIFFERENT DAY.** YOU CAN SIGN UP FOR AS MANY DAYS AND TIME SLOTS THAT YOU WANT.

