



Welcome to the Volunteer Program, AMFC Members!

We have a new volunteer program for this Spring season. It has many new features that will be helpful for all members! Please follow these instructions, which we have made “step-by-step,” to register for a time slot for your convenience. As always, your generosity is appreciated very much and is necessary for the operation of the Copley Road Soccer Complex.

You may want to *print this page* to have the instructions readily available as you complete each step!

1. **Go to the AMFC website, www.akronmetrofc.org, and click on “Volunteers.”**
 - a. This will take you to the program, where you will see calendars and a schedule.
2. **At the top of the page is a sentence: “Login to view details and place reservations.” Click on this to allow you to enter the program. If it is your first time, choose “Click here to register.”**
3. **You will come to a registration page, where you enter your email address and a password to be able to use the program.**
4. **On the left is a menu, where you will choose “Schedule Calendar.”**
5. **Then choose a date on the big calendar, and you will be able to see the hours of operation for the Concessions for that week.** The open hours are in white, the hours they are closed are marked in brown.
6. **Choose the hour slot at which you want to start volunteering.** **The schedule goes by 15-minute increments, but *EACH SMALL BLOCK REPRESENTS A ONE-HOUR RESERVATION*, and **we ask each volunteer to take a 2-hour slot.**
7. **A new window will open. Please confirm that the 15-minute slot that shows is within the hour you want to reserve. Then choose “Save” and close the window.**
8. **A confirmation email will be sent to the email address under which you registered. Please confirm the date and time in the email sent to you, and mark the reservation on your personal calendar.**
9. **Please email the administrator at admin@akronmetrofc.org if you have any technical difficulties. We will respond as quickly as we can to your question, though please allow us up to 48 hours, in case the issue is something we must change in the program itself.**

Thank you again – your time and service is appreciated very much!

Some examples to explain the program further:

Okay, here are some examples to help you understand how reserving your slot works:

1. You have chosen the date you want to volunteer. Great! Now, click on any 15-minute slot within the first hour you want to work.
 - a. For example, you know how busy lunchtime is at tournaments, so you look for 11:00 a.m. (**and remember, please plan on serving for two hours.) You find four small blocks within the 11:00 hour. Click on ANY ONE of those blocks, a small window will open, look at the time to make sure it is within the 11:00 a.m. hour, and choose "Save." YOU HAVE NOW RESERVED YOURSELF FOR 11:00 a.m. – 12 Noon.
 - b. Remember to do the same thing for the 12 Noon – 1:00 p.m. hour, choosing any block within that hour, to reserve your second hour of service.
2. Is there another family member who will be joining you to volunteer?
 - a. Simply reserve TWO of the 15-minute blocks, and that will tell us that TWO members from your family will serve during the hour that the small block represents.
 - b. You will receive an auto-confirmation for each slot you reserve. Please make sure, if you receive two emails for the same slot, that you plan to have 2 family members volunteer. It was NOT a duplicate email.
3. If you make a mistake in reserving a slot, go to the block you reserved (it will show as a blue block), click on it, and there is a box at the bottom of the window that opened where you can check "Delete." That will remove your reservation, and you will receive a confirmation email to that effect.
4. If someone else already has a small block reserved, it will show a light blue, and if you click on it, you will have no options to choose a time, or save, etc. This will tell you that block is already reserved.