

## How to sign up online to volunteer at the 2023 Fair

**IMPORTANT NOTE:** You may sign up yourself and one or two additional people at one time as long as everyone is working the **EXACT** same shifts and locations. To sign up multiple people to work the same shift(s), you need **ALL** of their contact information to ensure that (1) all shifts are represented correctly, (2) everyone's information is accurate, and (3) each individual receives timely email updates.

- 1) To access the Blue Ribbon Foundation's VolunteerLocal link, go to **www.BlueRibbonFoundation.org**, select **Events** from the top menu and then click on **Volunteer** located on the left side of the drop down menu.
- 2) Click the **SIGN UP** link.
- 3) You now have access to view and sign up to work in the Hospitality Suite plus all other jobs, dates and shifts available for the 2023 Iowa State Fair. You can start scrolling down to find the job you are interested in working or you can sort by finding **Sort by:** in upper right corner. Click either **Job** or **Date**.



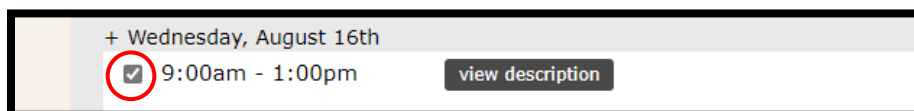
- 4) On the far right of each shift, you will be able to see how many spots are available.



- 5) Each shift has a **view description** box that you can click and open to read additional information on what the job entails, location, etc.



- 6) To sign up for a volunteer shift, place a check mark in the box for each position you want to fill.



- 7) After you have selected all your desired shifts, **scroll down to the bottom of the page** to enter your personal information and sign a waiver. Fill in the information requested, especially those fields marked with an \*asterisk (these are mandatory fields).
- 8) Start with your email address ...

- 9) Once you have completed your own registration, then you may sign up others working the exact same shift(s). Find **Is anyone joining you?** and click **+Add**. You will need to have your fellow volunteers' contact information and will be required to fill in all the fields with an \*asterisk to complete this entire registration.
- 10) Repeat this process for each person you are signing up for the exact same shift(s).
- 11) Next, you must read through the **Waiver** at the bottom of the page. To confirm you have read the waiver, check the box and type your full name in the **(sign here)** area of the box. If you are signing up multiple people, you are agreeing to sign the waiver on their behalf (but we will have a waiver for them to sign at the Volunteer Reception or when they arrive for their first shift during the Fair).

- 12) Next, click the **Sign Up To Volunteer** button to complete the process.

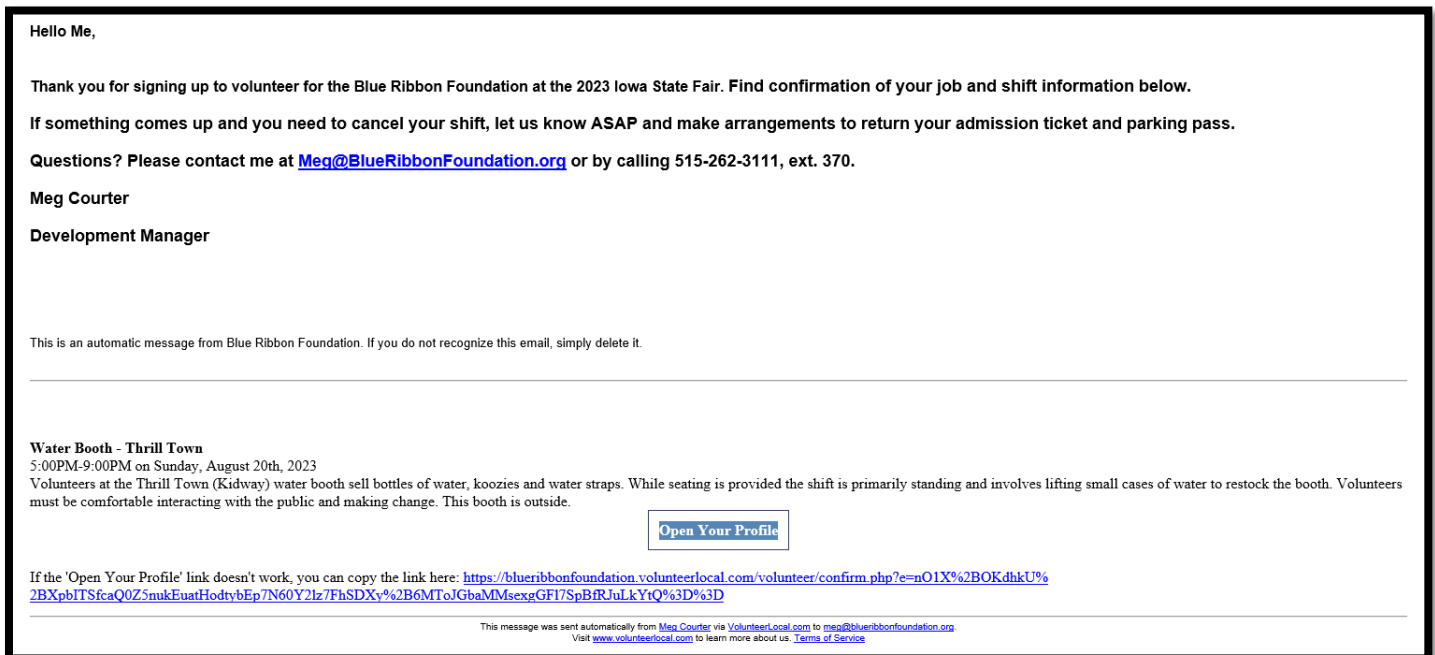
13) The sign-up process is successful if you receive **BOTH** of the following:

**FIRST:** A Thank you and confirmation message (below in blue) on your PC or mobile device screen right after completing the sign-up process.

**AND**

**SECOND:** A confirmation email (further below) in the In Box at the email address used to sign up. This email also confirms your volunteer shifts.

Anyone else you signed up will receive their own confirmation at the email address you provided.



**Congratulations!**

You have successfully signed up to volunteer for the 2023 Iowa State Fair.

Mark your calendar for **Wednesday, July 19<sup>th</sup>** at 5:30 pm

for the Volunteer Reception in the Youth Inn.

An invitation will follow.