BURLINGTON
OBEDIENCE
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INC

HOW TO ACCESS BOTC'S
ONLINE VOLUNTEER SIGN-UP SCHEDULE
April 1, 2019

The Volunteer Sign-Up schedule for BOTC's upcoming agility trial has been posted online and is available for to sign up specific trial-day volunteer worker slots.

The web address for the online schedule is:

> https://docs.google.com/spreadsheets/d/1p9tfPDv-QpJ_Is3JjFcD2DbE6bnvwZdUcVyh5-XrRO8/edit?usp=sharing

If you've not used this type of online schedule before, it's not complicated but there are a few things that should help you:

1. The Online Schedule is a "Google Doc" (not really important but if you've worked with Google Docs, you'll find this very familiar). Other than an internet connection and your usual web browser (Internet Explorer, Firefox, Google Chrome, Apple Safari, whatever...) you won't need any other software.

2. To get to the online schedule:

    A. Go online

    B. Start your web browser

    C. Go to the web address shown above. Depending on you and/or your web browser, this can be done by:

        1. Double click on the web address above, or

        2. Highlight the web address above and "copy" it (Control-C). Then start a new page in your web browser, click in the address line and paste (Control-V) the address there. Press the [ENTER] key on your keyboard, or

        3. Manually type the web address above into the address line of a new page in your web browser, then press the [ENTER] key.

        This should take you to the Online Sign-Up Schedule. If if doesn't, call (802-363-9773) or email me (CiaMariaPia@gmail.com).

3.   Once at the online schedule, there is a separate "page" for each day (Friday, Saturday, Sunday). You can get to a specific page by clicking on the tab for each day at the bottom left corner of the screen.

4.   To sign up for a particular job, just click on one of the open squares, type your name and press the [ENTER] key. **Don't worry about making your name fit.** The sheets are already formatted to center the names in each square and use type size that should work .... but if it doesn't for some reason, we'll fix it before we print the schedule for use at the Trial.

5.   Along the top of the schedule you'll see the listing of classes each day shown in the order they will occur on that day. Each column is one worker "shift". The number of dogs that will run during that shift is also shown at the top of each column. To estimate the length of each work shift, multiply the number of "runs" in that particular group by 1 minute per run (for Jumpers, FAST and Time 2 Beat) or 1-1/2 minutes per run (for Standard. Most sessions will be 45 minutes to an hour long with a few of the Excellent/Master Standard groups running a bit longer.

6.   One other trick: If you'd like to see more of each day's schedule you can:

   A.   Make your web browser window larger (click on the perimeter frame of the web browser window) and hold the mouse button down while dragging the mouse "out" away from the rest of the web browser window), and/or

   B.   Click once anywhere on the web browser window and release. The press Control - (control key plus the minus ("-") key. This make many web screens smaller so you can see more of the material on that web page. Control + (control and the "plus" key) makes the web browser window content larger - and easier to read)

7.   When you are done signing up, wait 30 seconds and then you can turn off your web browser or continue you other online activities. The Online Signup sheet automatically saves itself each time you press [ENTER].

8.   If you need to change something (or decide to work another class :), you can come back to the Online Sign-Up Schedule any time you'd like up to the Tuesday before the Trial when we'll lock the Schedule and take it to be printed out as a poster for use at the Trial.

Thanks so much for signing up to help during the Trial!

Of course there will be vendor tickets (to buy food or other vendor "stuff) and raffle tickets and worker snacks for everyone that helps out!

Questions? Feel free to call (802-363-9773) or email or grab me by the neck when you see me!

Thanks again.

Tom O'Brien
Agility Trial Chair