# How to Sign Up to Volunteer on BoosterHub

#### Contents

Sign Up in the BoosterHub App	1
Sign Up on a Laptop	3
'Unvolunteer' for an Event	6

The easiest way to sign up to volunteer is through the BoosterHub app. We recommend that you download the app! It provides easy, instant access to the calendar, store, volunteer sign ups, and documents.

## Sign Up in the BoosterHub App

- 1. Download the app in your app store
- 2. Open the app and sign in with your BoosterHub credentials
- 3. Select the Calendar icon



4. Select the event for which you want to volunteer



- 5. Select 'Volunteer'
  - a. Because you are signed in you don't need to enter your name or any additional details, and you will be signed up for a single spot.



# Sign Up on a Laptop

You don't have to be logged in to BoosterHub to sign up using the below steps.

1. Open the BoosterHub Calendar

			PONSORS	OUR	ABOUT	STORE	CALENDAR
LIST VIEW					( VIEW	W WEEK VIEW DAY VIE	MONTH VIEW
		>	ıly 2025	<			
5	4	3	2	1	30	29	
12	11	10	9	8	7	6	
19	18	17	16	15 ck Up Uniforms for Washing ling Rehearsal	14. 5pm E 5pm Re	13	
26 10am  Uniform Fittings	amp	24 spm   Leadership Camp spm   New Marching Member Camp	23	22	21 ine Camp amp semble Camp Washed Uniforms 5pm   Re	20 1pm Drum Line O 1pm Guard Camp 1pm Front Ensert 1pm Return Wash	
2	5:30pm Leadership & Seniors Uniform Fitting	5:30pm Leadership & Seniors Uniform Fitting 31	30	29	28 sd Camp	27 Sam   Full Band Ca	

Subscribe to our calendar through ical feed.

2. Click the event for which you want to volunteer

	LINCOLN TROJAN BAND BOOSTERS							
ΊE	CALENDAR	STORE	ABOUT	OUR SPON	SORS			
	MONTH VIEW	WEEK VIEW DAY VIE	W					LIST VIEW
				< July	2025 >			
		29	30	1	2	3	4	5
		6	7	8	9	10	11	12
		13	14 Spm Pick U Spm Reading	15 p Uniforms for Washing Rehearsal	16	17	18	19
		20 1pm Drum Line C 1pm Guard Camp 1pm Front Ensem 1pm Return Wash	21 amp bble Camp sed Uniforms 5pm   Reading	22 Rebearsal	23	2.4 ership Camp Marching Member Camp	25 Toam   Unit	26 form Fittings
		27 8am   Full Band Ca	21 mp	29	5:30pm L 30	eadership & Seniors Uniform Fitting 31 6pm   F	Leadership & Seniors Uniform Fitting 1 riends and Family	2
	Add this url http calendar.	ps://lincolntrojanband.boost	erhub.com/ical-stream t	o your google or outlook	Or do	wnload a one time file to im	Performance	k calendar <u>here.</u>
			S	ubscribe to our cale	ndar through ical f	eed.		

3. Select 'View Volunteer Opportunities'

	Full Band Camp	
pm pm	Description Location	Dates Start: Jul, 28 2025 8:00 AM End: Aug, 01 2025 5:00 PM
		VIEW VOLUNTEER OPPORTUNITIES

- 4. Select the box next to the volunteer opportunity you want to select, enter the number of slots you want to sign up for, then select 'Volunteer'
  - a. **Please only enter one slot per volunteer opportunity**. Avoid signing up for multiple slots under a single name, if possible. If you and your spouse want to sign up, please sign up individually so that we are able to identify you both as volunteers instead of having one name on the list twice.

	Full Band Camp
	Description 🖨 Dates Start: Jul, 28 2025 8:00 AM End: Jul, 28 2025 5:00 PM
	Location
	Opportunities Available
рш	Set - Up Ward Sents 8:00 AM - 8:30 AM Slots (0/2) Set up tents and fill water coolers
pm	✓ Watch Students AM 8:30 AM - 11:30 AM 1 (0/2)
	Watch students (outside), clean-up and put away wa See more
	Watch Students PM 11:30 AM - 2:30 PM Slots (0/2)
	Watch Students (mostly inside, but may be outside <u>See more</u>
рш	VOLUNTEER

5. Fill in your details and select Save

Full Band Camp			
Description	🖬 Dates Start: Jul, 2 End: Jul, 2	28 2025 8:00 28 2025 5:00	AM PM
Location			
Opportunities Available			
Set-Up Water & Tents 8:00 AM	AM - 8:30	Slots	(0/2)
Set up tents and fill water coolers	S		
Vatch Students AM 8:30 AM	I - 11:30 AM	1	(0/2)
Watch students (outside), clean-	up and put a	way wa <u>See</u>	<u>e more</u>
Watch Students PM 11:30 AN	A - 2:30 PM	Slots	(0/2)
Watch Students (mostly inside, b	out may be ou	tside <u>See n</u>	<u>nore</u>
Patricia	Atchley		
myemail@gmail.com			
850-888-8888			
Add an optional message			
		SAVE	ancel

### 'Unvolunteer' for an Event

If you ever need to cancel your volunteer spot, you can do so in the BoosterHub app or on a laptop when logged in to BoosterHub.

Use the following steps to cancel or 'unvolunteer' for an event in the app:

- 1. Download the app in your app store
- 2. Open the app and sign in with your BoosterHub credentials
- 3. Select the Volunteer icon

Lincoln Trojan Band Boosters 🗸						
BOOSTERHUB						
Peop	3 Die	Calendar	r	Chat		
File	s	Voluntee	r	store		
	A	ctivity Fe	ed			
Mon <b>21</b> Jul 2025	Return 01:00 P	n Washed M	l Unifor	ms		
Tue <b>15</b> Jul 2025 Pick Up Uniforms for Washing 05:00 PM						
Tue 15	Readir	ng Reinea	rsal			
Dashboard	<b>T</b> ickets		X Tools	کې Settings		
I		0		<		

4. Select 'Volunteer Assignments' at the top



5. Select 'Unvolunteer' next to the assignment you want to cancel

#### Lincoln Trojan Band Boosters $\,\, \checkmark \,$

Volunteer Opportunities

Volunteer Assignments

Search the Assignment



Set-Up Water & Tents

/onday - Jul 28, 2025 8:00 AM - 8:30 AM

1/2

