

## **Instructions - Registering for Volunteer Shifts**

When registering:

1. **IF** the volunteer shift is available, you may add it to your Cart. The spot is immediately held for you and removed from availability for others. Upon completing the Cart transaction, you will receive an email invoice for \$0.00 confirming successful registration.
2. **IF** the shift is unavailable, you may join the Wait List if space is available.
3. **IF** a member holding a shift in their Cart fails to complete the registration transaction, the system will promptly release the position. The next person on the Wait List will then be notified by email and must log in and register without delay to secure the position. Please note: Once you log in and click "Register," you must complete your registration immediately or your wait list position will be forfeited. Upon successful registration from the Wait List, you will receive an email invoice for \$0.00 confirming your registration.
4. **IF** you are unable to attend your registered shift, please use the Self-Serve Withdraw feature so that another family on the waitlist may take your place.
5. **IF** a registered Member completes a Self-Serve Withdraw, the next person on the Wait List will receive notification and instructions.
6. **How to self-withdraw:** Go to your skater's profile and click on their name. You will see the programs they are registered for. Click the withdrawal icon.

Please monitor your emails carefully to confirm registration status or receive waitlist instructions.

To register for volunteer shifts, please follow the link below:

<https://www.lbfsc.ca/pages/starskate-members/star-obligations/>