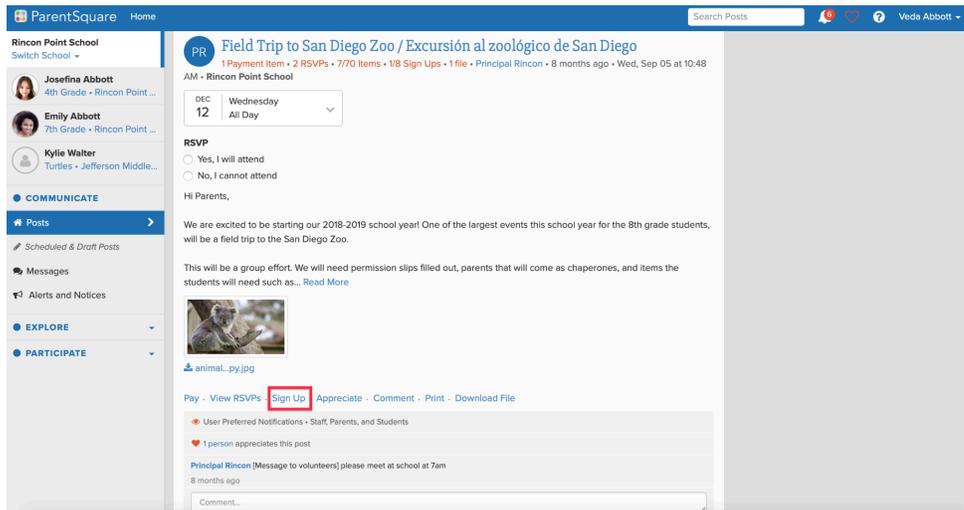


## How to Sign up to Volunteer or Bring an Item

ParentSquare will send an email, text, or app notification when a volunteer or item request has been made.

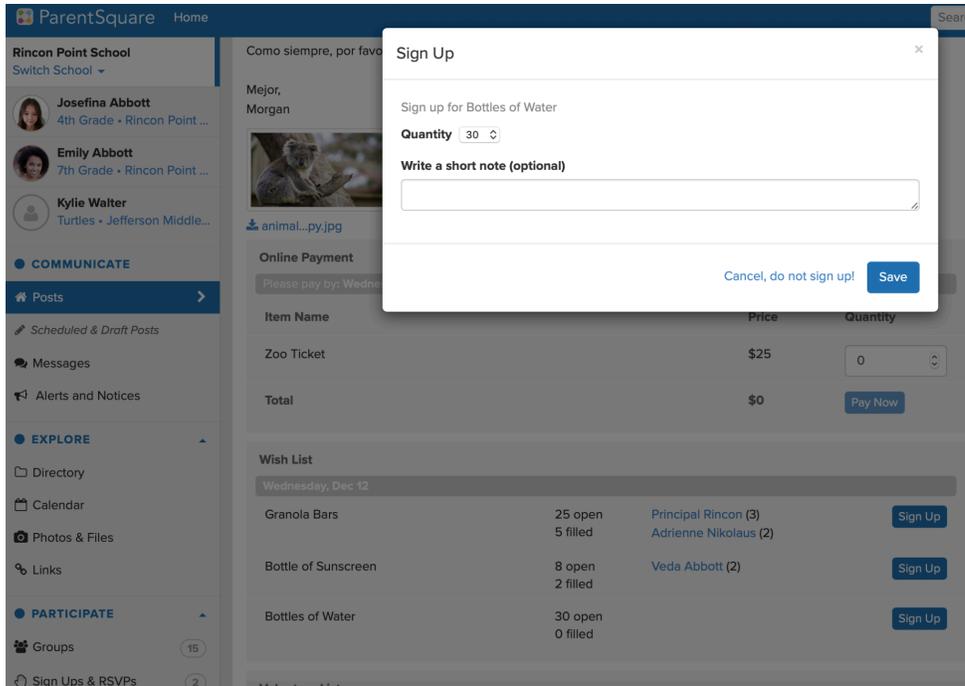
1. Click Sign Up at the bottom of a post.



2. Click the **Sign Up** button next to an open request. You can see how many open or filled spots are available for each request.

Wish List			
Wednesday, Dec 12			
Granola Bars	25 open 5 filled	Principal Rincon (3) Adrienne Nikolaus (2)	<a href="#">Sign Up</a>
Bottle of Sunscreen	8 open 2 filled	Veda Abbott (2)	<a href="#">Sign Up</a>
Bottles of Water	30 open 0 filled		<a href="#">Sign Up</a>

3. Complete the Sign Up information and click **Save**. Your name will show up next to the item after you click Save. *Note: If you need to change your sign up time, you must delete your existing sign up and sign up again for the correct time slot. Note: At 9am on the day before the event, a reminder will be sent to users who signed up.*



4. (Optional) Click **Print** or **Download File** to save a copy for yourself.

