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.



 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)		Sign Up
Bottle of Sunscreen	8 open 2 filled	Veda Abbott (2)	\rightarrow	Sign Up
Bottles of Water	30 open 0 filled			Sign Up

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.*

🕄 ParentSquare Home					Sear
Rincon Point School Switch School -	Como siempre, por favo	Sign Up			×
Josefina Abbott 4th Grade - Rincon Point Emily Abbott Th Grade - Rincon Point Kyle Walter Turtles - Jefferson Middle	Mejor, Morgan	Sign up for Bottles of Wat Quantity 30 0 Write a short note (optio	er nal)		
COMMUNICATE Posts	Online Payment Please pay by: Wedne			Cancel, do not sign t	up! Save
Scheduled & Draft Posts	Item Name			Price	Quantity
Ressages	Zoo Ticket			\$25	0
◄ Alerts and Notices	Total			\$0	Pay Now
EXPLORE Directory	Wish List Wednesday, Dec 12				
 Calendar Photos & Files 	Granola Bars		25 open 5 filled	Principal Rincon (3) Adrienne Nikolaus (2)	Sign Up
∿ Links	Bottle of Sunscreen		8 open 2 filled	Veda Abbott (2)	Sign Up
PARTICIPATE Groups	Bottles of Water		30 open 0 filled		Sign Up
Sign Ups & RSVPs	Volunteer List				

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

😂 ParentSquare Home				Search
Rincon Point School		5 filled	Adrienne Nikolaus (2)	Sign Op
Josefina Abbott	Bottle of Sunscreen	8 open 2 filled	Veda Abbott (2)	Sign Up
4th Grade • Rincon Point	Bottles of Water	30 open 0 filled		Sign Up
Kylie Walter Turtles • Jefferson Middle	Volunteer List			
• COMMUNICATE	Wednesday, Dec 12 Chaperone trip to the San Diego Zoo	08:00 AM to 7 ope 09:00 PM 1 filled	n Principal Rincon	Sign Up
Posts Scheduled & Draft Posts	RSVPs (2 people replied)			
 Messages Alerts and Notices 	RSVP Status: YES (1) Principal Rincon			Yes, I will attend
• EXPLORE -	RSVP Status: NO (1) Aiyana McCullough			No, I cannot attend
PARTICIPATE	Appreciate - Comment - Print Download	d File		
	 User Preferred Notifications • Staff, Parents, a 	and Students		
	♥ 1 person appreciates this post			
	Principal Rincon [Message to volunteers] please 8 months ago	e meet at school at 7am		
	Comment			