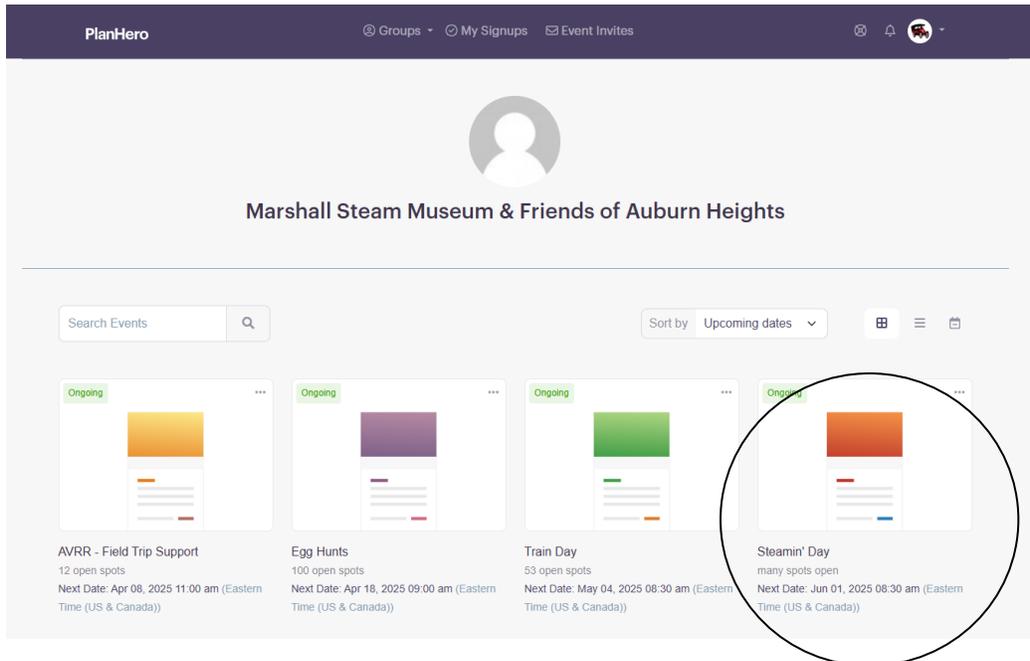
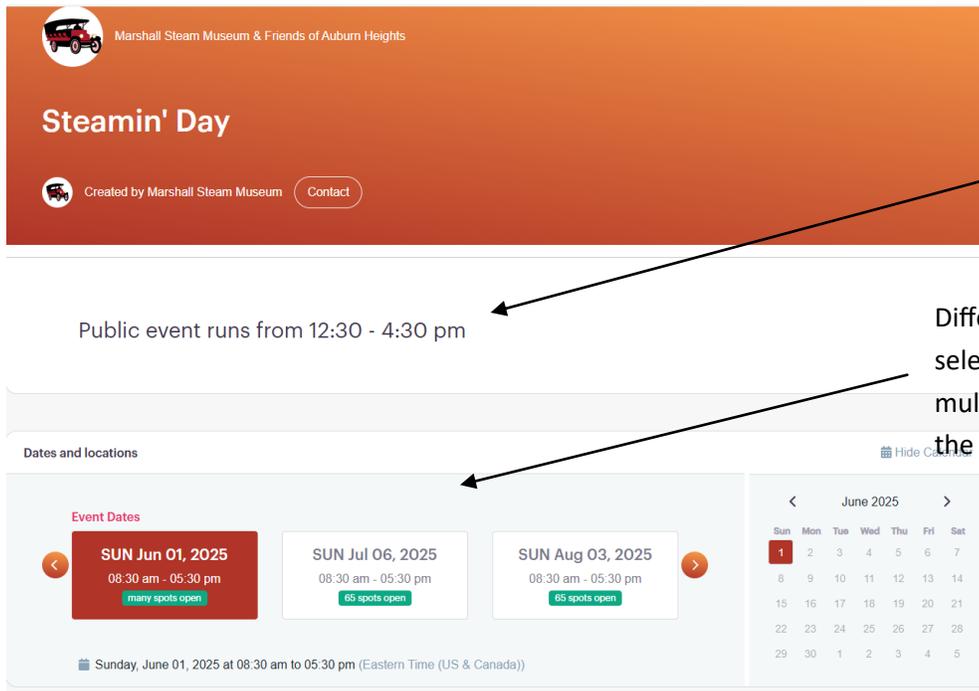


How to sign up for a volunteer role in PlanHero:

Click on any of the events/colored squares to select a sign-up list.



Once opened, you will see the event name, details of the event and event date or multiple dates (if the event runs multiple days like Steamin' Day or Holiday Trains).



Event details

Different event dates. Click through to select—you can sign up for roles on multiple dates at once and I'll share on the next page how to do that!

In this example I clicked to sign up for the Sunday, July 6 Steamin' Day. Once you select the date, roles for that date will show up below.

Event Dates

SUN Jun 01, 2025
08:30 am - 05:30 pm
many spots open

SUN Jul 06, 2025
08:30 am - 05:30 pm
65 spots open

SUN Aug 03, 2025
08:30 am - 05:30 pm
65 spots open

Sunday, July 06, 2025 at 08:30 am to 05:30 pm (Eastern Time (US & Canada))

July 2025

50 / 50 needed

08:30 am - 05:30 pm - Eastern Time (US & Canada)	AVRR	15 spots available	- 1 +	This Date	+ Sign Up
09:00 am - 12:00 pm - Eastern Time (US & Canada)	YVRR Demo Set-Up	3 spots available	- 1 +	This Date	+ Sign Up
11:00 am - 04:30 pm - Eastern Time (US & Canada)	Parking	2 spots available	- 1 +	This Date	+ Sign Up
	Mountain Wagon Driver	2 spots available	- 1 +	This Date	+ Sign Up

08:30 am - 05:30 pm - Eastern Time (US & Canada) AVRR 15 spots available - 1 + This Date + Sign Up

09:00 am - 12:00 pm - Eastern Time (US & Canada) YVRR Demo Set-Up 3 spots available - 1 + This Date + Sign Up

11:00 am - 04:30 pm - Eastern Time (US & Canada)

Parking	2 spots available	- 1 +	This Date	+ Sign Up
Mountain Wagon Driver	2 spots available	- 1 +	This Date	+ Sign Up
Model T Driver	3 spots available	- 1 +	This Date	+ Sign Up
Electric Car Driver	2 spots available	- 1 +	This Date	+ Sign Up
Firing Up Demo Help	2 spots available	- 1 +	This Date	+ Sign Up

12:00 pm - 04:30 pm - Eastern Time (US & Canada) Ticket Booth 2 spots available - 1 + This Date + Sign Up

Roles are sorted by arrival time for the volunteer position (not the event start time for the public).

For example, most volunteers are recommended to be here by noon for Steamin' Day, but others like the AVRR have to be here earlier starting around 8:30 am.

Components of the sign-up area:

I'm going to detail out what each of the different spots mean for the role you want to sign-up for:

The screenshot shows a sign-up interface with the following components and annotations:

- Timing of the role or shift time:** 11:00 am - 04:30 pm - Eastern Time (US & Canada)
- The actual roles:** Parking, Mountain Wagon Driver
- Number of spots available:** 2 spots available for both roles.
- Quantity controls:** - 1 + buttons for each role.
- Date selection:** A dropdown menu with "This Date" selected and "Select Dates" as an option.
- Sign Up button:** A red "+ Sign Up" button for each role.

Annotations include:

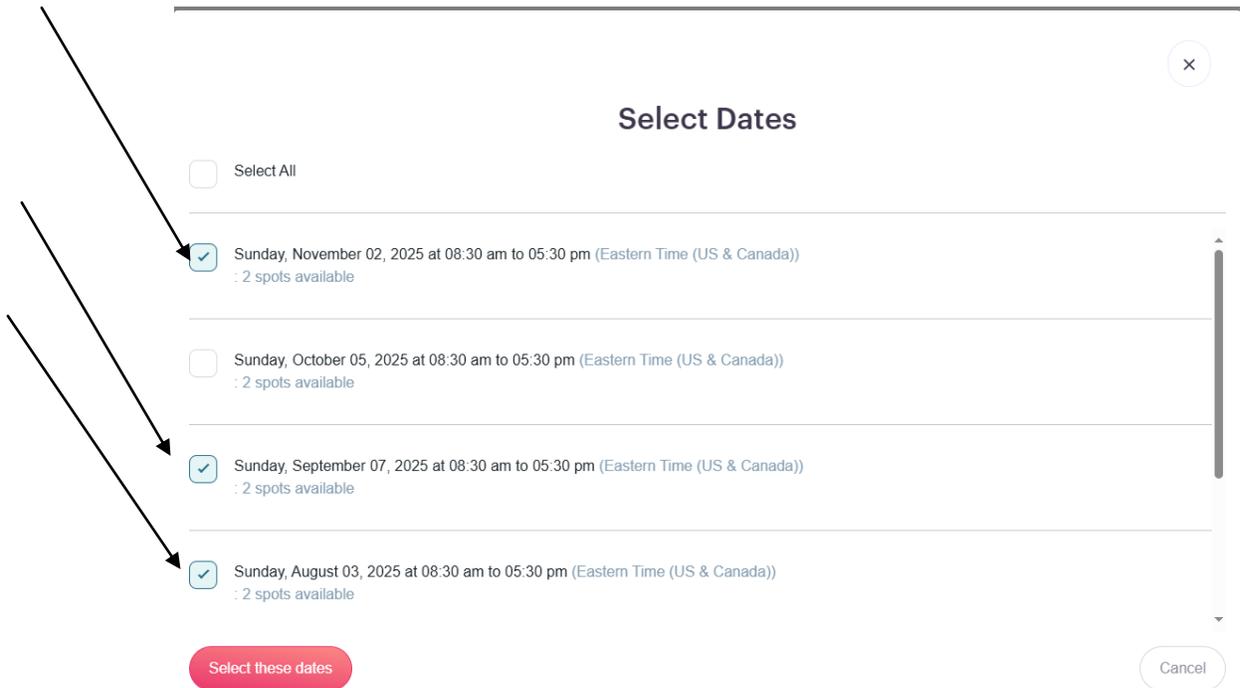
- An arrow pointing to the timing text: "Timing of the role or shift time"
- An arrow pointing to the role names: "The actual roles"
- An arrow pointing to the "2 spots available" text: "Number of spots available"
- An arrow pointing to the quantity controls: "If you wanted to sign up multiple people, but for most of you, you won't need to adjust this."
- An arrow pointing to the date dropdown: "To sign up for the date you previously selected OR multiple ones (drop-down)"
- An arrow pointing to the "+ Sign Up" button: "Click this add the opportunity and start signing up"

Multiple Date Sign-Ups:

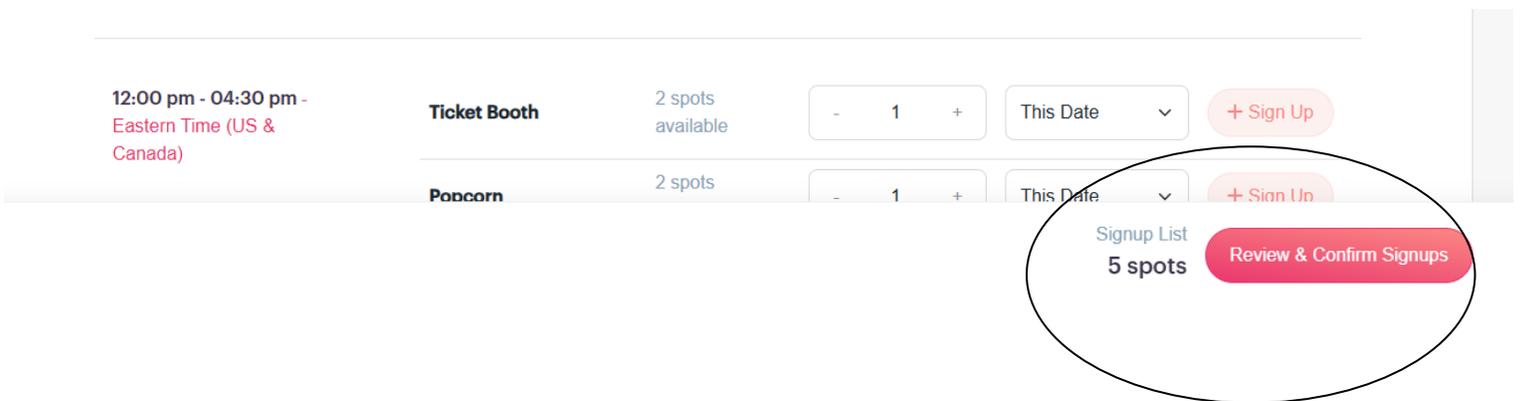
For this example, I want to sign up to help with parking. As long as there are spots available, go to the "This Date" drop down menu on the right. Here you can either sign up just for this date OR select multiple if you want to help out at other Steamin' Days.

This screenshot highlights the date selection dropdown menu for the "Parking" role. The dropdown is open, showing "This Date" and "Select Dates" options. An arrow points to the dropdown menu.

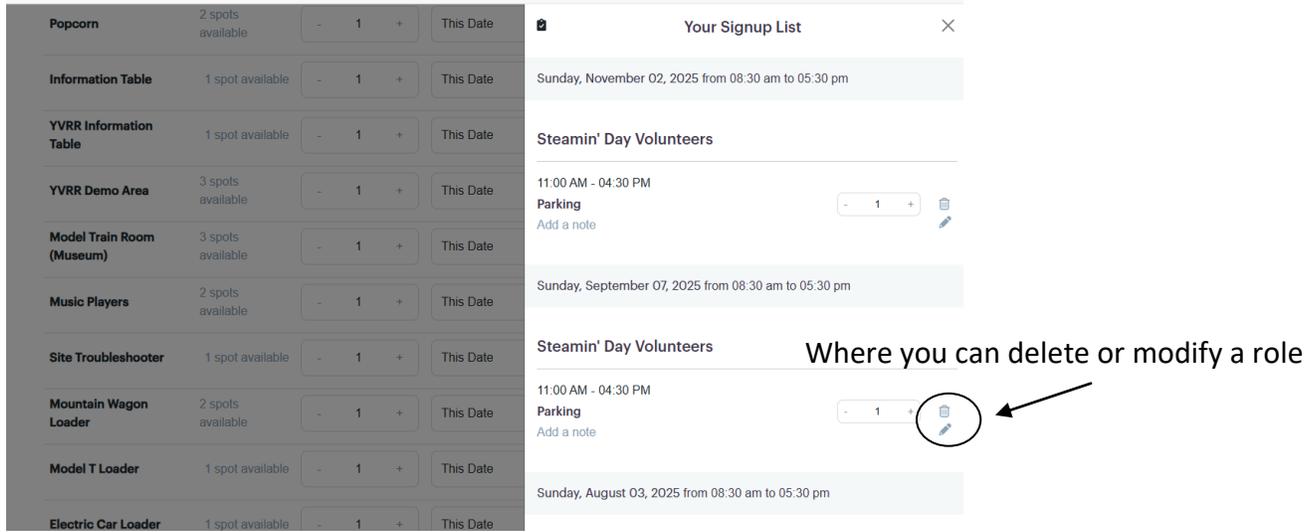
If you picked “Select Dates” a pop-up will appear with all dates for that event. You can select all or just the ones you’re able to help at. Then click “Select These Dates” button at the bottom.



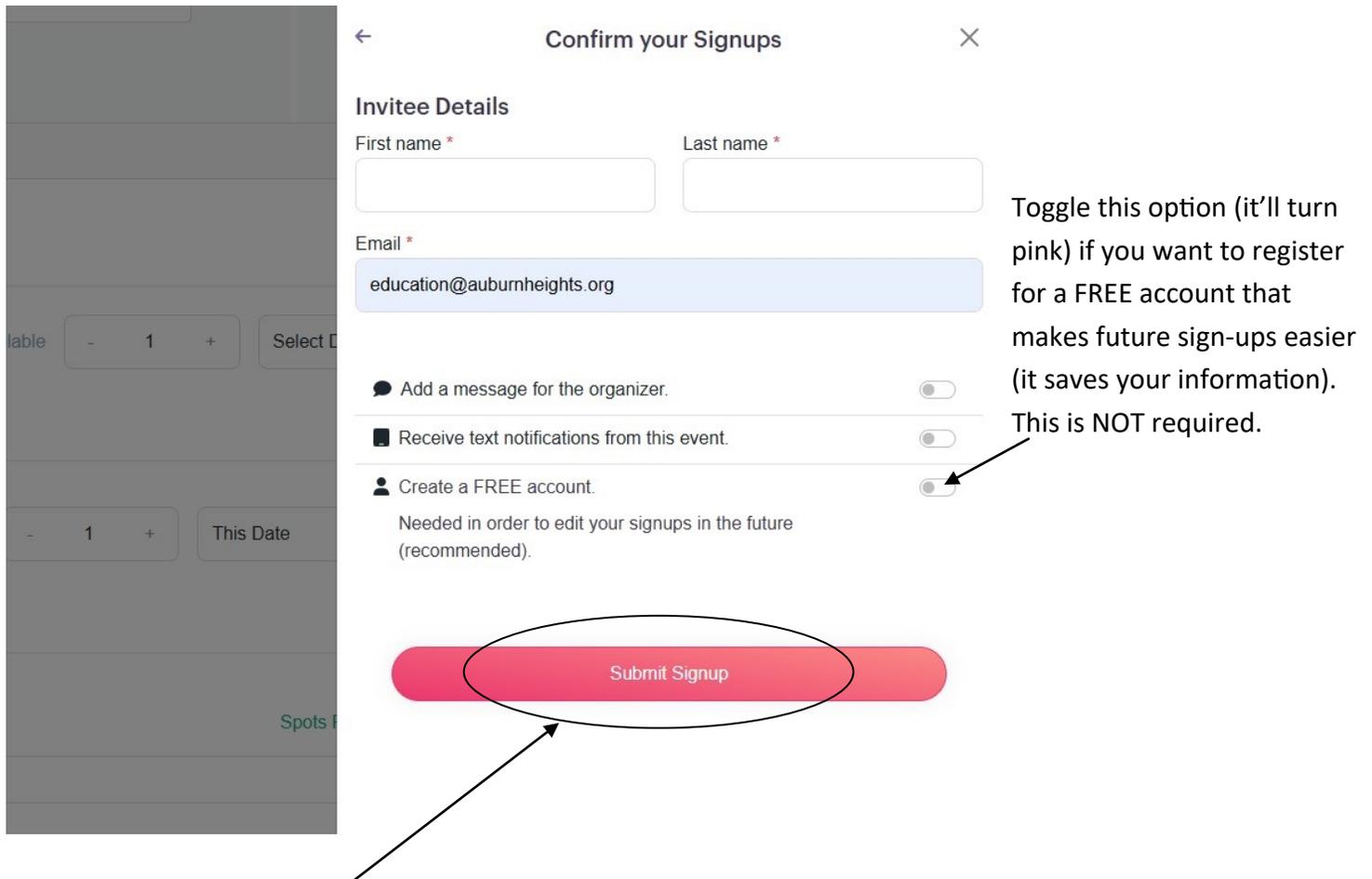
To Sign-Up: Once you have done that you can either keep scrolling to view other opportunities for that event OR click the “Review & Confirm Signup” button that will appear at the bottom (and follow you as you scroll). You MUST click on this to officially sign-up or else it won’t get registered.



A side panel will pop up for you to review what you signed up for. Here is your last chance to modify or delete any sign-ups.



Before hitting "Continue" at the bottom, you'll need to include your first and last name and an email.



Finally, confirm your sign-up details and hit "Submit Signup". Now you're officially registered for whichever event(s) you want to help with!