

INSTRUCTIONS FOR REGISTERING AS A VOLUNTEER FOR THE STATE CALIFORNIA INVENTION CONVENTION – APRIL 14, 2018

You are receiving this because you have either expressed an interest in being a Volunteer at the state California Invention Convention competition that will be held on Saturday, April 14, 2018, at Maxim Integrated in San Jose California, or you were a volunteer last year, and we are hoping that you would be interested in joining us as a volunteer, again. Completing this registration will give us the necessary information to provide you with a schedule for volunteering that meets your particular needs.

If, after filling out this registration, you have additional questions feel free to address them to us at www.cainventionconvention.org/contact/

Notes:

- All segments of this application must be completed on or before March 30, 2018 in order to be considered eligible to volunteer..
- When your application is complete you will receive an email indicating you have successfully completed it.

1. CREATING YOUR ACCOUNT:

- Visit www.zfairs.com.
- Select [Find My Fair] located in the upper right hand corner, and [California Invention Convention].
- Select [Register] and [Volunteer].
- Complete all of the information.

Notes:

- Enter your name in proper case
 - Enter your email address
- Press [Next] when finished.

You will receive the following message:

Verify Email Address

Hi Juli,

We need to verify that you can receive our emails. We have sent an email to juli@anytimedrama.com please check your email's inbox, junk, and spam folders for the email from us, and click the link to verify your email address. Once you have clicked the link click continue below.

Continue

- Check your email for the following message and click on the link to verify your account:

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Dear Juli,

We need to confirm your email address, please click go to the link below.

<https://ii.zfairs.com/Register.aspx?f=00e853ad-25f9-4bb9-9ac0-e2539e74024f&p=b0188ae5cb6f12f0f0924794a4d1f8facdee425234f3ee201b79476e80a6ffa33c84c9b512b8f9ea&email=...>

- **Note:** If you don't find the email check your junk mail/spam.

2. EMAIL VERIFICATION:

- a. You will receive the following message:

Email Verified!

Thank you for verifying your email address, you may now close this page and continue where you left off.

- b. Return to the "Verify Email Address" message and select [Continue].

Verify Email Address

Hi Juli,

We need to verify that you can receive our emails. We have sent an email to juli@anytimedrama.com please check your email's inbox, junk, and spam folders for the email from us, and click the link to verify your email address. Once you have clicked the link click continue below.

Continue

You will now be on the "Volunteer's Personal Information" screen.

3. ENTERING ADDITIONAL INFORMATION

Complete the personal information and press [Save & Continue].

4. VOLUNTEER'S PREFERENCES

- a. The first section asks for availability on **FRIDAY, APRIL 13TH** (the day prior to the actual event). We are in need of volunteers on Friday to do a myriad of activities in preparation for the competition! If you select Other, we ask that you volunteer for a minimum of 2 hours.
- b. The second section asks for availability on **SATURDAY, APRIL 14TH** (the day of the actual event). Again, we are in need of numerous volunteers to help with the competition! If you select Other, we ask that you volunteer for a minimum of 2 hours.
- c. The next section asks about food preference.
- d. The final section on this page asks about any disabilities you might have.
- e. When you have completed this page, select [Next].

5. REGISTRATION COMPLETE

**INSTRUCTIONS FOR REGISTERING AS A VOLUNTEER FOR THE STATE
CALIFORNIA INVENTION CONVENTION – APRIL 14, 2018**

This page gives you your username in the event you want to log in again to change any information.

Thank you for Registering as a Volunteer. You will be making a positive impact!! You will be hearing from us, again, soon, letting you know what your schedule will be for the event.

Questions? Contact us at www.cainventionconvention.org/contact/