

INSTRUCTIONS FOR REGISTERING AS A VOLUNTEER FOR THE STATE CALIFORNIA INVENTION CONVENTION – APRIL 12/13, 2019

VERY IMPORTANT!!! IF YOU HAVE ALREADY REGISTERED AS EITHER A JUDGE OR A TEACHER, YOU HAVE TO MAKE A SMALL ADJUSTMENT WHEN REGISTERING AS A VOLUNTEER. WHEN YOU ENTER YOUR NAME AND EMAIL, IT HAS TO BE DIFFERENT THAN YOUR FIRST REGISTRATION. So if you registered as Judy Smith jsmith@myschool.com – you could register with a different email account, or change your first name to Judith or even add a digit such as Judy1 Smith. The system goes into a loop if you try to register with the same name and email.

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 registration must be completed on or before April 4, 2019 in order to be a volunteer.
- When your registration is complete you will receive an email indicating you have successfully completed it.

1. CREATING YOUR ACCOUNT:

- a. Visit ca.zfairs.com.
- b. Select [Create Account] tab located in the upper left hand corner, then Select [Volunteer].
- c. Enter your name and email address. This will be the email address we will use if we need to contact you. Your first and last name become your username.

2. ENTERING ADDITIONAL INFORMATION

- a. Complete the personal information and press [Save & Continue].
- b. Be sure to note down your username and password in case you need to go back later and change any information.

3. VOLUNTEER'S PREFERENCES

- a. The first section asks for availability on **FRIDAY, APRIL 12TH** (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 13TH** (the day of the actual event). Again, we are in need of numerous volunteers to help with the competition!
- c. The next section asks about food preference for Friday Volunteers and All-day Saturday Volunteers.
- d. Read the Media Release & Hold Harmless document. Check the box that you affirm you have read it and agree. This is a requirement in order for you to volunteer.
- e. The final section on this page asks about any physical considerations we need to take into account when assigning volunteer tasks.
- f. When you have completed this page, select [Next].

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4. REGISTRATION COMPLETE

- a. This page gives you your username in the event you want to log in again to change any information.
- b. You will receive an email indicating you have completed your registration.
- c. Prior to the event, you will get an email with the specifics of your schedule.

EDITING YOUR REGISTRATION

If for any reason, you need to go back to your registration and edit any information

- Go to ca.zfairs.com
- Select [Login] on the upper right hand corner and enter your username and password.
- Click on [My Profile]

**Thank you for Registering as a Volunteer. You will be making a positive impact!!
You will be hearing from us prior to the event with more details about your
schedule for the day(s) you volunteered.**

**IF you have a friend or colleague who might be interested In judging or being a
volunteer, please send them to our website! www.cainventionconvention.org**

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