VOLUNTEER QUICK START

Volunteer Signup Matrix App

Save it once, then use the same app for future Good Dog Agility Club trials.

Open the app: Use https://signup.gooddog.org in your normal browser. Always confirm that your own name appears at the top before signing up or changing an assignment.

Close the Google message: When 'This application was created by a Google Apps Script user' appears across the top, tap the X at the right side to close it.

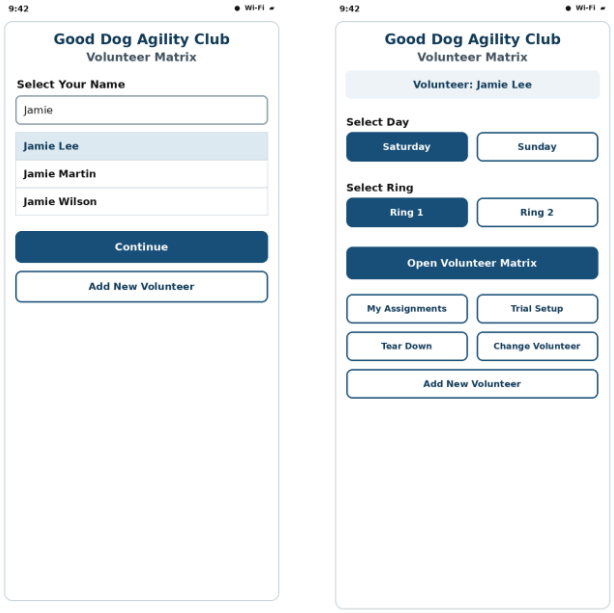
Scan to open signup.gooddog.org

1. Save the app on your phone

- **iPhone Safari:** Open https://signup.gooddog.org in Safari. Tap Share, then Add to Home Screen. Turn on Open as Web App and tap Add.
- **Android Chrome:** Open https://signup.gooddog.org in Chrome. Tap the three-dot menu, then Add to Home screen or Install app. Follow the prompts shown on your phone.

2. Identify yourself and choose a schedule

- **Select your name.** Start typing, tap your name in the results, and tap Continue. If your name is missing, tap Add New Volunteer.
- **Choose Day and Ring.** Tap the trial day, tap the ring, and then tap Open Volunteer Matrix.



Sample screens: select your name, then choose the trial day and ring.

3. Sign up from the matrix

- **Find an opening.** Classes run down the left side; positions run across the top. Scroll sideways and down as needed. The headings stay visible while you scroll.
- **Tap an OPEN cell.** Review the class and position on the confirmation screen, then tap Sign Me Up. Tap Cancel if you selected the wrong cell.
- **Recognize the colors.** Pink means OPEN, yellow means assigned, and green means confirmed. A check mark beside a name marks your own assignment. Other volunteers' assignments are read-only.

Volunteer Matrix — Saturday • Ring 1 • Jamie Lee

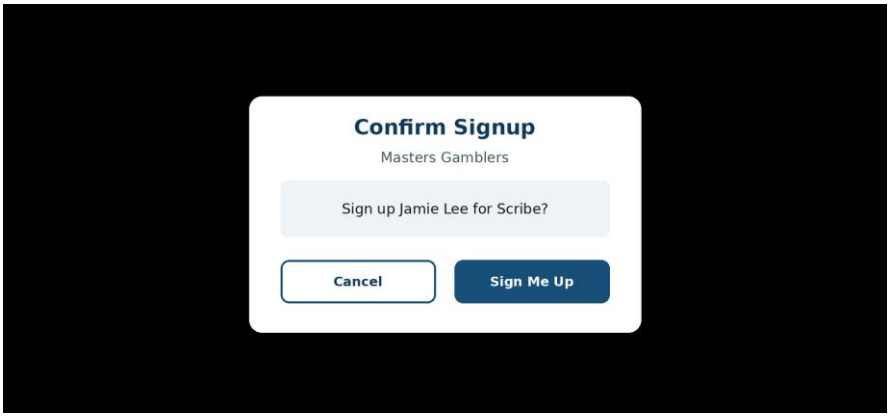
Home | Assignments | Refresh

OPEN | Assigned | Confirmed ✓ Your assignment

Updated 9:42 AM

Class	Timer	Scribe	Gate	Leash Runner	Ring Crew
Masters Gamblers	Alex M.	OPEN	Morgan R.	OPEN	CB 1 • PS 3
P3/Vet Gamblers	Taylor S.	Chris B.	OPEN	Pat D.	CB 1 • PS 2
Advanced/P2 Gamblers	✓ Jamie L.	OPEN	Robin K.	OPEN	✓ PS 1
Starters/P1 Gamblers	OPEN	Dana W.	OPEN	Lee C.	OPEN

Sample landscape matrix. Portrait also works; landscape shows more columns at once.

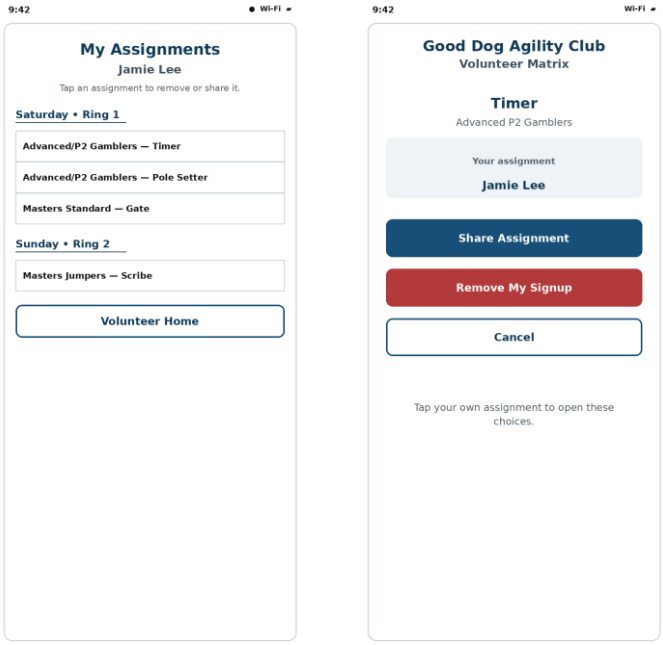


The app always asks you to confirm before saving a signup.

Live updates: The matrix refreshes about every 20 seconds. You can also tap Refresh. If another volunteer takes the opening first, the app will show the current assignment.

4. Check or change your assignments

- **Open My Assignments.** Use the button on Volunteer Home or the Assignments button above the matrix.
- **Tap your assignment.** Choose Share Assignment when sharing is available, or choose Remove My Signup. Only your own assignments open these choices.
- **Confirm the change.** For a removal, confirm that you want to remove the signup. For sharing, select the second volunteer and confirm the shared assignment.



Open My Assignments, tap a row, and choose the available action.

Ring Crew Positions

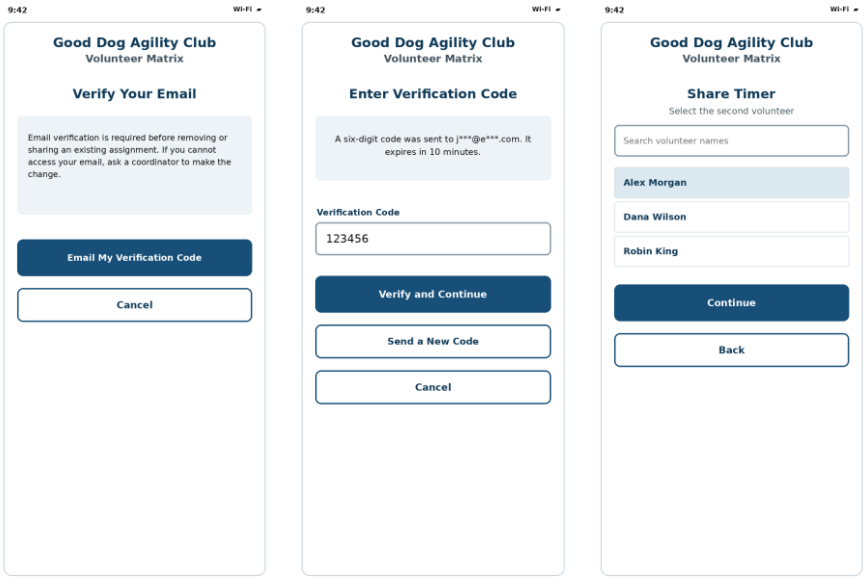
- **Ring Crew:** Tap the combined Ring Crew cell on the far-right column of the matrix to view the positions available for that class.
- **Course Builder:** Unlimited Course Builder signups are available only for classes that require course builders.
- **Extra Pole Setter:** This choice opens only after Pole Setter 1, 2, and 3 are filled.
- **Scorekeeper:** The Scorekeeper position appears only if the Chief Ring Steward has marked you as eligible.

Final check: Before closing the app, open My Assignments and verify that every signup is correct.

Privacy reminder: Never enter another volunteer's verification code. Confirm that your own name appears at the top before changing an assignment.

5. Verify email before removing or sharing your assignment

- **Request the code.** If the volunteer is not already verified on the device, tap Email My Verification Code. The code goes to the personal email address on file.
- **Check your email.** Enter the six-digit code in the app and tap Verify and Continue. The code expires after 10 minutes.
- **Complete the change.** The app returns to the removal or sharing process. Review the information and finish the change.



Sample verification and sharing screens. The email address is partially hidden for privacy.

How device verification works

- **Up to 10 days:** After a successful code, that volunteer can remove or share assignments on the same device and browser or Home Screen app without another code for up to 10 days.
- **One volunteer at a time:** If another volunteer verifies on the same device, the newly verified person replaces the prior saved verification. The first volunteer must verify again before making another protected change.
- **A new code may be required:** Verification is also required again after the 10-day period, when browser data is cleared, or when a different browser or device is used.
- **Email unavailable:** If you cannot access the email address on file or no valid personal email is available, ask a Chief Ring Steward to remove or share the assignment for you.