



**OUR AMERICAN MOSAIC**  
**24-28 MAY 2022 • SACRAMENTO, CA**  
NATIONAL GENEALOGICAL SOCIETY FAMILY HISTORY CONFERENCE

## How to Sign Up to Volunteer at the NGS 2022 Conference

1. Click on the [2022 NGS Volunteer](#)
2. Select a date when you want to volunteer – pick any of the dates in **green** from the calendar icon - Monday May 23 through Saturday May 28<sup>th</sup>.
3. Then scroll down the page to view the volunteer spots (positions) and times. The third column shows how many volunteers are needed for each spot and how many have already been filled.
4. Here is a list of the spots we need volunteers for:
  - a. **Check-In Volunteers** help registrants check-in for the conference.
  - b. **Room Monitors** greet registrants attending lectures and assist speakers.
  - c. **Ask Me Volunteers** mingle in the conference area; answer questions about room locations and general queries from attendees, etc.
  - d. **Tote Bag Volunteers** help fill “Goodie Bags” for conference attendees on 23 May (Monday).
  - e. **Hospitality Hosts** sit at the Hospitality Desk; provide directions, information about local sites, answer questions, etc.
  - f. **Volunteer Room Host** oversee the Volunteer Room, check in volunteers, provide assistance, provide low level security for belongings of volunteers.
  - g. **Vendor Support Volunteers** help exhibitors during set up and the conference
  - h. **Staff CGS Table in Vendor Hall** answer attendee questions. (CGS members only.)
  - i. **Floaters** fill in any volunteer positions at the last minute.
5. When you find an open position on a day and time you want to volunteer click on the SIGN UP button. Then fill in the Participant’s Information – name, phone, email, city. If you do not want to receive updates and special offers from SignUp – uncheck the box. Then hit the SAVE AND DONE button.
6. Next look for another volunteer position you want to fill and repeat. Sign up for as many spots as you can – there are 100s of options.
7. After you finish signing up and SAVE you will see a list of everything you signed up for – the Spot, Date and Time. You can print your Spots and/or add them to Outlook
8. You will receive an email confirmation that you have signed up.
9. If you need to make changes go back to the SignUp page, click on Show My Spots, select a spot and click on the MY SPOTS pulldown menu with three

choices: Edit Spot, Swap Request or Remove. **Please Note: The last day to make changes is MAY 9th**