



Welcome to LOH's new volunteer sign up system!

## HOW TO SIGN UP

1. Go to <https://lebanonoperahouse.org/loh-volunteers-2-2/>

LOH Lebanon Opera House

Plan your visit Join our email list

EVENTS VISIT SUPPORT COMMUNITY RENTALS ABOUT

# LOH Volunteers Active

**Volunteer Shift Sign Up**

**Volunteer Trainings**

**Volunteer Documents**

The information below is intended for active volunteers. If you are interested in joining the LOH volunteer corps, please visit our [New Volunteer Page](#).

Active Volunteers: Please find all current jobs below. Use scroll bar on right to see all active sign ups. For lotteries or to log in to your volunteer account, scroll to the bottom of the page.

## VOLUNTEER JOBS

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### PENGUINS

PLEASE NOTE: There are two performances of this show--Sunday, April 5 at 3:00 pm and

2. Scroll down to see all available volunteer jobs.

*If you cannot see the events, make sure you've clicked on the "Volunteer Shift Sign Up" tab on the top left side of the page.*

## FLY FISHING FILM TOUR

This event is general admission. The stunning showcase of fly fishing cinema returns to LOHI Fishy folk of all ages are invited to soak up gorgeous, high-definition films from around the world, spin a few yarns amongst friends, and dream about casts yet unmade.

In addition to showcasing world-class fly fishing films and the wonders of the natural environment, F3T is dedicated to supporting the local fly shops and conservation groups that form the backbone of the sport's educational and environmental efforts.

LOH will donate \$1 per ticket sold to the [Greater Upper Valley Chapter of Trout Unlimited](#), which has operated continuously since 1969. The Chapter is a charitable 501c(3) organization mixing food, fun, and fishing with educational programs and conservation projects intended to protect and sustain cold water fisheries and their watersheds.

This event takes place at Lebanon Opera House  
51 N. Park St., Lebanon, NH

**NOTE:** Use "Volunteer Notes" in sign-up to indicate a job preference (usher, greeter, scanner). Preferences will be noted and jobs assigned upon arrival at venue.

<a href="#">SIGN UP</a>	<b>Thursday 4/9/2020</b> <b>5:45 PM - 9:45 PM</b>	confirmed: 0 available: 1	This shift is for WILL CALL
<a href="#">SIGN UP</a>	<b>Thursday 4/9/2020</b> <b>6:00 PM - 9:45 PM</b>	confirmed: 0 available: 8	This shift is for all other volunteers (ushers/scanners/greeters).

The scroll bar on the far right will take you further down the page to see the volunteer lottery sign up and volunteer info.

The scroll bar just to the right of the job listings will allow you to scroll through all the job listings.

3. You will see a description of the event, the venue information (yellow box in picture below), and the date and time for each volunteer shift with a brief description (red boxes below). Click the green "Sign Up" button to the left of the event to open the sign-up window for the shift.

*For some events, the "Will Call" volunteer is listed as a separate shift--this is because this volunteer needs to arrive earlier than the rest.*

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		<b>Thursday 4/9/2020 5:45 PM - 9:45 PM</b>	confirmed: 0 available: 1	This shift is for <b>WILL CALL</b>
		<b>Thursday 4/9/2020 6:00 PM - 9:45 PM</b>	confirmed: 0 available: 8	This shift is for <b>all other volunteers</b> (ushers/scanners/greeters).
		<b>Note different start time for "all other volunteers"</b>		

## KURT VILE AND CATE LE BON

Influenced by artists such as Pavement, Neil Young, and Tom Petty, Kurt Vile began his musical career creating lo-fi home recordings with former War on Drugs bandmate Adam Granduciel before embarking on acclaimed tours with his backing band, The Violators.

Now, "indie-rock's preeminent guitar mystic" (*Rolling Stone*) teams up with Welsh singer-songwriter Cate Le Bon for his first solo tour in 10 years. At LOH, Kurt and Cate perform together (and solo) along with percussionist Stella Mozgawa (Warpaint) and Stephen Black on bass/sax.

- 51 N. Park St., Lebanon, NH

NOTE: Use "Volunteer Notes" in sign-up to indicate a job preference (usher, greeter, scanner). Preferences will be noted and jobs assigned upon arrival at venue.

SIGN UP

Thursday 4/9/2020 5:45 PM - 9:45 PM

confirmed: 0 available: 1

This shift is for WILL CALL

SIGN UP

Wednesday 4/15/2020 6:15 PM - 10:00 PM

confirmed: 0 available: 1

This shift is for WILL CALL

SIGN UP

Wednesday 4/15/2020 6:30 PM - 10:00 PM

confirmed: 0 available: 20

This shift is for all other volunteers (ushers/scanners/greeters).

KURT VILLIERS

Influenced by artist career creating lo-embarcking on accl

Now, "indie-rock's Cate Le Bon for his along with percuss

This event takes p 51 N. Park St., Let

NOTE: Use "Volun Preferences will be

Fly Fishing Film Tour

Thursday 4/9/2020 5:45 PM - 9:45 PM

SIGN UP

CANCEL

VOLUNTEER SIGN UP

FIRST NAME\*

LAST NAME\*

EMAIL\*

VOLUNTEER NOTES

NUMBER OF VOLUNTEERS\*

1

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for all other volunteers anners/greeters).

le began his musical Adam Granduciel before

Welsh singer-songwriter m together (and solo) bass/sax.

greeter, scanner).

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## Two notes on sign up

### Note #1:

If you click “Sign Up” and get a pop up message (see below), A) your sign up did not go through, and B) you either haven't attended training, or the email address and/or name you entered doesn't match your contact record in our system.

If you haven't attended training, you can sign up for the next available session by clicking the “Volunteer Training” tab on the left side of the Volunteer web page.

If you think the error lies with your name and/or email not matching up, try again with different info, or email Mary at [mgaetz@lebanonoperahouse.org](mailto:mgaetz@lebanonoperahouse.org) with your correct info and she can update the system. **You must use the first name, last name and email address *exactly* as we have it in our system or else you may be locked out next time you try to sign up for a shift.**

The screenshot shows a web interface for signing up as a volunteer. On the left, there are two green "SIGN UP" buttons. Below them is a section titled "PENGUINS" with a "PLEASE NOTE" about a performance on Monday, April 6 at 10:00 pm. The main area is titled "VOLUNTEER NOTES" and contains a large empty text box. Below this is a field labeled "NUMBER OF VOLUNTEERS\*" with the number "1" entered. A red error message is displayed: "Our system indicates you are not an active volunteer at this time. Please register for volunteer training at <https://lebanonoperahouse.org/showsignup/> or contact the Volunteer Manager at [admin@lebanonoperahouse.org](mailto:admin@lebanonoperahouse.org)". To the right, there is a sidebar with event details, including "00 pm", "w starts at 4:00 PM", and "at 3:00 pm and", followed by "ay, swim, and dance".



The system needs to have a dedicated email address for each name—using the same email address with a different name (even just a different first name) will change the name in our system and then next time you try to sign up you may get the pop-up message mentioned above. But never fear--multiple people can easily sign up for shifts under the same email address by changing the number of volunteers when you sign up. After you click "Sign Up", you'll see a spot where you can enter the number of volunteers signing up. This always defaults to 1, but you can change it to 2 (or 20) and add the name(s) of the other person or people to the "Volunteer Notes" section. *If a person named in the notes section has not attended training, we reserve the right to cancel their shift.*

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## MORE INFORMATION

### LOTTERIES and VOLUNTEER ACCOUNT

If you scroll down the page, you'll see "Sign Up for Lotteries" and View Volunteer Account"

The orange "Lottery Sign Up" button will allow you to enter lotteries when they are available.

You can sign up for shifts, cancel shifts, track hours, and update your contact information via your volunteer account. To access your account, enter your first and last names and your email address; a link to your account will be sent via email. **You must use the name and email address exactly as we have it in our system or else you may be locked out next time you try to sign up for a shift.**

### SIGN UP FOR LOTTERIES

Click orange button below to access sign up sheet for active volunteer lotteries.

Lottery Sign Up




### VIEW VOLUNTEER ACCOUNT

Fill in form below, using the email you have on file with us. A link to access your account will be sent to the email address. Click on the link to see what shifts you've signed up for or completed; you can cancel or sign up for shifts from the link as well.



#### Your Volunteer Info

Fill in your name and email, and a link to your volunteer information will be emailed to you.

	<input type="text" value="First Name"/>
	<input type="text" value="Last Name"/>
	<input type="text" value="Email"/>

SEND

## JOB PLACEMENT

As you noticed while reviewing the sign-up procedures above, instead of signing up for each individual job (usher/scanner/greeter/will call), it's everybody in the pool (well, almost everybody).

For ticketed events, there will be two (2) links to sign-up: a link for **will call** (1 person) and a link for **everything else**. Though you are no longer able to sign up directly for a job, enter your preferences in the "Volunteer Notes" section and we will do our best to honor your expressed preferences. Those preferences are kept in the system, so if you always want to usher, for example, you don't have to enter it every time you sign up, though you are welcome to do so.

But how do you know what your job is??? When you arrive at the venue, sign in, get your lanyard, make your way to the landing outside the auditorium, read the show info sheet, sign up for tasks--you will see an additional list posted with the show info sheet and task list that will note your job placement. As you know, the house manager may still move volunteers as needed, doing their best to accommodate any requests by volunteers.

## MOBILE

In testing, the volunteer webpage seems to be best viewed in landscape mode (or "longways" in my rural, Kansas vernacular) on an iPhone. On an iPhone, sometimes the job list got a little sticky and slow, but it eventually got its act together. We would love to hear feedback/questions/concerns from mobile users when it comes to signing up for shifts and accessing your account.

## EMAIL REMINDERS

When you sign up for a shift, you should receive an email from the Volunteer Manager with the subject "Thank you for signing up to volunteer at Lebanon Opera House". One week before the shift, you will get a reminder email, and one day before the shift you will get another reminder; right now both reminders have the subject line "Your upcoming volunteer shift with Lebanon Opera House". **Please read the full reminder email**, as it may contain additional information.

QUESTIONS? FEEDBACK? Let me know!

Email Mary at [mgaetz@lebanonoperahouse.org](mailto:mgaetz@lebanonoperahouse.org)