

How to view "Vouchers" in VolunteerHub

The tally for vouchers is tracked digitally by the Volunteer Coordinator. Here are the steps to viewing how many vouchers have been accumulated, used for registration to Exclusive Access, and how many you have remaining:

- From your main events page, click on "Your Account" at the top.
- From your profile, you will click on "Registered Events" in the tan menu box under your name.
- You will see a list of your registered events and then a list of all past events you have ushered since joining VolunteerHub
- Scroll down to the past events section. This is where you will be able to find every voucher you have accumulated.
- As you scroll, you'll notice "Voucher Show, Double Voucher Show, Exclusive Access, Double Exclusive Access" etc. listed in parentheses beside the titles of many of your ushered events, which are the ones for which you received credit for a "voucher(s)" or for which you redeemed a voucher for registration.
- Add up your "Voucher shows" and subtract your "Exclusive Access" to get your total remaining.

Example:

Upcoming Events

Sunday, April 30, 12:45pm - 4:45pm
Guardians 2 Upper (Double Exclusive Access*) -2 voucher

Past Events

The Book of Mormon Upper (Voucher Show*)

Tuesday, January 19, 2016, 5:45pm - 9:45pm (4 hours) +1 voucher

Steve Martin/Martin Short Lower (Exclusive Access)

Sunday, April 24, 2016, 5:15pm - 9:15pm (4 hours) -1 voucher

The 1975 Upper (Double Voucher Show*)

Tuesday, November 22, 2016, 6:15pm - 10:15pm (4 hours) +2 vouchers

Nutcracker Lower (Voucher Show*)

Saturday, December 10, 2016, 12:15pm - 4:15pm (4 hours) +1 voucher

Dancing with the Stars Upper (Exclusive Access*)

Saturday, December 31, 2016, 5:15pm - 9:15pm (4 hours) -1 voucher

ELeague Major (Triple Voucher Show*)

Saturday, January 28, 3:15pm - 7:15pm (4 hours) +3 vouchers

Phantom of the Opera Upper (Double Voucher Show*)

Saturday, March 4, 12:15pm - 4:15pm (4 hours) +2 vouchers

Add all vouchers and subtract all Exclusive Access (remember if you usher a Double or Triple Voucher Show, you earn that many vouchers; if you want to register for a Double Exclusive Access, you will redeem two vouchers)

This usher has accumulated 9 vouchers total. The usher has used 4 vouchers. Don't forget, you must already HAVE a voucher to register for an upcoming Exclusive Access. He/she has already registered for Guardians of the Galaxy (see upcoming events), so there are only 5 vouchers remaining that can be used on future events.*

*Keep in mind, if you cancel an Exclusive Access prior to 48 hours before the event, your voucher will be returned to you for use on a later event. If you do cancel within the 48 hours prior to the Exclusive Access event for any reason, your voucher will be forfeited.