

## Registering for Events on VolunteerHub

There are three types of shows listed on VolunteerHub: **Regular shows, Exclusive Access Shows, and Voucher Shows**. Here is a breakdown of the process to register for each and how each type will be released for registration.

### Regular Shows:

- You have unlimited access to Regular Shows and you can register for them yourself online.
- These events will be released approximately sixty days in advance. The Volunteer Coordinator will send an email to inform you of the release date and time. The events will be opened on that date, and you will be able to register for them at any point after.
- These events are recognized with a “sign up” button that is visible once registration is open.
- If the need arises, you may cancel yourself from the event up to two days prior to the event.
- There is no limit to the number of Regular Shows that you may attend!
- Please be sure to not register for every Regular Show if you are not serious about ushering the event. Last minute cancellations are detrimental to our staffing abilities for shows, and can lead to disciplinary action if performed frequently!

### Voucher Shows:

- The registration and cancellation processes for Voucher Shows are the same as for Regular Shows.
- These shows are typically less popular and may be challenging to staff.
- Voucher Shows will always be recognized by the words “Voucher Show” in parentheses next to the title.
- For every “Voucher Show” that you usher, you will receive the designated number of “Vouchers” which entitle you to request registration for an “Exclusive Access Show” in the future. (Ex. Voucher Show = 1 Voucher, Double Voucher Show = 2 Vouchers, etc.)
- Regular Shows may be changed to “Voucher Shows” depending on the need for ushers.
- You will not receive a physical voucher. Vouchers are digitally tracked by your Volunteer Coordinator, and can be viewed on VolunteerHub under your Past Events log. (Please see How to View Vouchers under FAQ)

### Exclusive Access Shows:

- Exclusive Access Shows are the more highly-anticipated events and they fill up quickly.
- You will not be able to register for these shows yourself.
- Exclusive Access Shows will always be recognized by the words “Exclusive Access” in parentheses next to the title.
- Exclusive Access Shows will be released approximately sixty days in advance at the Volunteer Coordinator’s discretion.

- To be registered for these events, you must already possess the number of vouchers required for the event. (Ex. Exclusive Access = 1 Voucher needed, Double Exclusive Access = 2 Vouchers needed, etc.)
- You may request to be registered for an Exclusive Access AFTER the event has been released by emailing the Volunteer Coordinator with your request. (Please see Registering for Exclusive Access under FAQ for details regarding the required format for your request).
- Registration is completed in the order in which requests are received via email.
- Each Exclusive Access event listing will indicate whether the event has been opened for registration underneath the heading ("Registration for this event is not open yet"). Once the Volunteer Coordinator has released the event for registration requests, this message will change ("Registration for this event is open").
- Once a level is full, the listing will indicate that "This level is now full" and all other requests will be placed on the waitlist.