



JULY 31, AUG. 1 & 2 - 2015

Sharing o' the Green

Registrant Instructions

Registration Reminders

Registration is Mandatory

Each Sharing o' the Green participant is required to register themselves. **If a participant is unable to keep their committed shift, they must cancel and their substitute MUST register in their place.**

Training

All alcohol servers ARE REQUIRED to attend a 2015 Beverage Server Training Session prior to their first shift, even if they have attended in a previous year. All alcohol servers must be 21 years of age, or older. Participant IDs will be checked at the Training Sessions and upon checking in at the Festival. Any alcohol server who has not attended a 2015 Training Session will not be permitted to participate.

Logging In for the First Time

1. Click on the "Sharing o' the Green" button at DublinIrishFestival.org
2. If you did **not** serve for an organization in 2015 please click the **Register** button under the *Not Registered Yet?* section.
3. Create a username and password, click **Next**.
(We recommend using your email address as your password, for easy remembering)
4. If you **did** serve for an organization in 2014 please sign into your account or click "Forgot your user name and password?"
5. Enter Dublin AM Rotary join code: **blarney** (all join codes must be entered in ALL LOWERCASE. Click **Next**. If you have multiple join codes, enter one and proceed to the next page where you will receive instructions on how to enter another.
6. If you only have one group for which you are working, hit **Next** on the following page to proceed. If you need to enter an additional join code, click **Previous** and enter your next code.
7. If your group is working at a location where alcohol is served, select the **Alcohol Servers** box and then click **Next**. If you are not at a location where alcohol will be served, simply click **Next**.
8. On the following page, enter your information in the fields provided and click **Next**.
9. On the following page, review your information for accuracy and click **Next** if you are satisfied with your information. Click **Next**, one more time to proceed to the scheduling page.

Scheduling Alcohol Server Training

1. If you are at a location where alcohol is served, you must
 - a. Attend Alcohol Training (even if you have attended in previous years)
 - b. Be over the age of 21 and provide proof of age upon check in.
2. To sign up for Alcohol Server Training, simply click on the **Sign Up** button next to the training you wish to attend.
3. Once you have selected the training you wish to attend and have clicked the Sign Up button, click **Next** on the following page confirming the date of the training.
4. If you are serving alcohol, click the **Alcohol Servers** box on the following page and click **Next**.
5. Click **Finish** on the following page to confirm your training reservation.
6. Click **Continue** to proceed back to the scheduling home page and to see your reservation.



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Scheduling Shifts

1. To sign up for a shift at your location, simply click on the **Sign Up** button next to the shift you wish to work. Under the **Sign Up** button, the number of spots still available for that shift will be displayed.
2. Click **Next** on the following page once you have verified that you have selected your desired shift.
3. On the following page, click the box next to the name of your organization to verify that you are signing up under the correct group. Click **Next** to proceed.
4. Click **Finish** to reserve that shift, and click **Continue** on the following page to return to the scheduling home page.

Canceling a Scheduled Shift

1. On the scheduling home page, any shifts or trainings for which you are scheduled will be listed at the top of the page. If you wish to cancel a scheduled shift, simply hit the **Cancel** button next to the shift you would like to cancel.
2. On the following page, confirm that you have selected the correct shift to cancel and click **Next**.
3. Click **Finish** to finalize the cancelation. On the following page, click **Continue** to return to the scheduling home page.

Editing Your Account Information

1. At the top of the scheduling home page, click the **Your Account** link.
 - a. This page will take you back through the registration pages allowing you to change a password, add additional join codes, and change your personal information.