

How to sign up for concessions:

First email the Chair of the committee for Concessions, their contact information is at

<http://hilliardbradleyab.com/>

Once you have your password then go back to click <http://hilliardbradleyab.com/> on the Contact Tab.

Click on Members Tab, then Concessions.

Click on Concessions for Trustees

Click on Hilliard Bradley Trustees

Now type in your email address and password given to you by the Chair for Concessions. Click Log in.

Then “click here” to continue.

Now you see the screen where you can navigate through the site. Just click on “Choose Events” scroll through all that are available and pick the ones you want. Usually limit of 2 at first, then they open up for more.

Once you have your event saved, then you need to send an email out to all of your parents and see who can work with you. You will normally need 6 people total. (A trustee and 5 workers is needed to work an event in most cases unless otherwise stated.) You will be responsible for counting the money at the beginning of the event and at the end. The Chair will give you the code for the money box. If the door is ever locked when you get there, Nick Gaston or a Custodian can let you in. (Honestly, besides football, usually 3 to 4 is enough workers. They prefer 6.

The Register new parents tab, is exactly that. You need to add parents there in order to fill the slots for them to work. The best thing to do is, add all of your parents at the beginning of the season, then you only have to click and they are scheduled. Otherwise you will have to take time each time and add them to the list manually before you can schedule them.

The Schedule button is just that. You click Schedule parents and go through your list and add them to your event.

“Event print out” is great, you can print out who is supposed to be working and if they don’t show up you can call them. (Also I always send a reminder email about stating that they are scheduled and what time they are to come.) The time listed on the page is the time to be there, the event usually starts 30 minutes later, unless it is football and you usually are there extra early.

Once your event is over, when you get home just go back to the website and Confirm your workers. Keep copies until you see the money in your Booster Account for the date you worked. (It is ok if you switch out workers, no way to change their name on the form, but just make sure you only mark down the amount of people who actually worked)

Make sure you look at the financial reports and that you got paid for working. I keep a record of who works and make sure we were paid.