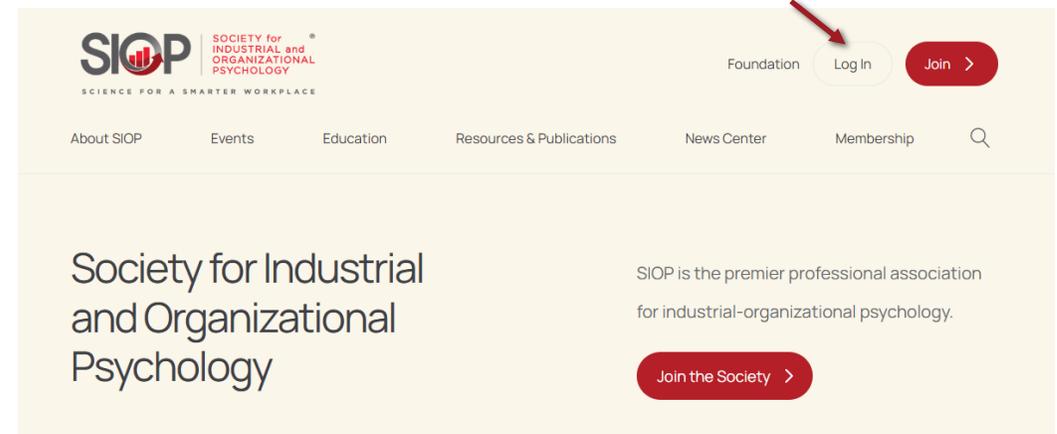




How to Volunteer for a Committee

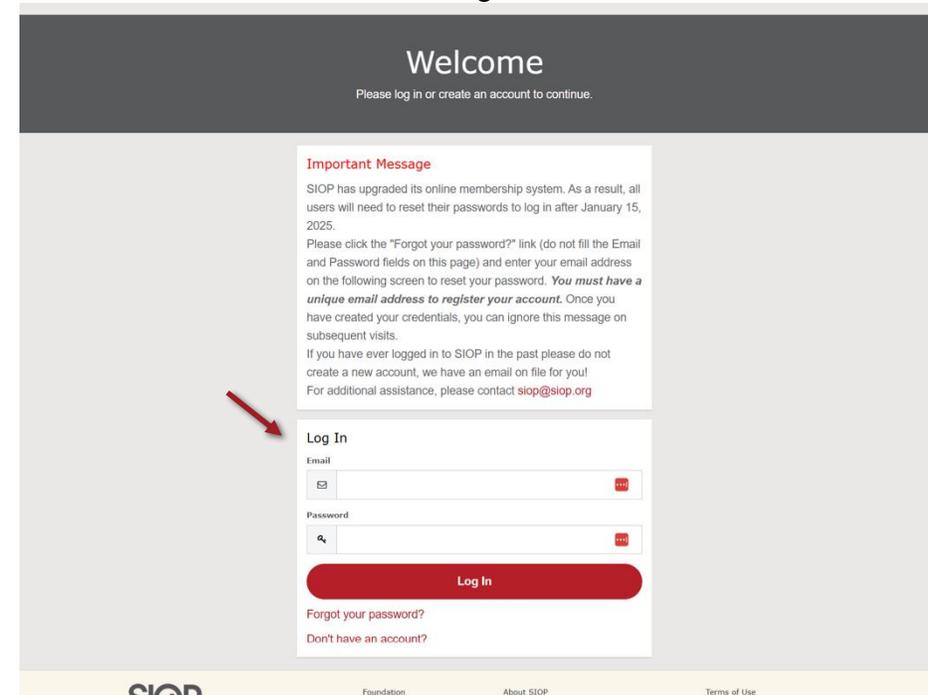
1. Go to <https://www.siop.org/>
2. Click the **Log In** button in the upper right-hand corner (see Image 1)

Image 1



3. Enter in your login information (see Image 2)
4. Click the red **Log In** button

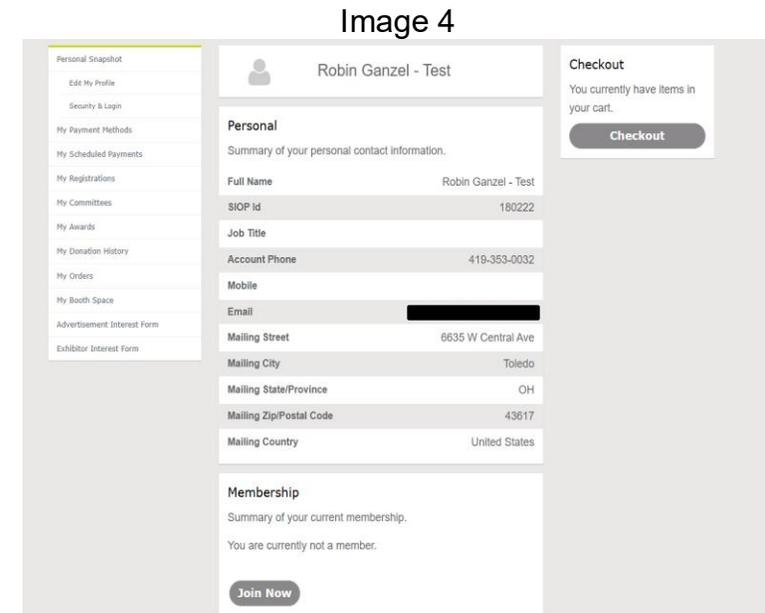
Image 2



5. Click on **My Account** in the upper right-hand corner.
(see Image 3)

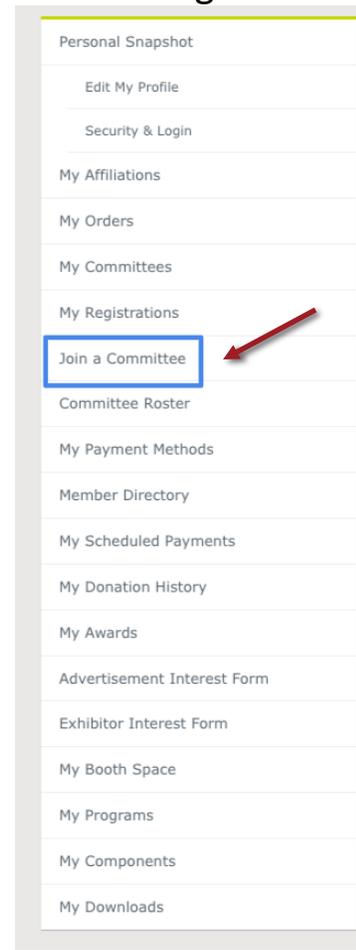


6. You will be brought to your 'Personal Snapshot' page.
(see Image 4)



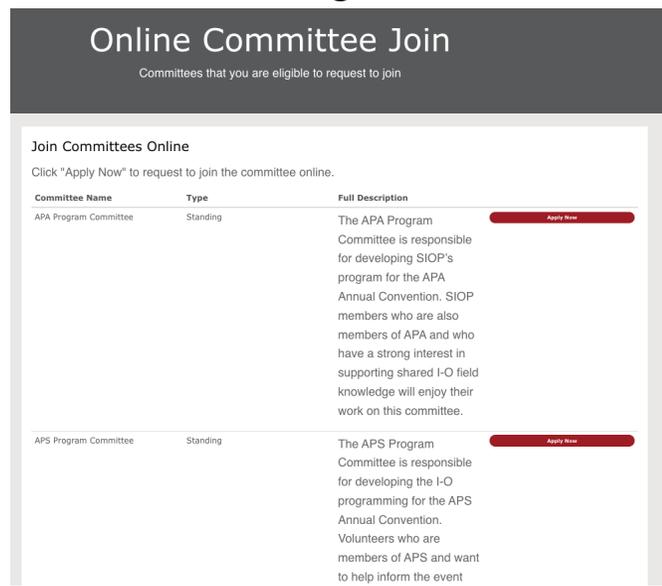
7. Click on **Join a Committee** from the lefthand menu.
(see Image 5)

Image 5



8. You will be brought to the ‘Online Committee Join’ page.
(see Image 6)

Image 6



9. Navigate through the committee listings using the page numbers at the bottom of the screen.

(see Image 7)

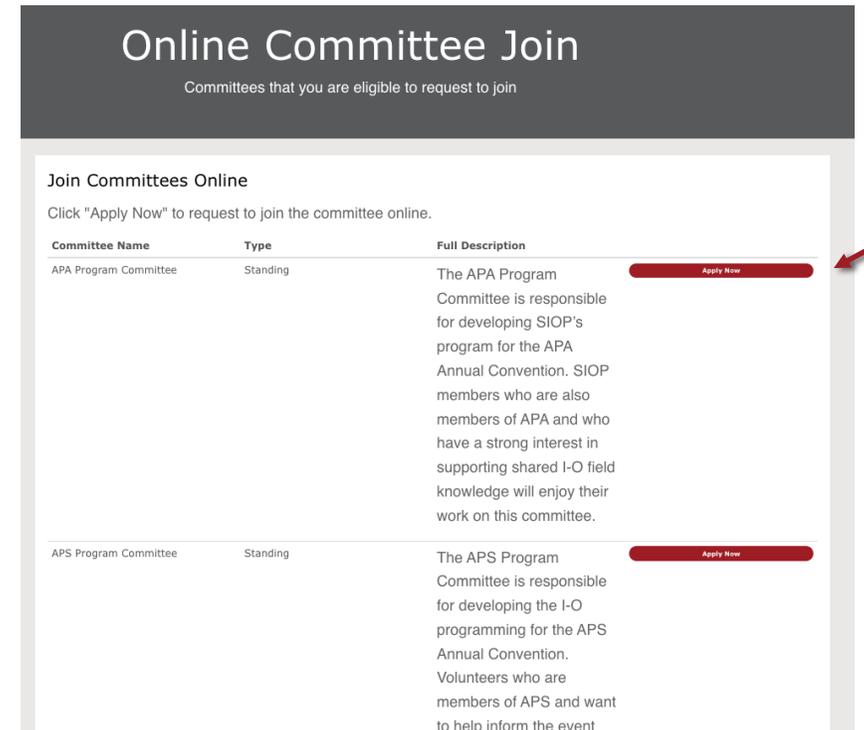
10. Once you locate the committee you are interested in applying to, click the **Apply Now** button next to that committee.

(see Image 8)

Image 7



Image 8



11. Your name and email are pre-populated on the Join Request. Please answer the question “Why would you be a good fit for this committee?”. Then click **Submit**.
(see Image 9)

Committee Join Request
Click to "Submit" to send request to join the committee.

Committee volunteer interest form:
Please verify and complete the form, then click "Submit" to complete your application.

Name
Your Name

Email
Your Email

Why would you be a good fit for this committee?

12. Once you submit the Join Request, you will receive an on-screen notice that your submission was successful.
(see Image 10)

Committee Join Request
Click to "Submit" to send request to join the committee.

Thank you for your interest in joining a SIOP committee. Your request will be reviewed and you will receive a status update within 5 business days.

13. If you are a Professional SIOP member, you may now also submit a Join Request for an Awards Subcommittee, following steps 9-12.

Reviewing for an Awards Subcommittee provides valuable feedback to nominees. Please consider submitting your interest during this process.

14. After submitting a Join Request, within 5 business days, you will receive either:

- a) An email stating you were Accepted to the committee.
Congratulations! Await a formal welcome email from the Committee Chair.
- b) An email stating you were not selected to the committee.
You are now able to submit a Join Request for another (or the same) committee.
- c) An email stating 5 business days have passed and no action was taken by the Committee Chair.
You are now able to submit a Join Request for another (or the same) committee.

15. You may return to your 'Personal Snapshot' and the 'Online Committee Join' page at any time to view your Join Request history.

16. Pro tip: you can also update and complete your membership profile information by clicking **Update My Profile** under your Personal Snapshot. Committee Chairs will see some of that information when reviewing your Join Request – having it up-to-date will help them place you in the right roles!

If at anytime during this process you encounter any issues or have questions, please reach out to us at siop@siop.org.