

#### SCIENCE FOR A SMARTER WORKPLACE

# How to Volunteer for a Committee

UPDATED: 6/2/2025

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

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



- UPDATED: 6/2/2025
  - /2025

5. Click on My Account in the upper righthand corner. (see Image 3)

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



| ersonal Snapshot  | Robin Ganzel - Test                          |                     | Checkout<br>You currently have items in |
|---|--|---------------------|---|
| Edit Ny Profile   |  |                     |   |
| Security & Login<br>Hy Payment Methods<br>Hy Scheduled Payments | Personal<br>Summary of your personal contact | information.        | your cart.<br>Checkout                  |
| My Registrations  | Full Name                                    | Robin Ganzel - Test |   |
| My Committees   | SIOP Id                                      | 180222              |   |
| My Awards   | Job Title                                    |                     |   |
| My Donation History   | Account Phone                                | 419-353-0032        |   |
| Hy Orders   | Mobile                                       |                     |   |
| My Booth Space  | Email  |                     |   |
| Advertisement Interest Form                                     | Mailing Street                               | 6635 W Central Ave  |   |
| Exhibitor Interest Form   | Mailing City                                 | Toledo              |   |
|   | Mailing State/Province                       | ОН                  |   |
|   | Mailing Zip/Postal Code                      | 43617               |   |
|   | Mailing Country                              | United States       |   |
|   | Membership                                   |                     |   |
|   | Summary of your current members              | ship.               |   |
|   | You are currently not a member.              |                     |   |
|   |  |                     |   |

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

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

| 111486.0                  |   |                                      |             |
|---------------------------|---|--------------------------------------|-------------|
| ersonal Snapshot          | 1 |                                      |             |
| Edit My Profile           |   |                                      |             |
| Security & Login          |   |                                      |             |
| Affiliations              |   |                                      |             |
| Orders                    |   |                                      |             |
| / Committees              |   |                                      |             |
| y Registrations           |   |                                      |             |
| oin a Committee           |   |                                      |             |
| ommittee Roster           |   | Onli                                 | ne (        |
| Payment Methods           |   | Co                                   | mmittees t  |
| ember Directory           |   | loin Committees C                    | online      |
| Scheduled Payments        |   | Click "Apply Now" to re-             | quest to jo |
| / Donation History        |   | Committee Name APA Program Committee | Type        |
| Awards                    |   |                                      |             |
| vertisement Interest Form |   |                                      |             |
| hibitor Interest Form     |   |                                      |             |
| y Booth Space             |   |                                      |             |
| y Programs                |   | APS Program Committee                | Stand       |
| y Components              |   |                                      |             |
| y Downloads               |   |                                      |             |

Imago E

#### Image 6

### nmittee Join

ommittee online.

| Committee Name        | Туре     | Full Description   |
|-----------------------|----------|--|
| APA Program Committee | Standing | The APA Program  |
|                       |          | Committee is responsible   |
|                       |          | for developing SIOP's  |
|                       |          | program for the APA  |
|                       |          | Annual Convention. SIOP  |
|                       |          | members who are also   |
|                       |          | members of APA and who   |
|                       |          | have a strong interest in  |
|                       |          | supporting shared I-O field  |
|                       |          | knowledge will enjoy their   |
|                       |          | work on this committee.  |
| APS Program Committee | Standing | The APS Program  |
|                       |          | Committee is responsible   |
|                       |          | for developing the I-O   |
|                       |          |  |
|                       |          | programming for the APS  |
|                       |          | programming for the APS<br>Annual Convention.  |
|                       |          | programming for the APS<br>Annual Convention.<br>Volunteers who are                            |
|                       |          | programming for the APS<br>Annual Convention.<br>Volunteers who are<br>members of APS and want |

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

(see Image 7)

 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 Page 1 of 6. First Previous 1 2 3 4 5 Next Last

#### Image 8

#### Online Committee Join

Committees that you are eligible to request to join

#### Join Committees Online

Click "Apply Now" to request to join the committee online.

| Committee Name        | Туре     | Full Description   |
|-----------------------|----------|--|
| APA Program Committee | Standing | The APA Program Ages New<br>Committee is responsible<br>for developing SIOP's<br>program for the APA<br>Annual Convention. SIOP<br>members who are also<br>members of APA and who<br>have a strong interest in<br>supporting shared I-O field<br>knowledge will enjoy their<br>work on this committee. |
| APS Program Committee | Standing | The APS Program Assessment<br>Committee is responsible<br>for developing the I-O<br>programming for the APS<br>Annual Convention.<br>Volunteers who are<br>members of APS and want<br>to help inform the event   |

Image 9

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 in    | nterest form:  |        |
|---------------------------|--|--------|
| Please verify and complet | te the form, then click "Submit" to complete your application. |        |
| Name                      |  |        |
| Your Name                 |  |        |
| Email                     |  |        |
| Your Email                |  |        |
| Why would you be a good   | d fit for this committee?                                      |        |
|                           |  |        |
|                           |  | Submit |
|                           |  | Submit |
|                           |  |        |

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

# 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 <u>siop@siop.org</u>.