

## Team Up Instructions

**\*You can always call or email Trish to sign up too!**

**And this is on the A-R Website under [Volunteer Resources](#).**

Here is how it works:

1. Click on the TeamUp icon adjacent to this text or the button below to go to the TeamUp website and see all the subs that are needed for the next month. **AND** bookmark this page on your computer. If the image and button do not work—copy the link below.



<https://teamup.com/ksc78cc0d4b844eae1?showAgendaDateRange=month&date=today&view=a>

2. Green assignments have been filled, purple/pink assignments need a sub.
3. Click on the assignment you want to sub for, and then click on the blue "sign up" button on the right hand side. Fill in your name and email address - and you are done!
4. As we get started I will email you to confirm your assignment. We will determine if this step is needed long-term.

A couple of things to note:

- Telephone Reader assignments start with the letter "P" followed by the program number and message number. Assignments that start with the first three letters of a week day (ie. Mon, Tue, Wed) are for the digital broadcast and need to be recorded on a computer at home or in studio.
- Telephone Reader assignments must be completed between 5-10 AM Monday- Friday and 5-11 AM on Saturday & Sunday. Broadcast program files are due one hour before the air time listed in TeamUp.
- You can, but don't have to, use the TeamUp App on your iPhone or Android device. The TeamUp icon is in the upper right hand corner of this article. You don't need an account, just enter the web address from the link below into the app. You can then access the calendar and sign up for assignments through the app.

Let Trish ([tdk@ku.edu](mailto:tdk@ku.edu)) know if you have questions or need help with this new system; Trish is learning too, we can learn together (thanks all for your patience and support).

[TeamUp Volunteer Sub Link](#)