

Tokyo 2020 Games Volunteer: Orientation and Training

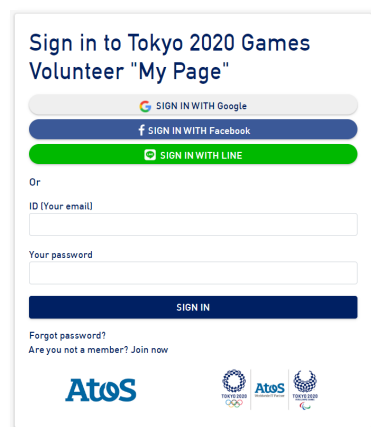
Steps to making a reservation for the orientation and training sessions (1)

Please read carefully before making a reservation

- Reservations can be made from the Tokyo 2020 Games Volunteer “My Page”.
- Reservations are accepted on a “first come, first served” basis. Please make sure to make your reservation no later than three days before your desired date. (You will not be able to reserve a date that is less than three days away.)
- If you forgot your log-in password, click “Forgot password?” at the bottom of the “My Page” log-in page and reset your password.

How to make a reservation

1. Open the Tokyo 2020 Games Volunteer “My Page” log-in page.
2. Log in the same way you did when you registered your application.



3. Click “See all my activities” displayed in “My Schedule” on “My Page”.
NOTE: “See all my activities” will be displayed only if you have received a notification about the orientation and training.



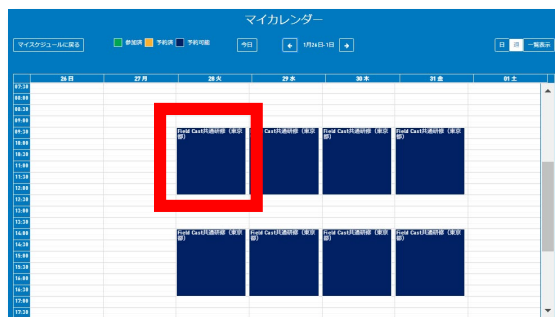
4. Click “Select session” to make a reservation for your desired session, such as “Orientation” or “General Training”.



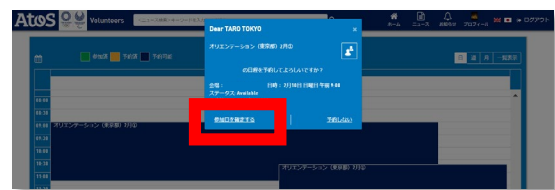
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Steps to making a reservation for the orientation and training sessions (2)

- On “My Calendar”, select your desired day and time from the available dates displayed for each session, such as “Orientation” or “General Training”.
NOTE: Sessions that are already full will not be displayed.



- After selecting your desired day and time for the session, click “Select session” in the pop-up box. Your reservation is sent.
NOTE: There will be no email sent to confirm receipt of your reservation. Please make sure to check if your reservation has been accepted.



How to confirm if your reservation has been accepted

- Click “See all my activities” displayed in “My Schedule” on the Tokyo 2020 Games Volunteer “My Page”.



- Check the date and time for each session, such as “Orientation” or “General Training”.



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Steps to making a reservation for the orientation and training sessions (3)

■ How to change your reservation

To change the date and time of your reservation, please follow the steps below.

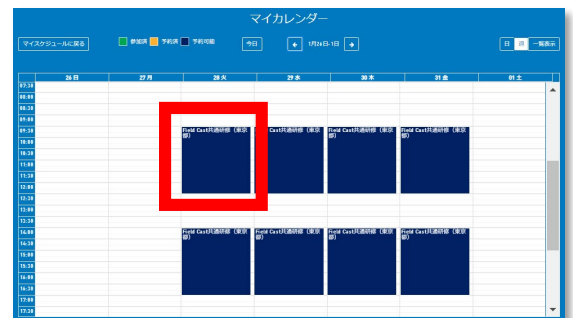
1. Click ““See all my activities” displayed in “My Schedule” on the Tokyo 2020 Games Volunteer “My Page”.



2. Click “Change session” in “My Schedule”.



3. Select your desired date and time from the available dates displayed for each session on “My Calendar”, such as “Orientation” or “General Training”.
NOTE: Sessions that are already full will not be displayed.
Please note that you will not be able to reschedule on the day of your reservation.



4. Select your desired date and time, and click “Change session” on the pop-up box.
Your reservation is sent.
NOTE: There will be no email sent to confirm receipt of your reservation. Please make sure to check if your reservation has been accepted.

