Tokyo 2020 Field Cast Process for “Role and Venue” Acceptance or Rejection (1)

Please read prior to accepting or rejecting “Role and venue”.

!!Important!! Please be aware that a rejection or providing no answer may result in unsuccessful matching as we may not be able to send you another offer in the future.

• Acceptance or rejection of “Role and venue” is performed using your “My Page”.
• Please be aware that your decision to accept or reject cannot be retracted or changed once made.
• The specific details of your role will be communicated to you during the training period allocated for your role. Specific details are unable to be provided prior to this time, as roles will be subdivided based on the sport, venue, etc.
• Those who wish to be involved for both the Olympic and Paralympic Games will receive two notifications if they are accepted for both of the Games. (Some wishing to be involved with both of the Games may only receive notification for one.)

• How to Accept or Reject “Role and venue”

1. Open “Sign in to Tokyo 2020 Games Volunteer ‘My Page’”.

2. Log in using the method you set up (i.e., the same method used during applicant registration).

   *If you have forgotten your password, click on “Forgot password?” at the bottom left of the log-in screen and follow the procedures to reset your password.

3. Once you have accessed your “My Page”, look at “My Status” and click on “See all my status”.

   *From 2 March onward, we will be sending out and carefully confirming notifications for each role; hence, please understand that it will take a certain amount of time for notifications to appear.
Tokyo 2020 Field Cast Process for “Role and Venue” Acceptance or Rejection (2)

4. Check “Role and venue” on your “My Status” screen. Click on the icon to find the details of your role.

The notification of your role and venue will contain the following four pieces of information.

- Role
- Venue
- Functional Area (FA)
(See page 59 of the HANDBOOK for more information.)
- Role description

*The timing of role and venue display will be determined according to when you will be utilised during the Games. (Those who wish to be involved in, and are accepted for, both the Olympic and Paralympic Games will receive two notifications, and roles and venues will be displayed for each of the Games.)

*Depending upon your role, you may receive more than one role and venue notification for the same Games to ensure you have the right accreditation access to perform your role.

* Please refer to “My Page” for more detailed address of venues.

5. Click “Accept/Reject” on your “My Status” screen.

*Rejecting or not answering an offer will not necessarily preclude you from receiving another role and venue notification. You may not get another opportunity for different role
6. Choose to either “Accept Offer” or “Reject Offer”.

• To accept the offer
  → Click “Accept Offer”.

• To reject the offer
  → Click “Reject Offer”.

*Your decision to accept or reject cannot be retracted or changed once made.

7. Your decision to accept or reject will be displayed.

• If accepted
  “Accept [Role and venue]” will display on your “My Status” screen. Also, the “Offered” counter at the top of the screen will decrease (e.g., from ‘1’ to ‘0’), and the “Accept [Role and venue]” counter will increase (e.g., from ‘0’ to ‘1’).

*Role and venue details cannot be changed after you have accepted.

• If rejected
  “Reject [Role and venue]” will display on your “My Status” screen. Also, the “Offered” counter at the top of the screen will decrease (e.g., from ‘1’ to ‘0’).

*Your decision to reject cannot be retracted or changed once made.

Please refer to “My Page” for more detailed address of venues.