Looking for Volunteers in 2025

SCTA is looking for a few volunteers to help share the duties of Lottery Preparation & Generation of the seasonal schedule, three times per year. You'll need a good working knowledge of Windows PCs, Google Forms & Sheets, and Microsoft Excel.

Volunteers would work with the existing Lottery Preparation team to learn and help with some of the pieces involved in the process.

In General, you would help with

- Team or group registration, using Google Forms and Sheets
- Transfer of USTA schedules into SCTA space
- Preparing seasonal Pre and Post Lottery templates
- Running the lottery
- Transferring of info from Google Forms registrations to the master SCTA seasonal schedule in Excel
- Generation of the seasonal schedule, prior to handoff to the Chelsea Scheduler.

You can focus on any part of this process. You don't need to learn it soup to nuts.

Job requirements include:

a) **Experience using Windows and PCs in general**. You'll need a good PC setup at home, with Excel & space to work. At least one large monitor extended from your laptop is highly recommended.

b) **Knowledge & experience with Google Sheets and Forms**. You should have your own Google account, but you will be using a shared account for these tasks.

c) **Better than average working knowledge of Excel**. You won't need to learn VB, just be OK with running pre-built macros, using .xlsm files.

d) **Willingness to work as a team.** You'll be working closely with the Membership Chair and the SCTA BOD, as well as others in the lottery preparation team.

Getting a few more people involved in this will ensure continuity of the lottery functionality for SCTA.

If interested, please contact:

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