

1. Go to: <http://www.signupgenius.com/go/july175>
2. Click “Sign Up” at the time you want.
3. You will then be taken to a page where the time slot you signed up for will be displayed near the top. Choose the number of individuals you wish to sign up. Groups can now sign up their group by providing the number of individuals in the group. **Please note if you provide only one email you will only receive one email reminder for the group. If you want the group members to individuals receive reminders they need to sign up individually.*

After you select the number of individuals and add any comments you have (ex. if you will be late, please write it in the comments section. If you can’t make it at 3:15, but can come at 3:30, please put that in the comments section).

Then you will need to create an account: “First Name,” “Last Name,” “Email,” and create a “Password” and confirm that “Password.” You are actually signing up to be a member of SignUp Genius, so in future use you will only need your “email” and “password” to sign up for a time slot. There is a “Privacy Policy” that you can read for more information.

The first time you sign up you need to make sure the circle is marked with **“I’m new to SignUpGenius.”** Then when you sign up a second time you need to mark **“I’m a SignUpGenius member,”** so you will only need to provide your **“email”** and **“password.”**

If you sign up again under the same name and email address you will get a message saying:
“Your submission had the following problems:

- *There is already a member with the email (insert address). If you are already a member, you should login with your email and password instead of registering. If you forgot your login password, [click here.](#)”*
4. Once you complete this you will be returned to the main sign up page and under the SignUpGenius logo you will see *“Your sign up has been added.”* and a check

mark will appear with your name next to it for the time slot that you signed up for.

✓ **MY SIGN UP (Your name)**

Also you will note three options will appear under your name. **“Edit” “Swap”** and **“Delete”**.

If you click **“Edit”** a new page will appear and you can edit the quantity or comment you entered. If you wish to return to the previous page simply select **“Revise my SignUp”** or **“Cancel.”**

If you select **“Swap”** you will be taken to a new page where you can select another time slot that has already been selected by another person and click **“Select a Swap.”** From there the signup page will appear again with a red box up top that reads,

“Your requests have been sent. You will be notified by email when someone agrees to swap.”

If you are signed up for a slot that someone wishes to swap for an email will come to your inbox, which looks like this:



FREE online sign ups for groups? That's genius!

Dear Whitney Welsh,

This email is to notify you that Whitney Welsh would like to "swap" sign up slots on the SignUpGenius form "August Volunteer Opportunities."

Whitney Welsh is currently signed up for: 8/11/2011 (Thu) 5:30PM - 6:30PM - Volunteer Training - Meet in Watseka Lounge

To respond to this request, go to:

www.SignUpGenius.com/SwapMe/id/23EBC7FFFF06F2075CC2DCCC0AE5C85794F9170C2EDE22

If you click on the link at the bottom of the message it will take you to a page that looks like this:

SWAP REQUEST

Attention Whitney Welsh

Whitney Welsh has requested that you swap sign up slots for "**August Volunteer Opportunities.**" Whitney Welsh is signed up for:

Date	Location	Available Slot	Qty	My Comment
8/11/2011 (Thu. 5:30PM - 6:30PM)	Meet in Watseka Lounge	Volunteer Training	1	

Would you be willing to swap?

NO. I need to keep my current slot.

YES. I will swap with my existing sign up slot below.

Date	Location	Available Slot	Qty	My Comment
8/17/2011 (Wed. 12:30PM - 2:30PM)	Parking Lot Doors	Truck Unload	2	

Please send the following message along with my answer to Whitney Welsh:

Confirm Your SignUpGenius.com Member Account

Email:

Password:

You will select "**no**" or "**yes,**" add a comment if you wish and sign in to your account and click "**respond now.**" From there it will take you back to the main page of time slots and up top you will find a red box that reads:

"Your swap has been completed and the other person has been notified of the change."

If you select "**Delete**" you will be taken to a new page that asks "**Are you sure?**" It'll list the time slot you selected and from there you can click "**Yes-Delete**" or "**No-Cancel.**" You will then be taken back to the main page with the time slots available.

Once you sign up for all the slots you want, click “**Logout.**” You can always go back and make changes to the time slots you signed up for by going to www.signupgenius.com and logging in. It will take you to your account and you can “**revise**” or “**delete**” items that you signed up for.

Other Information:

You will receive a “reminder email” two days before your appointed time slot you signed up for. So please ADD **INFO@SIGNUPGENIUS.COM** TO YOUR ADDRESS BOOK SO IT DOESN'T GO TO SPAM!

When people sign up for specific time slots there will be green check marks with “already reserved” and in parentheses there will be a number of how many people have signed up for that spot. You cannot sign up for time slots that have reached the maximum number allowed. For example “truck unload” we only need 20 people. Once 20 people sign up, no one else can sign up. So the next option would be to “swap.”

Please be careful when signing up for “**Distribution-Novice(beginner)**” and “**Distribution-Experienced.**” There is one “**sign up**” for each position, but once someone signs up for it there will be a green check and “**already reserved**” above the sign up button for that position.

**For more information or questions about this method please
email info@wesleypantry.org**