

1. Go to: <http://www.signupgenius.com/go/july175>. You will see a list of the available time slots and jobs needed and available for the pantry.
2. Click “Sign Up” at the time you want.
3. Enter the amount of people.
Create an account for first time users “I’m new to SignUpGenius”
If you already have an account, click “I’m a SignUpGenius Member”
**please note, for groups if one member signs up for the group you will only get one email reminder. If you want email reminders for everyone you have to sign up everyone individually with an email account for each person.*
4. “Logout” when you are finished signing up for the time slots you want.
5. You can always check your account or change it by going to www.signupgenius.com and logging in.

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**