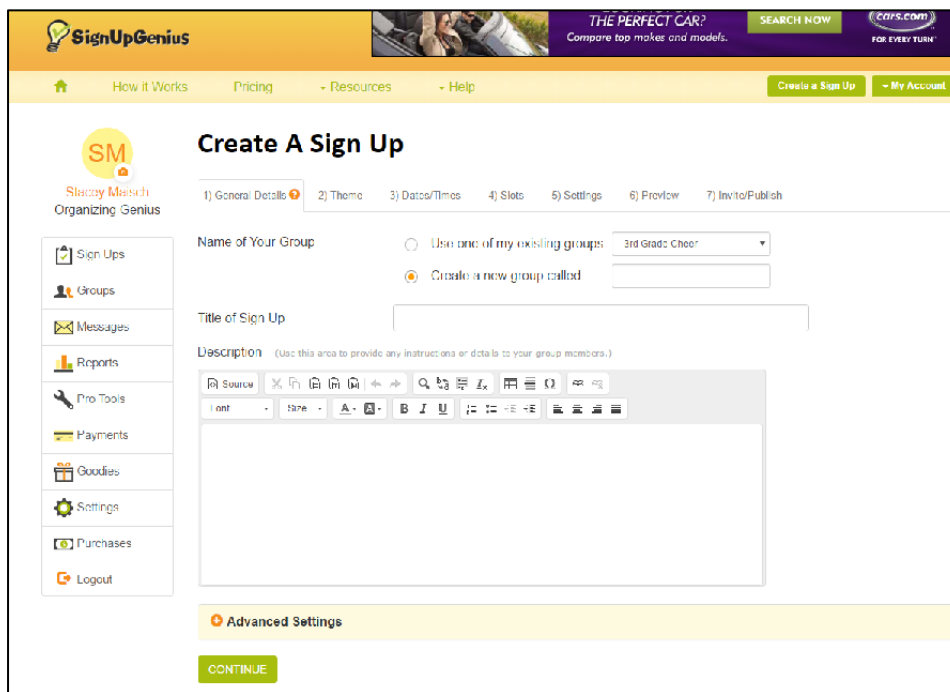


Using “Sign Up Genius” for Volunteers:

Some events simply need a small group of volunteers at one time while others are more complicated. If your event has shifts, different assignments or needs to coordinate multiple food/drink donations, please use Sign Up Genius to create volunteer forms. Instructions are below:

1. Go to <http://www.signupgenius.com/>.
2. Click "Create a Sign Up"
3. If you have never used SignUp Genius, fill in the New Member Registration fields to create a login. (if you have ever signed up using SignUpGenius, just login)
4. Fill in fields on Create a Sign Up page.



5. Click Continue.
6. Choose whatever Theme Design you like best. Click Continue.
7. Choose which type of signup you need. If you need Time slots filled, choose Time Slots, If you need donations, select "one time" to enter various items in a list.

8. Enter the date, location and time slot details you need.

What type of event are people signing up for? ([Date & Time Settings](#))

One time Takes place at one time at one location (i.e. a potluck or party)
 Recurring Takes place at one location on recurring days (i.e. snacks every Sunday)
 Time Slots Involves people selecting from a range of times (i.e. a parent teacher conference)
 Custom Involves multiple days, times, or locations (i.e. volunteers for sports games)
 No Specific Date Does not take place on a specific day (i.e. a donation sign up)
NOTE: No Specific Date sign ups do not have email reminders.

Days of the Event		Time Slots per Day	
Start Date (mm/dd/yyyy)	End Date (mm/dd/yyyy)	Start Time (FDT)	-- -- AM
<input type="text"/>	<input type="text"/>	End Time (FDT)	-- -- AM
Location: <input type="text"/>		Time Slot Increment Every <input type="text"/> Minutes	
Including these weekdays: <input checked="" type="checkbox"/> SU <input checked="" type="checkbox"/> MO <input checked="" type="checkbox"/> TU <input checked="" type="checkbox"/> WE <input checked="" type="checkbox"/> TH <input checked="" type="checkbox"/> FR <input checked="" type="checkbox"/> SA			
<input type="checkbox"/> I need to go through this step more than once to get all my time slots into the system			

Advanced Settings

[Continue](#)

9. Click Continue.

10. Enter the Time Slots and select the # of volunteers for each time slot.

SM **Create A Sign Up** test

Stacey Maisch Organizing Genius

1) General Details 2) Theme 3) Dates/Times 4) Slots 5) Settings 6) Preview 7) Invite/Publish

Edit or Delete Your Slots:
 Drag the rows to rearrange your order or [hide/show your rows](#) [Edit Selected](#) [Delete Selected](#)

Sign Up Slot	# Wanted	Help Comment	Show for Date/Time (mm/dd/yyyy - EDT)	<input type="checkbox"/> Edit	<input type="checkbox"/> Delete
8:40-10:00	4		All	<input type="checkbox"/>	<input type="checkbox"/>
10:00-11:20	4		All	<input type="checkbox"/>	<input type="checkbox"/>

Add New Sign Up Slots: [Add New Slot](#)

Title of Slot	# Wanted	Help Comment	Show for Date/Time
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="radio"/> All Dates <input type="radio"/> Selected Dates
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="radio"/> All Dates <input type="radio"/> Selected Dates
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="radio"/> All Dates <input type="radio"/> Selected Dates
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="radio"/> All Dates <input type="radio"/> Selected Dates
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="radio"/> All Dates <input type="radio"/> Selected Dates

New items are added when you click "update" below.

I need to enter more sign up slots in addition to the ones above.

11. Click Continue.

12. Select your notification preferences and click continue/Preview.

13. Make sure it all looks correct.

PROCEED TO INVITE & PUBLISH [Edit Further](#)

THE PAGE BELOW IS A PREVIEW ONLY. LINKS WILL WORK PROPERLY IN YOUR LIVE SIGN UP FORM.

Want no ads? [GO PRO!](#)

xfinity

XFINITY customers LIKE YOU get access to this exclusive offer

[Exclusive Offer](#)

test

test

Date: 09/28/2016 (Wed.)

Time: 8:40am - 10:00am EDT

Created by: [SM Stacey Meisch](#)

Available Slot	
8:40-10:00 (4)	Sign Up
8:40-10:00 (4)	Sign Up
10:00-11:20 (4)	Sign Up
10:00-11:20 (4)	Sign Up
12:20-2:00 (4)	Sign Up
12:20-2:00 (4)	Sign Up
2:00 - 3:00 (4)	Sign Up
2:00 - 3:00 (4)	Sign Up

[Submit and Sign Up](#)

0/218 Sign-Ups
0/0 Invites Received
[Privacy Policy](#)

14. Click "Proceed to Invite & Publish" at the top if you are finished. Click "Edit Further" if you wish to make changes.

15. If you know of volunteers who want to sign up, enter their emails and click "Take my signup live and send my invites."

The screenshot shows the 'Create A Sign Up' page for a group named 'test'. The user is Stacey Maisch, identified as 'Organizing Genius'. The page has a progress bar with steps: 1) General Details, 2) Theme, 3) Dates/Times, 4) Slots, 5) Settings, 6) Preview, and 7) Invite/Publish. The 'Invite/Publish' step is active. A sidebar on the left contains navigation options: Sign Ups, Groups, Messages, Reports, Pro Tools, Payments, Goodies, Settings, Purchases, and Logout. The main content area includes a confirmation message: 'You are now ready to publish your sign up and invite your group!'. Below this, there is a section 'Send to emails that I enter below' with two radio button options: 'Manually Enter Emails' and 'Import from Address Book'. A text input field for 'Your Custom Email Text' is present, with a character count of 128 remaining. A preview button is located to the right of the text field. At the bottom, there are three buttons: 'TAKE MY SIGN UP LIVE AND SEND MY INVITES!', 'TAKE MY SIGN UP LIVE BUT DON'T SEND EMAILS', and 'Save as Draft, for Later'.

16. If you don't have any volunteers yet, just click "Take my sign up live but don't send emails."

17. Copy the link on the next page and that's the live link to view and share.