SIGN UP GENIUS TUTORIAL

www.signupgenius.com

v 5-7-18

Click on Login

Login Email: mcpparents@missionprep.org

Password: 682parents

Look to see if the sign up you need is listed either in "live" or "archived". If it is **live** you can edit from that page. Simply click on the pencil to the right of sign up name. If it is **archived**, follow these directions to make it live again:

At bottom of lists, click on "Archived & Deleted"

Click on the + next to Archived Sign Ups

Find the sign up you need and click the "arrow" to "restore to live". It will say they are on it.

Go back to sign ups page and it should be listed.

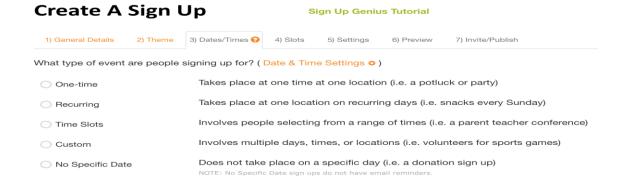
Click on the pencil (on right next to sign up) to edit.

To create a new Sign Up Genius:

1. Fill in General Details. Use this space to note where you want items dropped off or any other specific details. You can also repeat it in your email at the end.



- 2. Theme: Choose from lots offered. I chose Classic for this example.
- 3. Date/Time (choose the best one for your event):



4. Slots: Fill in your wants and how many. Add a specific note next to slot. You can also bulk import from your own docs. You can then edit and/or alphabetize from this page.

Add New Sign Up Stots:		
Title of Slot	# Wanted	Help Comment
	1 0	
	1 0	
	1 0	
	1 0	
	1 0	
✓ I need to enter more sign up slots in addition to the ones above.		
Layout Settings		
Type of sign up: Standard volunteer	 Party or potlu 	ck RSVP RSVP Settings:
EXAMPLE Slot 1 Sign Up	Attending? Y	✓ Allow everyone to see the RSVP responses
Slot 2 Sign Up	I will bring:	

5. Settings: Decide what contact info you want from your volunteers. (They will get an email or text reminder when they sign up and 2 days before). Do <u>not</u> check the "notify me" box (If you do, it will be sent to the MCP Account, not to you.) To check later who signs up, simple go to the sign up.



- 6. Preview: This is what it will look like when sent out. Check it over, you are almost done!
- 7. Enter emails. Remember to send it to Suzi or Lois for approval before sending it out to a group. They will also be sure the list gets put on the MCP website.



There are circles with ? in them all over the website if you need additional help. Here is a link to the complete example if you want to look at it online: www.SignUpGenius.com/go/10C0948ADAB22A2F58-sign

If you have created a Sign-up Genius in the past under your own account, please copy or transfer it to the MCP website for our future reference. Here is how to move it to the MCP site:

HOW TO TRANSFER A SIGN UP GENIUS DOCUMENT TO MCP ACCOUNT

Please follow the steps outlined below to transfer a Sign Up document from your personal Sign Up Genius account to the MCP Parents Association Account:

- 1. Sign into your Sign Up Genius account.
- 2. Go to Sign Ups I've Created and/or Past Sign Ups (Archived and Deleted).
- 3. If clicked on Past Sign Ups then Click on Show Sign Ups in Past.
- 4. Go to **Sign Up Document** that you want to transfer and click on the "..." for more actions. Select transfer or duplicate if you want to keep a copy for your records.
- 5. If select to **Duplicate**, select **Create Copy**, then **Back to Sign Ups Page**.
- 6. If select to Transfer, repeat step 4 and select Transfer.
- 7. In Select the Sign Up For Transfer check the box.
- 8. In Account To Transfer Sign Ups type in box "mcpparents@missionprep.org".
- 9. Select Continue and then Yes to Transfer Now.

Thank you for transferring and/or sharing your Sign Up Document with the Parents Association.

You can send a thank you note to all your volunteers at once thru Sign-up Genius. Here is how:

HOW TO SEND A THANK YOU TO YOUR VOLUNTEERS

- 1. Go to Sign Ups.
- 2. Click on Messages Icon located on the left side of the page.
- 3. Click on the Compose message tab.
- 4. Select Email people participating in a sign up.
- 5. In the "Select a Sign Up" box click on the drop-down arrow and select your sign.
- 6. Select the people you want to send the sign up to.
- 7. Compose your personalized message.
- 8. Select Preview and Send or edit your thank you message.
- 9. View your personalized thank you message and Send to your volunteers.