

# SIGN UP GENIUS TUTORIAL

[www.signupgenius.com](http://www.signupgenius.com)

v 5-7-18

Click on Login

Login Email: [mcpparents@missionprep.org](mailto: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.

### Create A Sign Up

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

Name of Your Group: MCP Parents Association

Title of Sign Up: Sign Up Genius Tutorial

Description: (Use this area to provide any instructions or details to your group members.)

This is an example to help you set up your own Sign Up Genius document for use with MCP Parents Association. Everything in this example will be under the FREE version.

2. Theme: Choose from lots offered. I chose Classic for this example.

3. Date/Time (choose the best one for your event):

### Create A Sign Up

Sign Up Genius Tutorial

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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.

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 Slots: Bulk Import

Title of Slot	# Wanted	Help Comment
<input type="text"/>	1	<input type="text"/>
<input type="text"/>	1	<input type="text"/>
<input type="text"/>	1	<input type="text"/>
<input type="text"/>	1	<input type="text"/>
<input type="text"/>	1	<input type="text"/>

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

Layout Settings  
Type of sign up:

Standard volunteer  
 Party or potluck RSVP

RSVP Settings:

Allow everyone to see the RSVP responses  
 Keep a separate count of children attending

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 not 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.

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

Choose exactly what your users need to fill out in order to sign up!

**Contact Info:**

Ask for      Require it?

Name       Yes  
 Email       Yes    No

NOTE: Contact info is for the sign up admin. Only the name is visible to your group.

Also hide the names from group members

Note: Requesting address & phone is not yet implemented for RSVP format sign ups. That is coming in the future. You can switch back to standard format on the slots screen.

**Public Sign Up Comment**

Your group members can enter a comment for each item they sign up for. This will be seen by others.

Call this field:  Required?  Yes  No

**Miscellaneous Preferences**

Notify me by email when people sign up or edit/delete their sign up slot  
 Send reminders to people  days before the date they signed up  
 Encourage my members to share about this sign up on Facebook, Twitter, or Pinterest

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.

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

You are now ready to publish your sign up and invite your group!

Send to emails that I enter below:

Manually Enter Emails  
 Import from Address Book

Your Custom Email Text: \* Enter up to 255 characters. (111 characters remaining)

You have been invited by DeDe|Basile to sign up for "Sign Up Genius Tutorial." Please click on the link below to view the online sign up sheet.

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](http://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.