

SignUpGenius Instructions

This is a very easy program – I tried to go into detail with the instructions in case you had specific questions but, honestly, you don't even need these to make a sign-up sheet. It's that easy!

1. Log on to www.SignUpGenius.com
2. If you are a member, sign in with your email and password. If you are not already a member, click "Create a Sign Up" and enter in your info then click "Submit."
3. Choose the type of sign up you want: Party or Potluck, Volunteers or, Food or Munchies. If you are doing a class party and want food sign ups, choose "Food or Munchies", if you are looking for field trip drivers, choose "Volunteers or People", etc. Click "Continue." NOTE – this can't be changed later so choose carefully! You can always delete your sign up and start over though, it's very easy!
4. Select whatever background design you want by clicking the circle above your selection. You may see alternate designs by using the drop down menu above the pictures. Click "Continue."
5. Choose between "One-time" (takes place on one day at one location), "Re-occurring" (takes place at one location on re-occurring days – HOWEVER, I would not use this for weekly classroom volunteers as the volunteer would have to sign up each week individually and the sign up sheet would be VERY long) or "Complex" (Involves multiple days or locations – e.g. Amigos Fiesta prep and day of) Most often you will choose "One-time" for food sign up at class parties (such as after the upcoming Halloween Parade) or Field Trip drivers. *If you want to do a weekly classroom volunteer signup, I suggest using the "One-time" format and put today's date. Then in the description of sign up slot on the "People Needed" page, you can write "Every Tuesday from 2:30 to 3:30" or whatever the volunteer description is.* Click "Continue"
6. Fill in the appropriate date/time/location (you can edit this later.) Click "Continue."
7. Fill in the title of sign up slot (what food, what type of volunteer – driver, reader, library helper, etc.) and how many you need. NOTE – if you need more than one person, note that in your description as the sign up sheet will list the total number desired in parenthesis off to the side which isn't very clear. Another option would be to list each volunteer separately (e.g. if you need six field trip drivers, enter "Driver" in six different slots as opposed to entering "Driver" in one spot and selecting "6" in the drop down menu of "# of people wanted." REMINDER – when requesting field trip drivers, enter in the description or in the comment section how many kids each driver can take so you will have an accurate count. Click "Continue."
8. Preview your masterpiece. Up top you will find two choices, "Proceed to Invite and Publish" or "Edit Further." Make your selections.
9. EDIT FURTHER - If you need to edit further, you can jump from screen to screen by clicking on the numbered pages up top (e.g. "3) Dates & Times", "4) People Needed", etc.)
10. PROCEED TO PUBLISH – I would suggest leaving the email list blank, checking the box that says "Public With Email" which means anyone can view it but you need to enter an email to sign up, and leaving all four of the "Miscellaneous Preferences" checked. IMPORTANT – if you choose to enter emails instead of copy and pasting the link into your own personal email, and are planning to use the classroom email list (e.g. room_24@ljes.org) **MAKE SURE** you check the box "I need to enter a group email alias." If you don't do this, every time someone signs up, the entire class will get their reminders! Whatever you decide, click "Send Invites and Take My Sign Up Live."
11. The next page will show your link. Click on it first to make sure it is perfect. If you like it, then copy the link and paste it into your personalized email to the class. ALSO – If your class is comfortable with and wants the link on the website in case they're your email and need to make changes to their sign ups, send me the link and so I can include it on the website page ("Online Sign Up Lists" under the "School Web Pages" tab in the tool bar.)
12. Questions? Email me at FranandTodd@aol.com or call me at 858-490-1116.