

## 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  
"mcp\_parents@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.