

SIGN UP GENIUS TUTORIAL

www.signupgenius.com

Click on Login

Login Email: mcpparents@missionprep.org

Password: 682parents

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

The screenshot shows the 'Create A Sign Up' interface with the following fields filled out:

- 1) General Details (selected)
- 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.)

The description area contains a rich text editor with the following text: "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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- 1) General Details
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What type of event are people signing up for? (Date & Time Settings)

<input type="radio"/> One-time	Takes place at one time at one location (i.e. a potluck or party)
<input type="radio"/> Recurring	Takes place at one location on recurring days (i.e. snacks every Sunday)
<input type="radio"/> Time Slots	Involves people selecting from a range of times (i.e. a parent teacher conference)
<input type="radio"/> Custom	Involves multiple days, times, or locations (i.e. volunteers for sports games)
<input type="radio"/> 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). You can be notified when someone signs up (or not).

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. She 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.

Preview My Email

TAKE MY SIGN UP LIVE AND SEND MY INVITES! TAKE MY SIGN UP LIVE BUT DON'T SEND EMAILS Save as Draft for Later

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