

Tip Sheet for using SignUp Genius:

1. <https://youtu.be/R4xfvgGKNcY> “How to use SignUp genius with Rachel” – 5 minutes video demonstration on how to sign up using a SignUp link shared on Facebook. You can do the same steps using the SignUp Genius link available in several ways:
 - email invites sent Scandia-Marine Lions when we publish a new Signup
 - links shared on our website volunteer page <https://www.scandiamarinelions.org/volunteer/>
 - links share on our Facebook page <https://www.facebook.com/ScandiaMarineLions>

2. **Step by Step instructions once you open SignUp Genius through a link or by logging into your account.**

To sign up for a shift:

1. Locate the date/time(s) and slot(s) that you wish to sign up for.
2. Click the **Sign Up** button for the item(s).
3. The text **Sign Up** will change to **Selected**.
4. Notice the footer is now available at the bottom of the page.



The screenshot shows the SignUp Genius interface for a business event titled "Annual Shelter Fundraiser Shifts". The event is organized by the "SignUpGenius Team" and is scheduled for "08/19/2023 (Sat.)". The main heading is "CAN YOU HELP?" written on a chalkboard. Below the heading, there are three shift options: "Volunteer" (6 slots available), "Parking" (2 slots available), and "Runner" (All slots filled). The "Volunteer" shift is currently selected, indicated by a "Selected" button. The "Sign Up" button is visible for the "Volunteer" shift. At the bottom of the interface, there is a "Save & Continue" button. The user's name, Justin B. Burr, is visible in the bottom right corner.

Time	Available Slot
8:00am-10:00am	Volunteer 6 slots available Sign Up
	Parking 2 slots available Selected
	Runner All slots filled Full

Justin B. Burr

Save & Continue

5. Click **Save & Continue**.
 6. On the next page, you can enter any information the event organizer requires.
 7. Click **Sign Up Now**.
3. You can also click [here](#) to see the steps for signing up using a phone. Or review steps on next page

Step 1: View the Sign Up



The sign up creator should provide you a link to view the sign up page.



Genius Tip:

Click the magnifying glass on the SignUpGenius homepage to locate a sign up by a creator's email.

Step 2: Select Your Items



Click the "Sign Up" buttons next to the slots you want to sign up for. Click the "Submit & Sign Up" button at the bottom of the page.



Genius Tip:

If you are signing up on an RSVP sign up, it will look slightly different but should be just as easy.

Step 3: Enter Contact Information



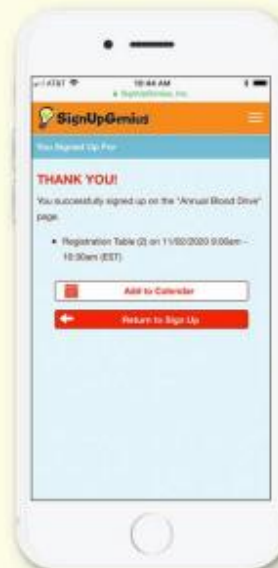
You do not need an account to sign up. After completing the form fields, click "Sign Up Now" at the bottom of the page.



Genius Tip:

The sign up creator may ask you for extra information with custom questions.

Step 4: Confirm & Share Your Sign Up



The "Thank You" page indicates you are signed up. You can also edit your response from here.



Genius Tip:

Click on the calendar icon to add the item to your digital calendar.