### SIGN UP GENIUS – USERS GUIDE INTRODUCTION

This document was written to help you understand how to use SignUpGenius (SUG). If you are having difficulties, you might want to print this document (in color) and have it handy when you are using SUG.

SignUpGenius functions differently depending on whether you have a SUG account:

> We recommend that you have a SUG account.

If you have an account, the system recognizes your email address and provides easy access to all of your sign-ups.

Creating an account <u>only</u> requires your email address and a password. You will <u>not</u> receive any junk mail.

If you prefer not to have SUG an account, you can easily sign up for events.

However, if you want to make a change to your sign up, your identity must be validated. To accomplish this, you are required to enter your email address, the system will email you a link so you can make changes.

If you have suggestions as to how this document can be improved please contact one of your SignUpGenius Administrators:

- Helen Montag
- Mo Price
- Susan Starr

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These procedures assume that you know how to access SUG through the Master Gardener Volunteer Management System (VMS).

#### Topic #1. Access SignUpGenius from the MG Volunteer Management System (VMS)

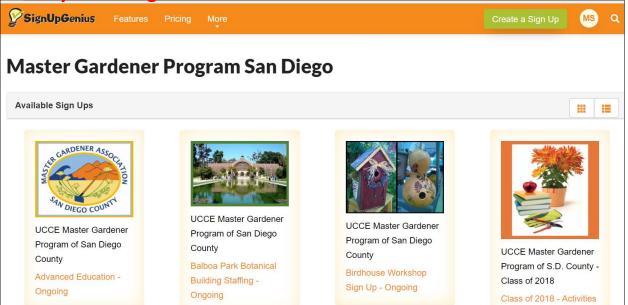
Access the home page of the VMS.

#### 1. In the "Links" box, on the bottom right, click on Volunteer Opportunities – SignUp Genius

		<u>Home   Logout   ANR Portal   Help</u>
	TER GARDENER	UNIVERSITY OF CALIFORNIA
Hello, Test Trainee!		San Diego Count
Your Information	Latest News	Your Hours
Edit Your Profile		Volunteer Hours 0
Add New Hours		Continuing Education Hours 0
View Your Hours	Latest Statewide News	Master Gardener FAOs
	Holiday Season Brings Poisonous Plants into the	Search FAQs GO
Event Calendars	Home	
View All Events	Posted: December 10, 2015 by mgwomack@ucanr.edu(Melissa G. Womack)	Add Question
Field Trips		View/Answer Questions
Hotline	During the holiday season many plants, cut flowers and flowering bulbs are used	
MG Exhibits	as decoration and given as gifts. Many	Links
MG Internal Calendar	of these items can be poisonous to both	Statewide Master Gardener Site
General Events	humans and pets with long-term negative effects to	ANR Repository
<u>General Events</u>	ones health. Plant poisoning can range from simple rashes and blisters all the way to organ damage and in	UC IPM Master Gardener Resources
	severe cases death. Be safe this holiday season by being	Class of 2018 Training Support
<b>General Information</b>	mindful of what plants and flowers you are either giving,	San Diego Master Gardener Internal Page
Member Roster	receiving or decorating with. Common holiday plants	Volunteer Opportunities - SignUp Genius
Discussion	that pose a	

# Topic #1. Continued. Access SignUpGenius from the MG Volunteer Management System (VMS)

2. All Sign Ups are shown. Select the appropriate event and make your changes.



#### 3. When you exit the Sign-up, the following screen displays.



- 4. You have 3 options:
  - a. Hit "Back to VMS" and return to the VMS SignUp page. Note: if you entered the sign-up from someplace other than the VMS, you will be taken to the VMS sign-in page.
  - b. Hit "Return to Sign Up" to return to the Sign-up.
  - c. Hit "Edit My Sign Up" to return to the Confirmation Page.

#### Topic #2. Create a SignUpGenius account – while in SUG

You can create your SUG account while signing-up for a volunteer event.

#### 1. Select a slot

lick on Sign Up 💼	11:00am - 3:00pm (2) Sign Up Z
06/06/2017 (Tue)	9:30am - 12:00pm (4) Sign Up 🔳
	the bottom and
	br

## 2. Enter your personal information, then click on "Create an account..."

Date (mm/dd/yyyy -	PST)	Available Slot	Qty	Thank you for signing up!
06/04/2017 (Sun)	11:00am-3:00pm	Photography	1 🔻	Enter a comment here, if you like
● Login with my SignU ● I do not have a SignL	pGenius or Facebook account JpGenius account			
First Name *	Iris	) 🗕		
Last Name *	Flower	) 🗕		
Email *	daveandmoacct@gmail.com			
Re-enter Email *	daveandmoacce@gmail.com		Cl	ick here to create an account
✓ Create an accou	nt at SignUpGenius so I can login and	edit my items if I need to m		

#### 3. Choose a password

I do not have a SignU	lpGenius account	
First Name *	Iris	
Last Name *	Flower	
Email *	daveandmoacct@gmail.com	
Re-enter Email *	daveandmoacce@gmail.com	
✓ Create an accour	nt at SignUpGenius so I can login and	edit my items if I need to make a change.
Choose a password *		You will be asked to choose a password. Please record your password; you will need this every time you access SignUpGenius.
Send me a confir	mation email with an iCalendar (.ics) fi	e.
	CANCEL	

You now have a SignUpGenius account. When you are finished with this sign-up, you may want to create a SUG Login; see **Topic #4.** 

#### Topic #3 Create a SignUpGenius account – via the Internet

You can create your SUG account through Internet access, rather than creating it while signing up for an event.

- 1. Login to SUG: www.SignUpGenius.com
- 2. Select Register

#### SignUpGenius.com: Free Online Sign Up Forms

https://www.signupgenius.com/ 
A FREE online software tool for volunteer management and event planning. Save time with sign up sheets and schedules for schools, sports leagues, business ...

#### Register

Register for a free online account at SignUpGenius.com.

#### Find A Sign Up

Find a sign up form on SignUpGenius.com. ... Are you ...

#### Create a Sign Up

Create a Sign Up ... Register below to start building your sign ...

Resources

Resources & Tips. Planning Ideas · Blog · Videos · Printables ...

Potluck Create free online Potluck invitations and sign up sheets to ...

School Sign Ups Manage school volunteers and events with free sign up forms ...

- 3. Click on New Member Registration to create an account.
- 4. Enter your Email and Password and record your password.
- 5. Click on Remember me.

ignUpGeniu	s Login
Member Login	New Member Registration
🗷 Email:	
Password:	
Remember me	Forget your password?
	LOGIN
	- OR
	I WITH FACEBOOK

6. Follow any instructions.

Tip: Add the SUG Login to your Favorites, you can easily sign on at any time.

# Topic #4 Create a SignUpGenius Login for easy access. This is optional, but very handy.

If you created your SUG account while in SUG (**Topic #2**) you might want to create a Login here. You can store the **Login** in your favorites, for quick access.

#### 1. Login to SUG: www.SignUpGenius.com

#### 2. Select Register



**3.** Click on Member Login, then key the email and password that you used when creating an account (in Topic #4).

ignUpGeniu:	s Login
Member Login	New Member Registration
Email:	
Password:	
Remember me	Forget your password?
	LOGIN
	OR
	I WITH FACEBOOK

- 4. Click on **Remember me**
- 5. Add this Login screen to your Favorites.

#### Topic #5. Sign-up for additional events - via VMS.

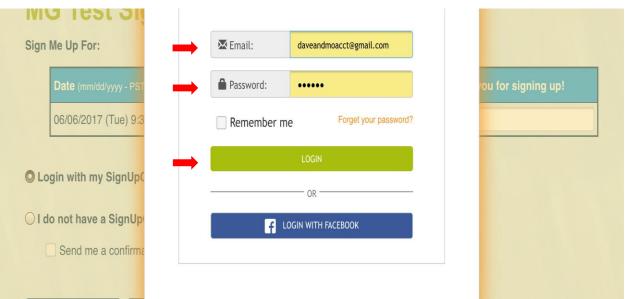
Each time you access SUG through the VMS, You will need to Login to SignUpGenius once.

#### 1. Select a slot

Storage Unit Organization Coordinator: Anita Smith. Check to ensure that everything is accounted for and returned	06/06/2017 (Tue)	9:30am - 12:00pm (4) Sign Up 🥑
Sut	omit and Sign Up	©2016 SignUpGenius. All Rights Reserved.
		Privacy Policy   Home
Select Login		Privacy Policy   Home

a ch

#### 3. Enter your email and password, then follow #2 & #3 on the next page.



#### Topic #6. Sign-up for additional events - with a SUG Login.

If you created a SUG Login, you can then select slots without entering your email address. **See Topic #4** to create a SUG Login.

#### 1. Login to SUG and select an event.

#### 2. Select a slot and click Sign-Up, then click Submit and Sign Up.



#### 3. Enter a comment, if you like (sometimes this may be required).

Date (mm/dd/yyyy - PST)	Available Slot	Qty	Thank you for signing up!
06/06/2017 (Tue) 9:30am-12:00pm	Storage Unit Organization	1	You can key a comment here
are logged in as: Iris Flower (This isn't me Display an alternate name (like a child or		ge.	1

#### 4. Confirmation Thank You!

Your sign up has been added. A confirmation email with an attached iCalendar file has been sent to you.

You signed up on the "MG Test Sign-Up" page for Storage Unit Organization on 06/06/2017 (Tue.) 9:30AM- 12:00 PM PST .

0	17	31
Outlook	Mac iCal	Google Calendar

#### Topic #7. Change your sign-up

If you Login to SUG, you can edit slots without entering your email address. **See Topic #4** for SUG Login information.

Or, if you prefer to access your sign-up via the VMS: On the introduction page of the sign-up, just before the slots, click change your sign up, then follow the instructions to enter your SUG email address and password.

Already signed up? You can <u>change your sign up</u> .				
Available Slot	Date (mm/dd/yyyy	Location	Time (PST)	Calendar View
A new slot	06/06/2017 (Tue	:)	9:30am - 12:00p	om 3 slots filled -

There is an **Edit** and **Delete** icon under your name for each of your activities. Note: If you want to change your slot to a different time, you should add another slot, then delete the existing slot.

Photography Coordinator: Art Adams	06/04/2017 (Sun)	7:00am - 11:30am (2) Sign Up
		11:00am - 3:00pm (2) All slots filled
		Iris Flower
	Notice the icons under the	person's name 🗪 🔽 🛛
Photography Coordinator: Art Adams	06/04/2017 (Sun)	7:00am - 11:30am (2) Sign Up 🔵
Joordinator. Art Adams		11:00am - 3:00pm (2) All slots filled
	The	pencil is for edit
Photography	06/04/2017 (Sun)	7:00am - 11:30am (2) Sign Up
Photography Coordinator: Art Adams	06/04/2017 (Sun)	11:00am - 3:00pm (2) All slots filled
		11:00am - 3:00pm (2) All slots filled
Coordinator: Art Adams	The	X is for delete X is for delete
Coordinator: Art Adams Click on the Edit or	The r Delete icon under your	X is for delete X is for del
Coordinator: Art Adams	The r Delete icon under your	X is for delete X is for del

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#### Topic #7 continued. Change your sign-up

Edit - if you select Edit, this screen displays:

06/04/2017 (Sun) 11:00	0am-3:00pm	Photography	1	Add or change your comment
u are logged in as: Iris Flo	ower ( <u>This isn't me</u> )			You can change your comment
Display an alternate r	name (like a child or sp	oouse's name) on the sign up		Display a different name a confirmation
Send me a confirmati	ion email with an iCale	ndar ( ics) file		

#### Delete – if you select Delete, this screen displays:



#### Confirmation



#### Topic #8. Sign-up someone else for an event.

If you have an account, you can specify an alternate name (like a spouse, child or MG that does not use the computer). The sign-up will be under your email address, but their name will be on the sign-up and on confirmation and reminder emails.

#### 1. Select a slot

A new slot Test Sorting	06/06/2017 (Tue)	9:30am - 12:00pm 1 slot filled - more available
	Submit and Sign Up	©2016 SignUpGenius. All Rights Reserved. Privacy Policy   Home

### 2. Click on the box to the left of "Display an alternate name...

3.	inen,	Enter th	eir persona	i information.	
Sign	Me Up For:				

Date (mm/dd/yyyy - PST)	Available Slot	Qty	Thank you for signing up!	
06/06/2017 (Tue) 9:30am-12:00pm	A new slot	1	Enter a comment, if you want	
			1	
re logged in as: Iris Flower (This isn't	<u>me</u> )			
Display an alternate name (like a chil	d or spouse's name) on the sig	n up page.		
First Name: Iris's daughter - B				
Last Name: Flower				
Make this na	me my default member name.			
Send me a confirmation email with a	n iCalendar (.ics) file.			
GN UP NOW! CANCEL				

4. Click on "SIGN UP NOW!". You are done.

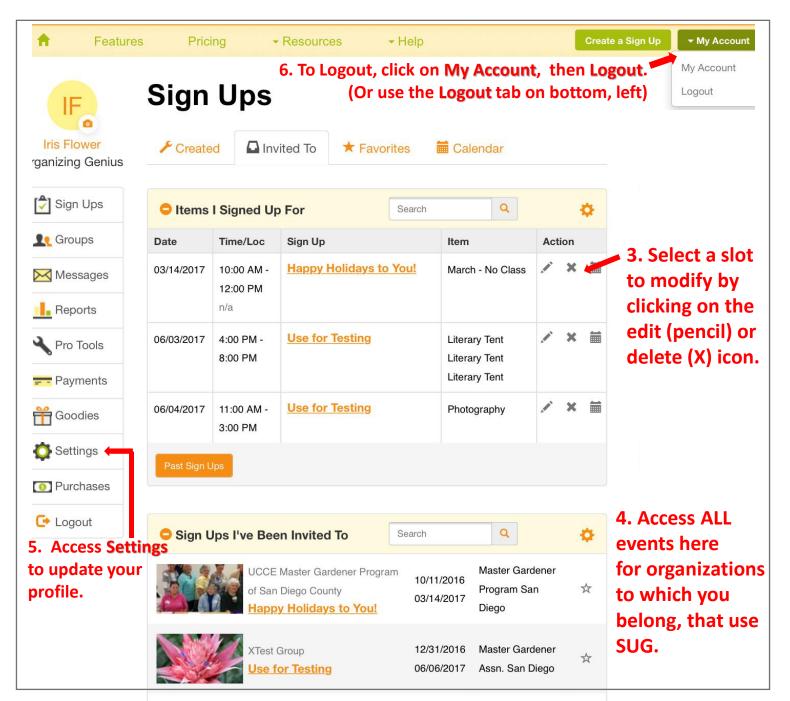
Topic #9. Access all your sign-ups on one screen – if you have an SUG account.

- 1. If you have added your SUG Login to your Favorites, sign-in.
- 2. If not, Login to SUG: <u>www.SignUpGenius.com</u> -Then Click on Member Login and enter

your account information.

You can modify all of your sign-ups, access new events and change your personal settings.

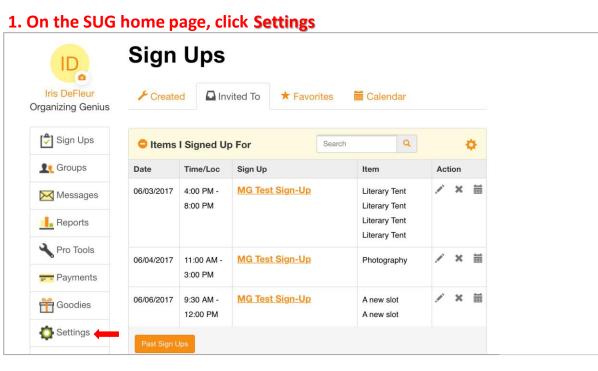
SignUpGenius	s Login
Member Login	New Member Registration
Email:	
Password:	
Remember me	Forget your password?
	LOGIN
	OR
	WITH FACEBOOK



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#### Topic #10. Reset your password

- If you have forgotten your password, click on the "forgot your password?" option on the SUG Login page. A new password will be sent to your email address.
- If you want to change your password:



2. On the Settings page, click **Password**. On the next screen, enter and confirm your new password.

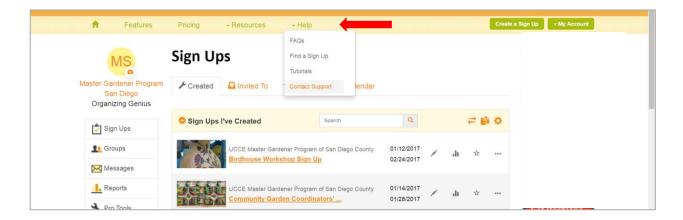
ID	Settings		
Iris DeFleur Organizing Genius	Profile Password	Notification Settings	🛗 Other
Sign Ups	Account Information		
Le Groups		✓ Use my Initials	
Messages		Upload a Photo	
Reports		Use my Facebook Image	
Yro Tools		Use my Gravatar Image	
Payments	First Name *	Iris	
ff Goodies	Last Name *	DeFleur	
🔯 Settings	Email *	daveandmoacct@gmail.com	
O Purchases			

#### **Topic #11. Delete your account**

Deleting your account requires that you send SUG Tech Support a request.

Note: If you have 2 SUG accounts, you can merge them if you have an SUG account. This may eliminate the need to delete an account. To do this, from the SUG home page, access **Settings**, then **Profile**.

## 1. To delete your accunt, on the SUG home page, hover your cursor over Help and click Contact Support



#### 2. Send the Support your request to Delete your account

f Features	Pricing	- Resources	+ Help		Create a Sign Up + My Account
Contact O	ur Suppo	ort Team			
We love to help! Fill o We will do our best to			pport staff.		
Your Name:*	MG name				
Your Email:*	myemail@whatev	er.com			
Subject of Message:*	Delete Account				
Web Address of Relate	d Sign Up:				
Message:*					
Please delete my SignU	pGenius account. T	hanks,			
Please delete my SignL	pGenius account. T	nanks,			

3. You will receive two emails: one saying that they received your request and one saying that they have processed your request.

#### Topic #12. Sign-up for an event – without a SUG account 1. Select a slot

Photography Coordinator: Art Adams	06/04/2017 (Sun)	7:00am - 11:30am (5) Sign Up 🔵	
		11:00am - 3:00pm (5) 1 of 5 slots fil	
		Click on Sign Up 🗪 Sign Up 🖉	
Storage Unit Organization Coordinator: Anita Smith. Check to ensure that everything is accounted for and returned	06/06/2017 (Tue)	9:30am - 12:00pm (4) Sign Up 🔵	
		Then scroll to the bottom and	
Subm	nit and Sign Up	click on Submit and Sign Up Al Rights Reserved. Privacy Policy   Home	

#### 2. Enter your personal information

Sign Me Up For: Date (mm/dd/yyyy - PST) Available Slot Qty Thank you for signing up! 06/04/2017 (Sun) 11:00am-3:00pm Photography 1 7 Enter a comment here, if you like O Login with my SignUpGenius or Facebook account O I do not have a SignUpGenius account First Name \* Daisy Last Name \* Miller Email \* daisy@somecarrier.com Re-enter Email \* daisy@somecarrier.com Create an account at SignUpGenius so I can login and edit my items if I need to make a change. Send me a confirmation email with an ICS file and a link that will allow me to edit this item later. SIGN UP NOW! 3. You are done

## Thank You!

Your sign up has been added. A confirmation email with an attached iCalendar file has been sent to you.

You signed up on the "Use for Testing" page for Photography on 06/04/2017 (Sun.) 11:00AM- 3:00 PM PST .

Add To Your	Calendar!	
Outlook	Mac iCal	31 Google Calendar
RETURN TO S		-

#### Topic #13 – Change your sign-up – without a SUG account

Note: If you want to change your slot to a different time, you should add another slot, then delete the existing slot.

## **1.** Access SUG either through the VMS or an email link that you received when you confirmed a sign-up.

# 2. On the introduction page of the sign-up, just before the slots, click on change your sign up.

	Created by: Master Gardener Ass	sn. San Diego 🔀			
	Already signed up? You can <u>chan</u>	ge your sign up.			
Available Slot		Date (mm/dd/yyyy)	Location	Time (PST)	🗮 Calendar View
Coordinators Seminar 2016 Coordinators		06/04/2017 (Sun)		7:00am - 4:00pm	3 slots filled - more available

#### 3. Click on I signed up without a SignUpGenius account

Need to make a change to something you signed up for on this sign up?
⊖ I signed up as a SignUpGenius member
○ I signed up without a SignUpGenius account
○ Someone else signed me up on this sign up

#### 4. Enter your email address, click on Send Me an Email

● I signed up without a SignUpGenius account
If you signed up without a SignUpGenius account, you have several options for editing your sign up. You can: 1. <u>Contact the sign up creator</u> and have him/her update your item for you.
<ol> <li><u>Create an account</u> at SignUpGenius using the same email address that you used when you signed up. You will then be able to login and edit your item.</li> </ol>
3. Send yourself an email link that will allow you to edit your sign up item.
Enter your email address: Send Me an Email
Someone else signed me up on this sign up

# 5. The email you receive will list <u>all</u> slots that you have signed up for on this event. Select the slot you want to edit.

06/04/2017 11:00AM-03:00PM Photography - Coordinator: Art Adams Click Here to Edit
06/04/2017 12:00PM-04:00PM Literary Tent - Coordinator: Julie Hand. Supervise canopy set-up, table & chair palcement, volunteers assist with author signings & sales, assist with take-down & clean-up Click Here to Edit



#### Topic #13 continued – Change your sign-up – w/o a SUG account

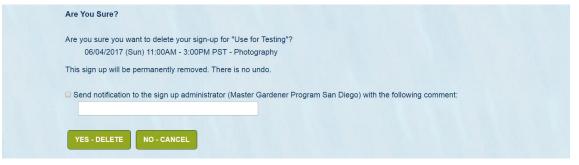
#### 6. The selected sign up displays:

Date (mm/dd/yy	yy - PST)	Available Slot	Qty	Thank you for signing up!
06/04/2017 (S	un) 11:00am-3:00pm	Photography	1 🔻	Update your comments here
ain with my Sid	gnUpGenius or Facebook account			•
	gnUpGenius account		update co	mments
First Name *	Daisy		r name.	minents
Last Name *	Miller	Then clic	k UPDATI	E MY SIGN UP
Email	mo****e@ro******.com			
Create an ac	count at SignUpGenius so I can	rand edit my items if I need to n	nake a change.	
Send me a c	onfirmation email and ICS file and	a link that will allow me to edit t	his item later.	
		Or, you	an click D	DELETE to remove
PDATE MY SIG	SN UP CANCEL Delete	yourself	from this	sign-up.

#### 6.1 If you select UPDATE MY SIGN UP, you will get a confirmation



#### 6.2 If you select **Delete** you will get a chance to change your mind.



#### Topic #14. Sign-up someone else for an event

If you do NOT have an account, you can only sign someone up that does NOT have an SUG account. (You will not be able to make changes to their sign-up, but they can.)

1. Select a slot

		11:00am - 3:00pm (5) 1 of 5 slots filled
Storage Unit Organization	06/06/2017 (Tue)	Sign Up =
Coordinator: Anita Smith. Check to ensure that everything is accounted for and returned		

## 2. Enter their personal information.

Date (mm/dd/yyyy -	PST)	Available Slot	Qty	Thank you for signing up!
06/04/2017 (Sun)	7:00am-11:30am	Photography	1 •	Enter a comment here, if you like
				1
_ogin with my SignU	pGenius or Facebook account			
l do not have a Signl	JpGenius account			
First Name *	Rose			
Last Name *	Bush	-		
Email *	RosieBush@gmail.com	-		
Re-enter Email *	RosieBush@gmail.com	-		
rto ontor Emai				
	nt at SignUpGenius so I can login and e	dit my items if I need to m	ake a change.	
Create an accou	nt at SignUpGenius so I can login and e rmation email with an ICS file and a link			

#### 3. You are done

Thank You!	
Your sign up has been added.	
You signed up on the "Use for Testing" page for Photography on 06/04/2017 (Sun.) 7:00AM- 11:30 AM PST .	
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#### TIPS & TRICKS

- 1. When accessing large sign-ups, it is sometimes cumbersome to find an item. Let's say you are looking for "Venue Clean-up".
  - Hold the CTRL key and hit F (for Find) if using a PC or Hold the CMD key and hit F (for Find) – if using a MAC
  - A white box will appear on the top, right of the screen.
  - Key a portion of your word, such as "clean".
  - You will be taken to the 1<sup>st</sup> occurrence of "clean"
  - Hit **Enter** and you will see the next occurrence, etc. Note: **CTRL/CMD** functions are not available on all devices.
- If you want quick access to your sign-ups, without accessing the VMS, see the Topic #9. Then, store the SignUpGenius Login In your favorites; it makes things so much easier.
  - You will need to have a SUG account.
  - This is handy for anyone that has signed up for multiple events and wants to see them all on one page.
  - You will also see sign-ups for other organizations if you used the same email address.
- Do you want to change or correct your name in the system? If you have access, as described in Topic #9, you can edit your profile:
  - On the SUG Home Page, click on **Settings**
  - You can edit your name on the Settings screen
     This will change your name on future (not past) sign-ups

Note: Additional edits are also available in this tab, such as changing your email address, password, notification preferences, etc.

4. More to come.....