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 only requires your email address and a password. You will not 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:
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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

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**

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

2. **Enter your personal information, then click on “Create an account…”**

   You will be asked to choose a password. Please record your password; you will need this every time you access SignUpGenius.

3. **Choose a password**

   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](http://www.SignUpGenius.com)
2. **Select Register**

   ![SignUpGenius Login](image)

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.**

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).

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 toSignUpGenius once.

1. Select a slot

![Select a slot image]

2. Select Login

![Login image]

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).

4. Confirmation

**Thank You!**

Your sign up has been added. A confirmation email with an attached iCalendar (.ics) 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.
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.

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.
Topic #7 continued. Change your sign-up

**Edit - if you select Edit, this screen displays:**

![Edit Screen](image1.png)

- You can change your comment:
- Display a different name
- Ask for a confirmation
- Choose to Update or Cancel this transaction

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

![Delete Screen](image2.png)

- Are You Sure?
- Are you sure you want to delete your sign-up for "Use for Testing"?
- 06/04/2017 (Sun) 11:00AM - 3:00PM PST - Photography
- This sign up will be permanently removed. There is no undo.
- Choose to Delete the slot or Cancel this transaction

**Confirmation**

![Confirmation Screen](image3.png)

- Thank You!
- Your sign up has been updated.
- You signed up on the "Use for Testing" page for Photography on 06/04/2017 (Sun.) 11:00AM- 3:00 PM PST.
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

2. Click on the box to the left of “Display an alternate name…”
3. Then, “Enter their personal information.

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: www.SignUpGenius.com - 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.

3. Select a slot to modify by clicking on the edit (pencil) or delete (X) icon.
4. Access ALL events here for organizations to which you belong, that use SUG.
5. Access Settings to update your profile.
6. To Logout, click on My Account, then Logout. (Or use the Logout tab on bottom, left)
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:

  1. On the SUG home page, click Settings

  2. On the Settings page, click Password. On the next screen, enter and confirm your new password.
**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 account, on the SUG home page, hover your cursor over **Help** and click **Contact Support**.

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

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

<table>
<thead>
<tr>
<th>Slot</th>
<th>Date</th>
<th>Time</th>
<th>Coordinator</th>
<th>Slots Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Photography</td>
<td>06/04/2017 (Sun)</td>
<td>7:00am - 11:30am (5)</td>
<td>Art Adams</td>
<td>11:00am - 3:00pm (5)</td>
</tr>
<tr>
<td>Storage Unit Organization</td>
<td>06/06/2017 (Tue)</td>
<td>9:30am - 12:00pm (4)</td>
<td>Anita Smith, Check to ensure that everything is accounted for and returned</td>
<td></td>
</tr>
</tbody>
</table>

2. Enter your personal information

```
Date (m/d/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
```

- **First Name**: Daisy
- **Last Name**: Miller
- **Email**: daisy@somecarrier.com
- **Re-enter Email**: daisy@somecarrier.com

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.
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**.

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

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

5. The email you receive will list all slots that you have signed up for on this event. Select the slot you want to edit.
6. The selected sign up displays:

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

Thank You!

Your sign up has been updated.

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

RETURN TO SIGN UP

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

Are You Sure?

Are you sure you want to delete your sign-up for "Use for Testing"?

06/04/2017 (Sun) 11:00AM - 3:00PM PST - Photography

This sign up will be permanently removed. There is no undo.

Send notification to the sign up administrator (Master Gardener Program San Diego) with the following comment:

YES - DELETE  NO - CANCEL
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

[Image of a sign-up sheet]

Then scroll to the bottom and click on Submit and Sign Up

2. Enter their personal information.

[Image of a form for entering personal information]

Enter a comment here, if you like

3. You are done

[Image of a confirmation page]

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.

Add To Your Calendar!

[Buttons for Outlook, Mac iCal, and Google Calendar]

RETURN TO SIGN UP
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 1st occurrence of “clean”
   • Hit **Enter** and you will see the next occurrence, etc.

   Note: **CTRL/CMD** functions are not available on all devices.

2. 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.

3. 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......