

How to edit the “My Comment” box at the end of your shift:

There are 3 ways to access your shift on the Sign Up Genius IFA Bible Read-A-Thon page:

1. log-in using any IFA Bible Read-A-Thon email sent through SIGN UP GENIUS:

- A. Click the brown "View the Sign Up" button at the bottom of the email.
- B. This takes you to the IFA Bible Read- A-thon Sign Up Genius main page.
Below the link to download the instruction document, click this link:
[Already signed up? You can change your sign up.](#)
- C. You will be asked to select the way you signed up and it will require you to LOG IN
- D. Once you are logged in, it takes you to the calendar page and there is a brown "EDIT" button on the day(s) you signed up. Click on the day you want.
- E. Click the "pencil" icon under your name on your shift and change or add to the comment to tell where your group finished. For example: WE FINISHED READING ISAIAH 55.
- F. Scroll down to Click the brown Submit and Sign Up button at the bottom to save the changes.

2. type www.signupgenius.com in your browser:

- A. Log into your account.
- B. The "Sign Ups" page should appear.
- C. On this page, find the shift you want to edit.
- D. Click on the pencil icon on the right side of the shift you are editing
and change or add to the comment to tell where your group finished.
For example: WE FINISHED READING ISAIAH 55
- E. Click the brown "Update My Sign Up" button at the bottom of the page to save the changes.

3. Click the SIGN UP HERE or TAKE ACTION BUTTON in any IFA email article that promoted the Bible Read- A-Thon. You will use the SAME DIRECTIONS as in option 1 above.