

FREQUENTLY ASKED QUESTIONS for the IFA Bible Read-A-Thon!

1. Can my kids or grandkids participate?
2. How do I sign up with a friend, as a family, or as a group?
3. What if I want to read on my own during a shift, or as a group with ONLY PEOPLE I KNOW?
4. Can I just call in and listen?
5. What if I call in and no one is on the line/Can I stop the background music?
6. What version of the Bible should I read from?
7. What if no one calls at the end of my shift?
8. I do not see my shift on the Sign Up Genius page, what should I do?
9. What if I cannot fulfill my shift or have to call in late?
10. How do I edit the "My Comment" box at the end of my shift?

1. Can my kids or grandkids participate?

We encourage people of all ages to join! Anyone with a 6th grade reading level or higher can participate as a reader, but others are welcome to listen (even younger kids may want to join for a time). Please be mindful of background noise in your home and use the *6 to mute and unmute your line.

2. How do I sign up with a friend, as a family, or as a group?

-If you would like to have a **closed group** with only people you know, then make sure to **click all available slots in 1 shift** using **1 sign up name**. * Please note, that if there is only 1 caller on a shift, then "hold music" will play in the background while you read, so we recommend calling from at least 2 phones. *Please make sure at least 1 person from your family/group can honor this commitment since there will not be back up readers.

- If you would like other people to be able to join your call who are not part of your family or group, then only sign up for **1 SLOT** in the SHIFT you choose , and use 1 NAME even though you will have multiple readers.

3. What if I want to read on my own during a shift OR as a family/ group with ONLY PEOPLE I KNOW?

If you do not want to read with other people during a shift or have others listen, then please click all available slots for any given hour. * We ask that you are sure you can honor this commitment since there will not be back up readers. **For groups and families who want to read on their own with only people they know, please refer to question #3 above.**

4. Can I just call in and listen?

If the hour you want to call in and listen to is a shift with only 1 reader, or different readers then yes! If one person takes all available slots in 1 shift, then this is the signal that it is a CLOSED GROUP, and not available for listeners to call in.

To call in and listen, just use the conference line. If someone is reading, then just wait until a chapter is finished and **say your name**, and **state** and that **you are calling "just to listen"**. It's nice to know who is on the line with you. Please remember to pray silently if you feel led, and use *6 to mute yourself (the automation will say "muted") if you want to pray out loud and to minimize background noise.

5. What if I call in and no one is on the line/Can I stop the background music?

If you call in and no one else is on the line, then you will hear background music playing. The music will stop when another caller joins. This is a feature of the conference call line that cannot be changed. If you are the only reader for the shift, we suggest putting the phone on speaker with low volume to minimize the music, yet know when the next shift joins or someone calls in just to listen.

TO FIND OUT WHERE TO START READING if no one is on the line to “pass the baton”, go to SignUpGenius and refer to the “My Comment” box for the previous shift to see where they left off reading. Maybe they had to leave the call before their shift ended or were not able to fulfill their shift. You may have to even look at the shift prior to that one to find out where to start reading, but hopefully people will be diligent about making notes for the next reader.

6. What version of the Bible should I read from?

We recommend reading from the KJV, NKJV, ESV, or NIV. When you are the reader, please remember to state the version you are reading from at the start of each chapter if others are on the line.

7. What if no one calls at the end of my shift?

If you can remain on the line for 5 min. in case someone calls in late, that is helpful, but not required. You are free to continue reading or just leave the line if no one calls. **VERY IMPORTANT**, please **go to Sign Up Genius IMMEDIATELY** and enter the **BOOK and CHAPTER where you FINISHED** reading. Then when the next reader calls in (there may be a gap of readers for an hour) **they will know where to begin!**

8. I do not see my shift on the Sign Up Genius page, what should I do?

You should get an automated Sign Up Genius notification after you sign up for a shift that confirms your day and time, but sometimes there is a few hours DELAY, so if you sign up close to the time your shift starts, you may not get the email or see your name on the schedule. **Please check your SPAM box too.**

After double checking that you did not sign up for a different shift (maybe 9PM instead of AM, or 12AM (midnight) on one day, instead of the following day), then **just go ahead and call in unless you see it is a closed group** (ALL slots in 1 shift are filled by 1 person) **or you can just sign up for a new shift.**

9. What if I cannot fulfill my shift or have to call in late?

We understand that life happens. If you are unable to fulfill your shift, **please go to Sign Up Genius ASAP and DELETE your SIGN UP (the directions are the same for editing in #10 below only you click the X to delete instead of the pencil to edit).** By doing this, you will make an opportunity for someone else to sign up. **This is especially important if you were the only reader for the shift** so that THE NEXT CALLER WILL KNOW to look at the shift before yours to see where to begin reading instead of wondering what you read. Please consider signing up for another shift that will work for you.

If you have to call in late, and you are the only reader for your shift, **look at Sign Up Genius in the comment box in the shift before yours to see where to begin** (or you can 1st try calling to see if anyone happens to still be on the line). **If you are NOT THE ONLY READER for your shift, just call in when you can** . When you hear that the reader has finished a chapter, say your **name**, and **state** and that you are signed up to read for this, shift but had to join late.

10. How do I edit the "My Comment" box at the end of my shift?

There are 3 ways to access your shift in the Sign Up Genius IFA Bible Read-A-Thon page. Follow the directions below to **edit the "My Comment" box** for the option you choose.

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 **THE IFA email article that promoted the Bible Read- A-Thon**. You will use the SAME DIRECTIONS as in option 1 above.

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