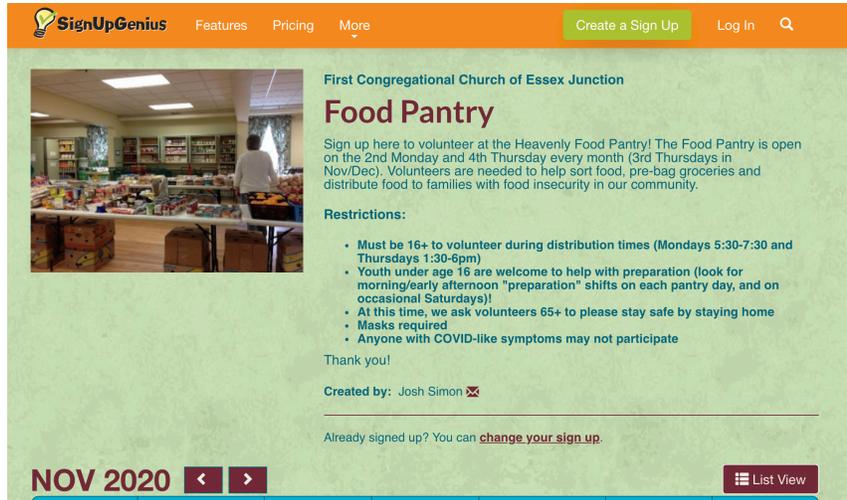


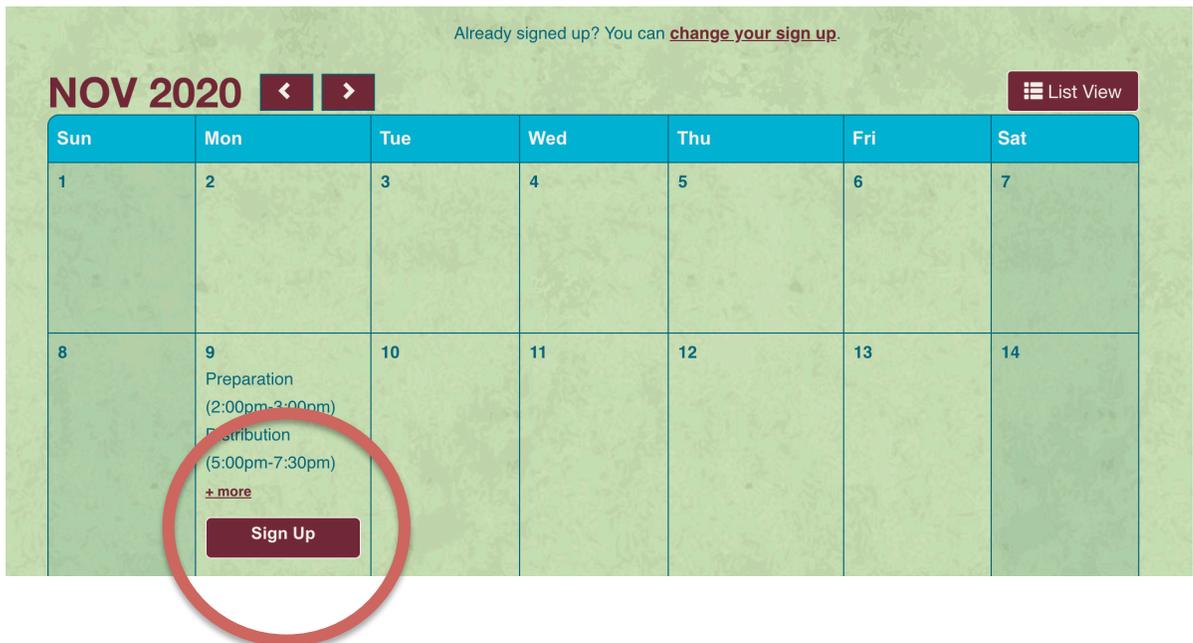
Sign Up Genius – Help Guide

How to Sign Up for a Volunteer Slot

- 1) Click on the link to sign-up page you want to visit and you will land on the main sign up page



- 2) Instead of clicking "log in" right away, scroll down to the calendar
 - Use the arrows by the month/year to help you see the schedule for a different month
 - If you want to see a list of all the upcoming available slots – click on "List View"
- 3) Click "Sign Up" on the date/shift times you are interested in viewing



- 4) You will be taken to a "Sign Me Up" screen
- 5) If you don't have an account: Enter your name & email, answer any questions/comments and click "Sign Up Now". Then GO to Step 8 & 9
- 6) If you have an account: click "Login" and then enter your user name and password. You will then be re-directed back to the "sign me up" page with your name/email filled in.
- 7) After you have answered any questions, or add a comment if you wish, then click "Sign Up Now" at the bottom of the page

Sign Me Up

Sign me up for:

Available Slot	Date (mm/dd/yyyy - EDT)	My Comment	Quantity
Preparation	Thu., 11/19/2020 10:00am - 11:00am	<input type="text"/>	1

Name

Email

Already have a SignUpGenius account? [Login](#)

Are you under age 16? If so please sign up for for "preparation" (Optional)

By signing up, you agree to the SignUpGenius [Terms of Service](#) and [Privacy Policy](#).

- 8) You will see a pop-up screen letting you know that you have successfully signed up. You will also receive an email confirming your registration.
- 9) If you would like to create an account, click on the link to "Create a Free Sign Up Genius Account" and follow the prompts for Account Registration.

Thank you, Caitlin!
 You're all signed up for **Food Pantry**.

A confirmation email with an attached iCalendar has been sent to you.

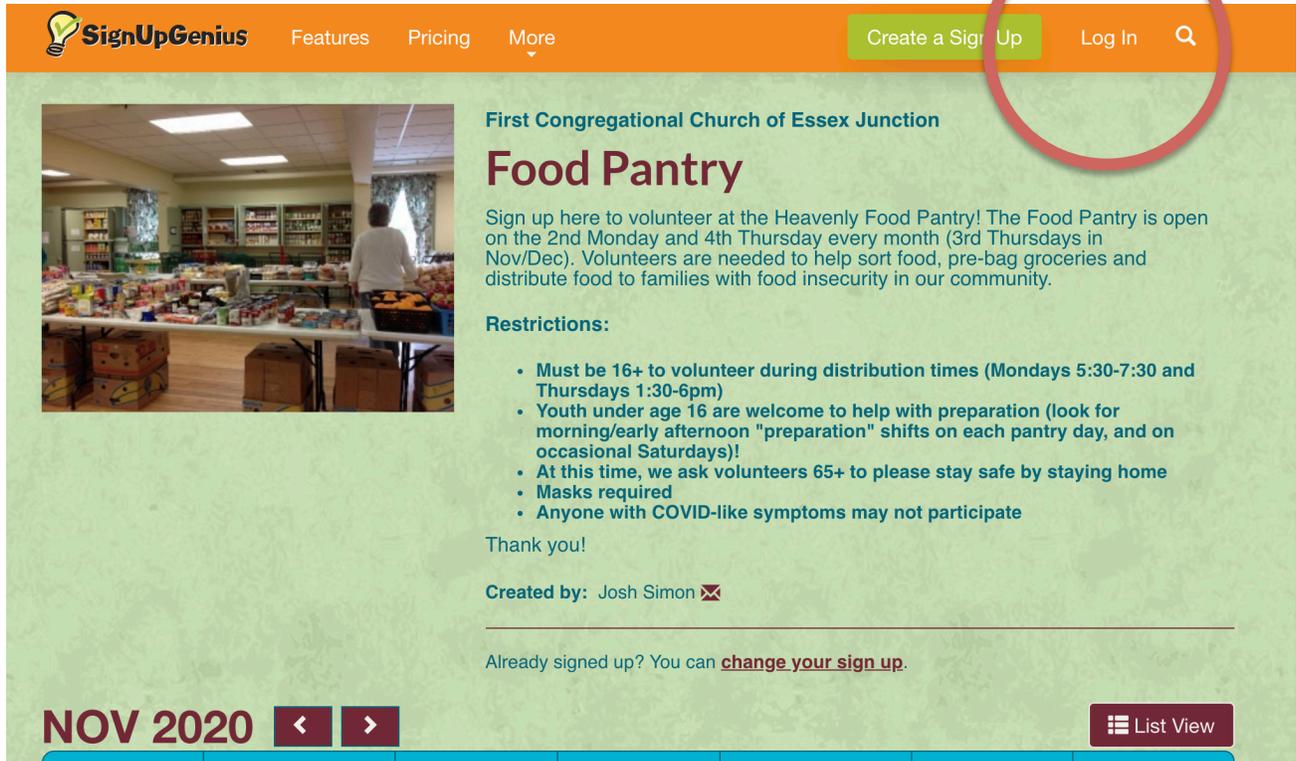
✓ **Preparation**
 My Comment: this is a test :)
 Thu., 11/19/2020 10:00am EDT
 Location: First Congregational Church

One more thing... want to make it easier to sign up or edit your items in the future?
 Create a free SignUpGenius account

[Add to Calendar](#) [Share with Friends](#) [Contact Josh Simon](#)

How Create An Account

- 1) Go directly to www.signupgenius.com OR go to a Sign Up page link
- 2) Click "Log In" in the upper right corner (next to magnifying glass)



SignupGenius Features Pricing More

Create a Sign Up Log In

First Congregational Church of Essex Junction

Food Pantry

Sign up here to volunteer at the Heavenly Food Pantry! The Food Pantry is open on the 2nd Monday and 4th Thursday every month (3rd Thursdays in Nov/Dec). Volunteers are needed to help sort food, pre-bag groceries and distribute food to families with food insecurity in our community.

Restrictions:

- Must be 16+ to volunteer during distribution times (Mondays 5:30-7:30 and Thursdays 1:30-6pm)
- Youth under age 16 are welcome to help with preparation (look for morning/early afternoon "preparation" shifts on each pantry day, and on occasional Saturdays)!
- At this time, we ask volunteers 65+ to please stay safe by staying home
- Masks required
- Anyone with COVID-like symptoms may not participate

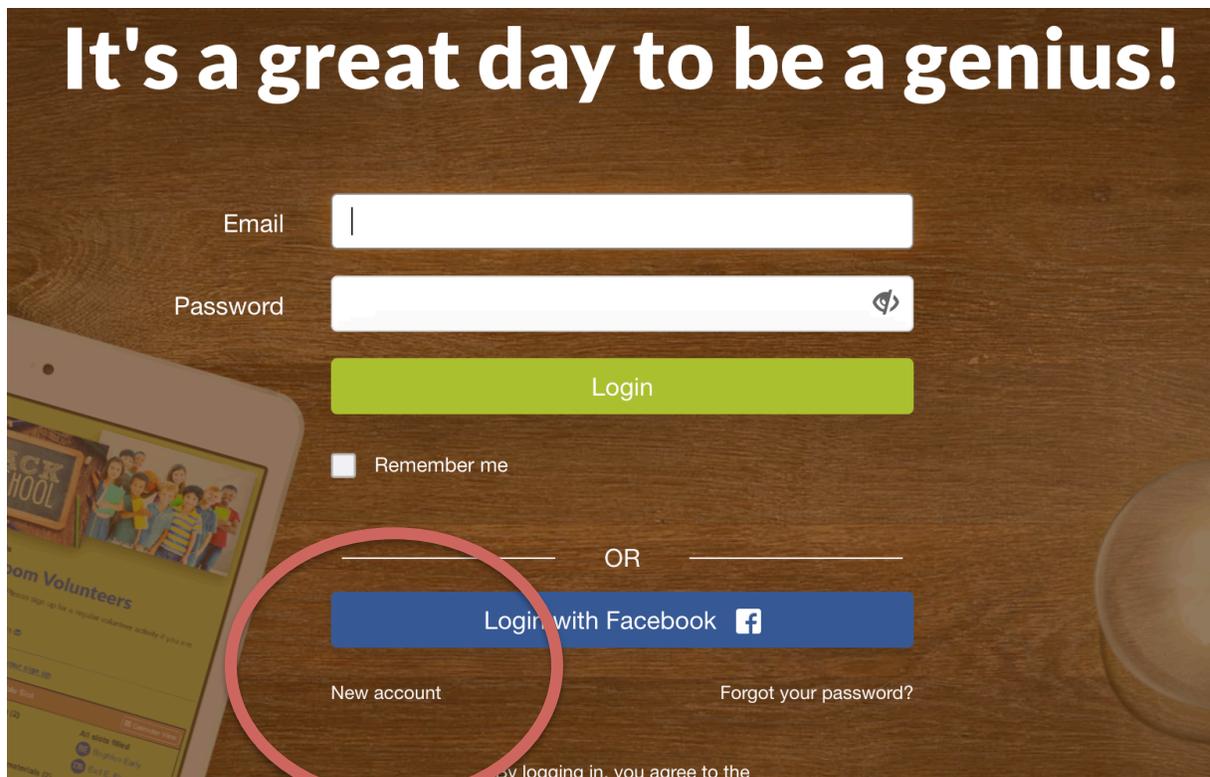
Thank you!

Created by: Josh Simon

Already signed up? You can [change your sign up](#).

NOV 2020 < > List View

- 3) Click "New Account" (bottom left under facebook bar)



It's a great day to be a genius!

Email

Password

Login

Remember me

OR

Login with Facebook

New account Forgot your password?

By logging in, you agree to the

4) Follow the prompts to enter your user name and choose a password

Forgot Your Password?

5) If you have an account, but forgot your password, click “Forgot Your Password” and enter your email address. You will receive an email with a link to reset your password.

