

ST. JUDE MASS SIGN UP PROCEDURE

NOTE: WE are using a program called SignUpGenius to manage our sign up process. If you sign up for a SignUpGenius account (it's free!), you will be able to manage your mass signups easily! You will get a confirmation email, you can edit or change your signup, or you can delete your signup. Having a SignUpGenius account is not required, but trust us...it will make life easier!

To create a SignUpGenius account

1. Go to the SignUpGenius log in page
2. Near the bottom, click on "New Account"
3. Fill in the data
 - When you are finished, they will send an email to the email you listed
 - Open that email and click on Activate Your Account
 - You are then able to sign in to SignUpGenius

To register for a mass

1. Two ways to sign up – 1) sign up using the electronic link to SignUpGenius, or 2) call the church office at 541-344-1191. Note: the church office is not always staffed during this shutdown; you would be better served to sign up electronically.
2. Two ways to access the electronic sign up page
 - Click on the link in the weekly Flocknote for "Mass Sign Ups". The Flocknote will come out each Monday for the next cycle of masses.
 - Or go to the website (www.stjudeeugene.org) and click on the "Click Here To Sign Up For Masses" icon

Beginning each Monday, the sign up link will be available in SignUpGenius for the upcoming Saturday and Sunday and the next week's daily masses
3. Find the mass you want
 - Check to ensure that slots are available
 - If yes, click on the black "Sign Up" box
 - Then, scroll to bottom and click on "Submit and Sign Up" button
4. You will see the "Sign me up" form
 - If you are signing up for more than just yourself, enter the names of the people you are registering in the My Comment box
 - Select the quantity of seats you are reserving
 - If more than 1, names must appear in Comment box
 - Enter your First and Last name
 - Enter your email (required)
 - Enter your phone number (required) and select the type of phone
 - Click on Sign Up Now
 - You will see a message "Thank you, John Doe! You are all signed up!"
 - Just close your browser window, you are done

VERY IMPORTANT! IF YOU ARE NOT PRE-SIGNED UP FOR A MASS, YOU WILL NOT BE ABLE TO ATTEND. YOUR NAME MUST BE ON THE SIGN IN LIST THAT THE "DOOR MONITOR" WILL HAVE AT ALL MASSES. NO EXCEPTIONS WILL BE MADE.