

Various Copper Enameling & Glass Arts Club members have been looking at the Sign Up Genius (SUG) software to help improve our capabilities for signing up to work, monitor, or use a kiln or piece of equipment remotely without being in the physical Club. This should also allow everyone to be able to see if there is a monitor or others who have signed up to be at the Club on a given day and whether or not kilns are available. We are excited to bring new capabilities to our members, so will need your help to use the Sign Up Genius (SUG) software!

As you all are aware, we have some Club limitations currently in place due to the Coronavirus protocols from the Recreation Centers of SCW which we are mandated to follow. The initial set up of Sign Up Genius will be based on those current protocols in place. When things return to a more normal state in the future, Sign Up Genius can be configured to accommodate how the Club sign ups will function.

Reminder on Some Basic Club Rules

- 1) Members may reserve one kiln per week (week starts on Sunday and goes to Saturday) up to 14 days in advance of their reservation.
 - a. AM Kilns still available on the "day of" at the **start of the morning session**, may be reserved one per member as a "drop in" that morning. Enter "drop in" in Comments.
 - b. PM kilns still available on the "day of" at the **start of the afternoon session**, may be reserved one per member as a "drop in" that afternoon. Enter "drop in" in Comments.
 - c. Hot Box or manual Kilns still available on the "day of" at the **start of the session**, may be reserved one kiln per member as a "drop in" that day. Enter "drop in" in Comments.
 - d. Manual Kilns still available on the "day of" at the **start of the morning session**, may be reserved one per member as a "drop in" that morning or afternoon. Enter "drop in" in Comments.
- 2) Members are expected to Monitor one time per month in exchange for being able to use the Club facilities and equipment.
- 3) *****NOTE: We will continue to use sign ins for monitoring and presence in the Club on the Club computer so we can produce the reports the Rec Centers require.**
- 4) **IMPORTANT: If your email has changed since you paid your dues for 2020, please let Sue DeBrocke know what your new email address is, as Sign Up Genius recognizes you as a Club member by your email address.**

Feedback, issues, questions or comments on Sign Up Genius should be sent to Sue DeBrocke at sdebrocke@cox.net.

Initial Key Sign Ups Available:

Workspace

- 8 am – 12 pm
- 12 pm – 4 pm

Monitoring

- 8 am – 12 pm
- 12 pm – 4 pm

AM Paragon Kiln

- 8 am – 12 pm (remove work 24 hours from 8 AM)

AM Skutt #2 Kiln

- 8 am – 12 pm (remove work 24 hours from 8 AM)

PM Evenheat Kiln

- 12 pm – 4 pm (remove work 24 hours from 12 PM)

PM Skutt #7 Kiln

- 12 pm – 4 pm (remove work 24 hours from 12 PM)

Hot Box

- Full Day (remove work by 8 am next day)

Manual Kiln #1

- Full Day (remove work by 8 am next day)

Manual Kiln #3

- Full Day (remove work by 8 am next day)

Manual Kiln #6

- Full Day (remove work by 8 am next day)

The First Time You Sign On to Sign Up Genius – HIGHLY RECOMMENDED

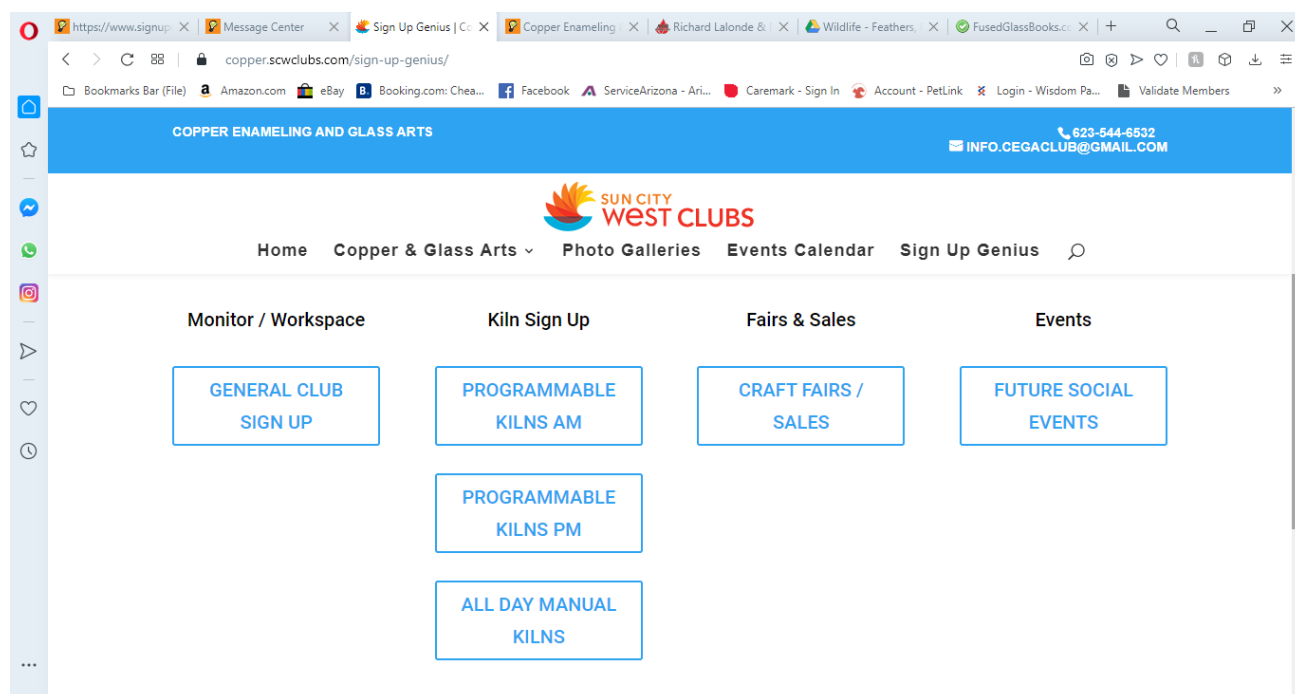
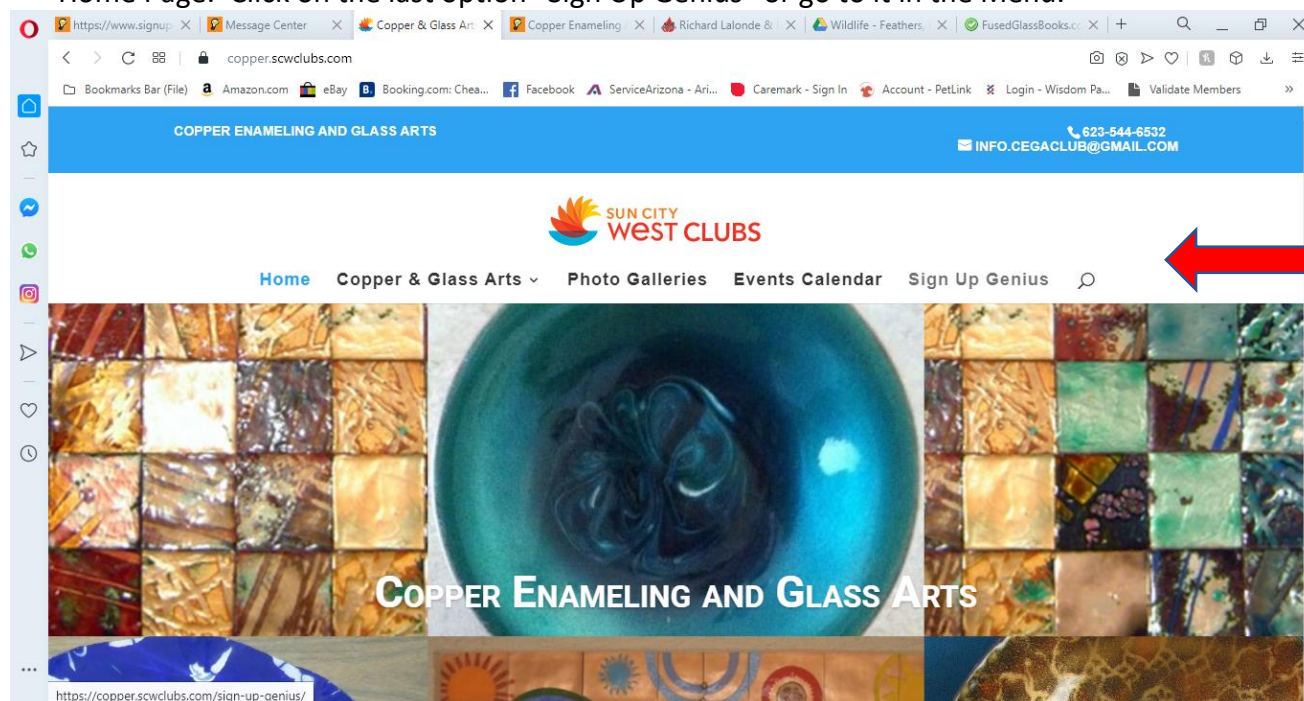
1. If you have a computer or Laptop, use it first – from your internet browser, sign on to www.signupgenius.com.
 - a. If you already have an account, look for the circle with your initials in it in the upper right hand corner. Click on it and Sign On.
 - b. If you do not already have an account, look for “Register” and click on it. SUG will ask for your First Name, Last Name, email address (use email address you provided club) and a password.
 - i. Remember that the password has to be at least 8 characters, must have a Capital and a small letter, a number, and a special character (!#\$%*&) in it. If you can’t think of one, try this: Your favorite city capitalized, a number and a special character. Example: LasVegas94!
 - ii. Also, don’t forget to click on the box that says you are not a robot. You will have to scroll all the way to the bottom of the page and click on Create Your Account.
 - iii. ***IMPORTANT : SUG will send you an email (to email address you used to set up your account) and you must find that email and click on the link in the email to finalize your account. If you do not, next time you try to sign on, SUG will tell you that you already have an account but you are unable to sign on.

- c. Pop-Up Blockers: If members have a Pop-Up Blocker, they may need to either disable it or add the Sign Up Genius website (www.signupgenius.com/) to the list of sites where pop ups will not be blocked, usually called a “whitelist”.
 - d. Once you have set up your account on the computer or laptop, you may click on the links provided below and start signing up for a Workspace, to Monitor, to use a kiln, etc. and you should be able to do it from either your computer, laptop, tablet, or SMART phone.
2. **If you do not have a computer or Laptop – from your internet browser, sign on to www.signupgenius.com first on your phone or tablet.**
- a. If you do not already have an account, look for “Register” and click on it. SUG will ask for your First Name, Last Name, email address (use email address you provided club) and a password.
 - i. Remember that the password has to be at least 8 characters, must have a Capital and a small letter, a number, and a special character (!#\$%*&) in it. If you can’t think of one, try this: Your favorite city capitalized, a number and a special character. Example: LasVegas94!
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 - b. Pop-Up Blockers: If members have a Pop-Up Blocker, they may need to either disable it or add the Sign Up Genius website (www.signupgenius.com/) to the list of sites where pop ups will not be blocked, usually called a “whitelist”.
 - c. Once you have set up your account on the computer or laptop, you may click on the links provided below and start signing up for a Workspace, to Monitor, to use a kiln, etc. and you should be able to do it from either your computer, laptop, tablet, or SMART phone.

Things to be Aware of Before you Start Creating Reservations in Sign Up Genius:

- When you go to Sign Up Genius for the first time, you may wish to go ahead and create an account. When you do, Sign Up Genius will remember you and you won’t have to type in your name and email every time you want to make a reservation. Note that it is not required that you create an account as you can use Sign Up Genius without one.
- Sign Up Genius Appearance is Different on Various Devices: Be aware that Sign Up Genius looks a little different on a computer, laptop, tablet, or a cell phone. The screen shots in these instructions were done on a laptop computer (with one exception done on an Android cell phone which is noted). Regardless of device, when you click on the links above, you will be taken to the Sign Up Genius website and you will be able to use Sign Up Genius from there.
- If you are having a hard time using Sign Up Genius on the actual website, try going to our Club website as you can click just a couple buttons to get to SUG: copper.scwclubs.com

- Home Page: Click on the last option “Sign Up Genius” or go to it in the Menu.



- Click on the Light Blue Button of the sign up you want to use.
- There is a mobile phone Sign Up Genius application available for Android and I-Phones. After reviewing ratings for the Sign Up Genius mobile apps, there were a lot of reviews noting issues with signing on, etc. so the apps may not have all of the bugs worked out. If you have the app already installed, try it out and if it works, great, keep using it. If you use it and it has issues, uninstall it, reboot your phone, and try using the links above.

- **Pop-Up Blockers:** If members have a Pop-Up Blocker, they must either disable it or add the Sign Up Genius website (www.signupgenius.com/) to the list of sites where pop ups will not be blocked, usually called a “whitelist”.
- There will be ads on all but 3 of the Sign Ups (Monitor, Workspace and Skutt #2 Kiln). You can just ignore them, or just click on the “X” to close them. We purchased the Silver Version of Sign Up Genius. You must go up 2 Premium levels to get ad free (much more expensive).
- *****IMPORTANT:** When you sign up to Monitor or use a Manual Kiln (or you plan to be at the Club longer than 20 minutes), you ALSO need to sign up for a Workspace for the same date/time so that we can limit the number of members in the club at one time (due to COVID-19 restrictions in place now).

Tab Groups (These are the links to click on to get to the sign ups)

| Tab Name | # of Tabs | Tab Group URL |
|-----------------------|-----------|--|
| General Club Sign Ups | 2 | www.signupgenius.com/tabs/93D7FDE0EA6CEE8C35-copper |
| AM Programmable Kilns | 2 | www.signupgenius.com/tabs/93D7FDE0EA6CEE8C35-amprogrammable |
| PM Programmable Kilns | 2 | www.signupgenius.com/tabs/93D7FDE0EA6CEE8C35-pmprogrammable |
| Craft Fairs / Sales | 1 | www.signupgenius.com/tabs/93D7FDE0EA6CEE8C35-social |
| All Day Manual Kilns | 4 | www.signupgenius.com/tabs/93D7FDE0EA6CEE8C35-allday |
| Future Social Events | 2 | www.signupgenius.com/tabs/93D7FDE0EA6CEE8C35-future |

6/26/20 7 pm

To reserve time, do the following:

1. You can use either a mobile phone, computer, tablet, or laptop to access Sign Up Genius. You just need internet to get to the Sign Up Genius website.
2. To get to SUG:
 - a. Find the ‘Invite’ email you received from the Club back in July 2020 and click on links
 - b. Use the links above in Tab Groups table.
 - c. Go to www.signupgenius.com
 - d. Go to copper.scwclubs.com
3. Click on the link to the area you would like to reserve. (The General Club link has the Monitoring and Workspace reservation sign ups). Log in if you are not already logged in. **The Monitor tab will come up first. You may have to use the Drop down menus or click on a separate Tab to go to the Workspace**

reservation area. It is best to sign up for a Workspace first before signing up for anything else so you have a place to work (exception is if signing up for programmable kilns and not working in club only).

4. You will be taken to the Sign Up Genius web page for that Tab Group (sample on this page is from a Computer; if you are using a cell phone or other device, screen may look somewhat different, see next page).
5. Select the Tab (by red arrow) of what you want to sign up for (for example, “Monitor” in this instance).

Copper Enameling & Glass Arts Club

Monitor Sign Up

All Members are required to Monitor once per month to have Club facility and equipment use unless you have a specific exemption.

Please review the available slots below and click on the button to sign up. Thank you!

*** NOTE: You will still be required to sign in the Club Computer as a Monitor on the date of your reservation.

[Sync Entire Sign Up to My Calendar](#)

Created by: Administrator

| Date (mm/dd/yyyy) | Location | Time (MST) | Monitor Reservation | Calendar View |
|-------------------|----------|------------------|---------------------|--|
| 06/26/2020 (Fri.) | | 8:00am - 12:00pm | Monitor Slot (2) | Sign Up |
| | | 12:00pm - 4:00pm | Monitor Slot (2) | Sign Up |
| 06/29/2020 (Mon.) | | 8:00am - 12:00pm | Monitor Slot (2) | 1 of 2 slots filled SD Susan DeBrocke |

[Submit and Sign Up](#)

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Note: This is what your screen may look like on a mobile device (Android in this case):

https://m.signupgenius.com/#!/showSig 83

SignUpGenius

General Club Sign Ups

Group: Show More Sign Ups ▼

SignUps: Monitor ▼

Go

Copper Enameling & Glass Arts Club

MONITOR SIGN UP

All Members are required to Monitor once per month to have Club facility and equipment use unless you have a specific exemption. **IMPORTANT: When you sign up to Monitor, you ALSO need to sign up for a Workspace for the same date/time so that we can limit the number of members in the club at one time (due to COVID-19 restrictions in place now).**

Please review the available slots below and click on the button to sign up. Thank you!

*** NOTE: You will still be required to sign in the Club Computer as a Monitor on the date of your reservation.

[View Truncated Description](#)

Related Files: 1 files [SHOW](#)

Group = Tab Groups

Sign Ups = Tabs

***After changing Drop Downs, make sure to click on "Go"

Related Files: 1 files [HIDE](#)

📎 Copper Enameling and Glass Arts Club - Sign Up Genius
Instructions.docx (1892KB docx)

Calendar Subscription: 📅 [Sync Entire Sign Up to My Calendar](#)

Created by: SD Administrator ✉

[I need to change my sign up](#)

Times are shown in MST

🔍 06/29/2020 (Mon.)

8:00AM - 12:00PM 06/29/2020 (Mon.)

Monitor Slot
(2)

🔍 1 of 2 slots filled

SD Susan DeBrocke
test

[Sign Up](#) ☐

12:00PM - 4:00PM 06/29/2020 (Mon.)

Monitor Slot
(2)

🔍 1 of 2 slots filled

BM Betty Mollick

||| ○ <

- Find the date and time that you want to sign up for (use right hand bar to scroll up and down through dates and times) and click in the white square next to the green 'Sign Up' box across from the area you want to reserve. A check mark will appear in the square.
- Click on the "Submit and Sign Up Button" (scroll down to bottom of page)
- After clicking on "Submit and Sign Up" you will be taken to the page below. If you have a Sign Up Genius account, you won't have to type in your name and email, but if you do not have an account, you will have to type in your name and email.

SignUpGenius Features Pricing More Create a Sign Up SD Q

← Back to Monitor Sign Up

Sign Me Up

Sign me up for:

| Monitor Reservation | Date (mm/dd/yyyy - MST) | My Comment | Quantity |
|---------------------|-----------------------------------|--------------------------------------|----------|
| Monitor Slot | Fri., 06/26/2020 12:00pm - 4:00pm | Type in your comment here if desired | 1 |

Sign up as: Susan DeBrocke (sdebrocke@cox.net) - [This isn't me](#)

☐ Display an alternate name on the sign up (like a child or spouse)

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

[Sign Up Now](#) [Cancel](#)

Firefox (2)

9. “My Comment” is optional. Remember that anyone in the Club can see your Comment. If you are doing a “drop in” or reserving for a class, please put that in the Comment area.

10. Click on “Sign Up Now”. You will see the screen below.

SignUpGenius Features Pricing More Create a Sign Up SD Q

Thank you, Susan!

You're all signed up for **Monitor Sign Up**.

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

✓ **Monitor Slot**

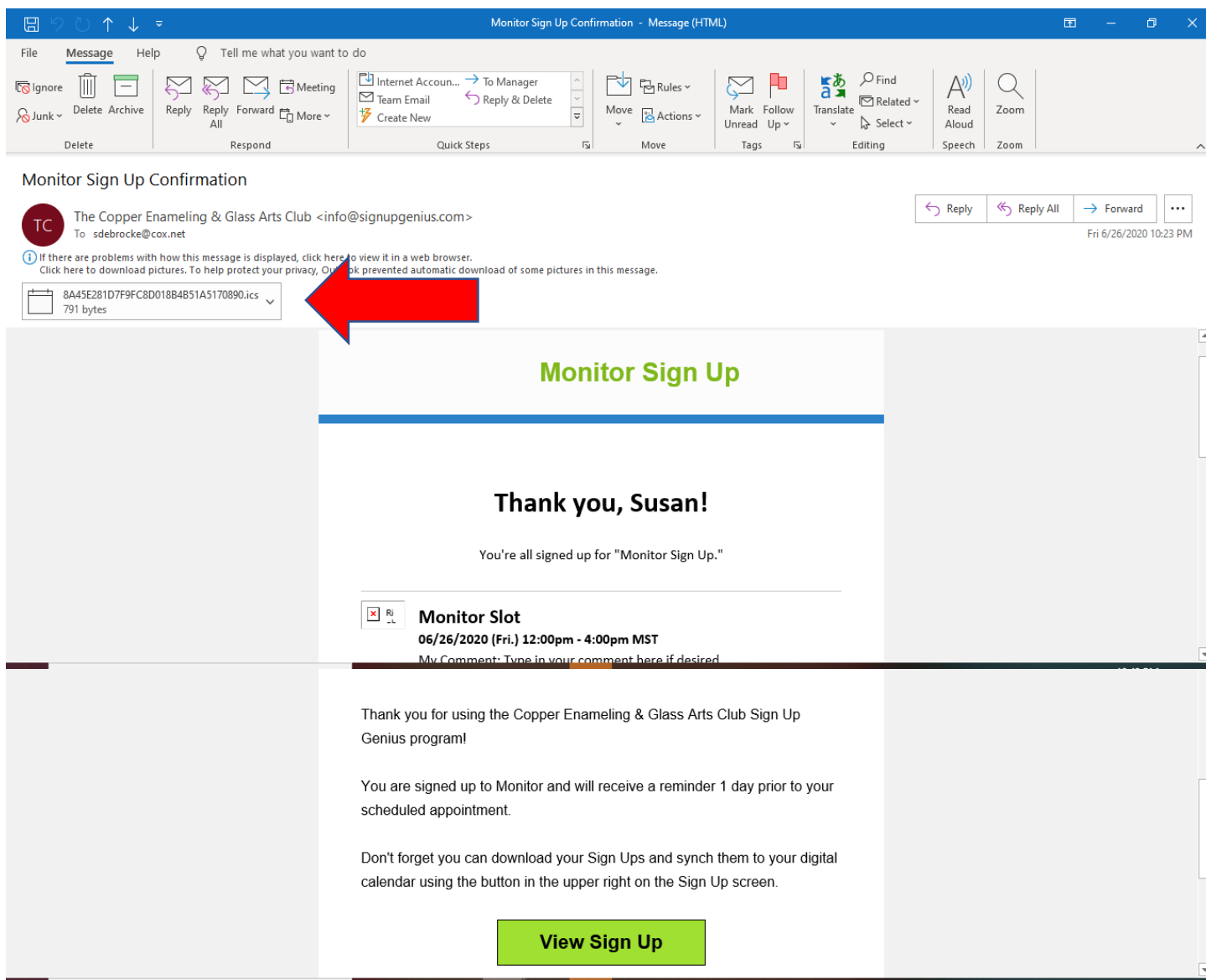
My Comment: Type in your comment here if desired
Fri., 06/26/2020 12:00pm - 4:00pm MST

[Back to Sign Up](#)

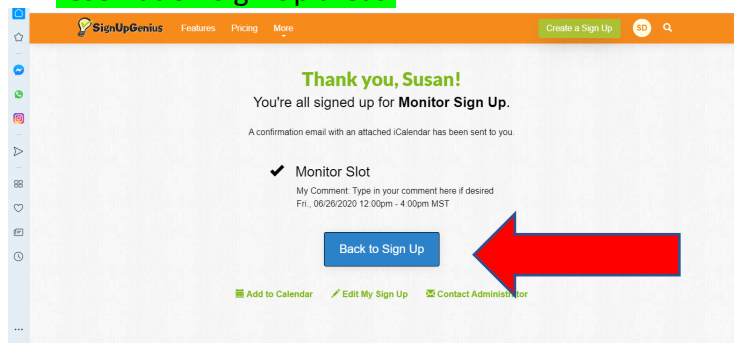
[Add to Calendar](#) [Edit My Sign Up](#) [Contact Administrator](#)

11. You will also receive a Confirmation email of your reserved date and time.

12. Note the Red Arrow on the Screenshot of the Sign Up Confirmation email below. If you click on this “.ics” attachment, you can add your reservation to your digital calendar!!!



13. Click on “Back to Sign Up” if you want to do another reservation. You can also click on another Tab or you can go to the top of the screen to “Show More Sign Ups” (red arrow) to get to the other reservation Sign Up areas.



The screenshot shows the SignUpGenius interface. At the top, there's a navigation bar with 'Create a Sign Up' and a search icon. Below it, 'Admin Tools' includes 'Edit Content', 'Send a Message', 'Reports & Stats', 'Add / Edit / Delete People', and 'Print Version'. The main section is 'General Club Sign Ups' with tabs for 'Monitor' and 'Workspace'. A calendar view shows dates from 5 to 24. A red arrow points to a dropdown menu labeled 'Show More Sign Ups' which lists: 'AM Programmable Kilns', 'PM Programmable Kilns', 'Craft Fairs / Sales', 'All Day Manual Kilns', and 'Future Social Events'.

Monitor Sign Up

All Members are required to Monitor once per month to have Club facility and equipment use unless you have a specific exemption.

Please review the available slots below and click on the button to sign up. Thank you!

*** NOTE: You will still be required to sign in the Club Computer as a Monitor on the date of your reservation.

[Sync Entire Sign Up to My Calendar](#)

Created by: Administrator

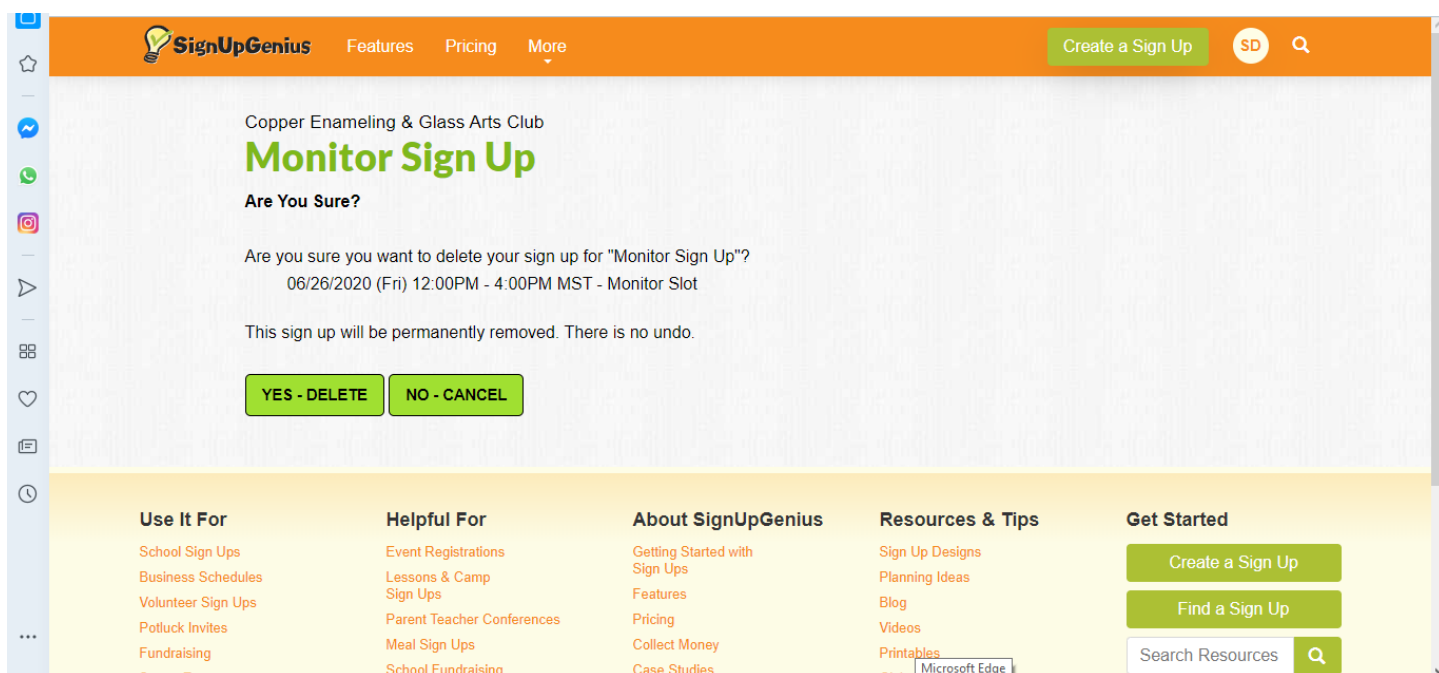
| Date (mm/dd/yyyy) | Location | Time (MST) | Monitor Reservation | Calendar View |
|-------------------|----------|------------------|---------------------|--|
| 06/26/2020 (Fri.) | | 8:00am - 12:00pm | Monitor Slot (2) | Sign Up |
| | | 12:00pm - 4:00pm | Monitor Slot (2) | <p>1 of 2 slots filled</p> <p>SD Susan DeBrocke</p> <p>Type in your comment here if desired</p> <p>Edit X</p> |

[Submit and Sign Up](#)

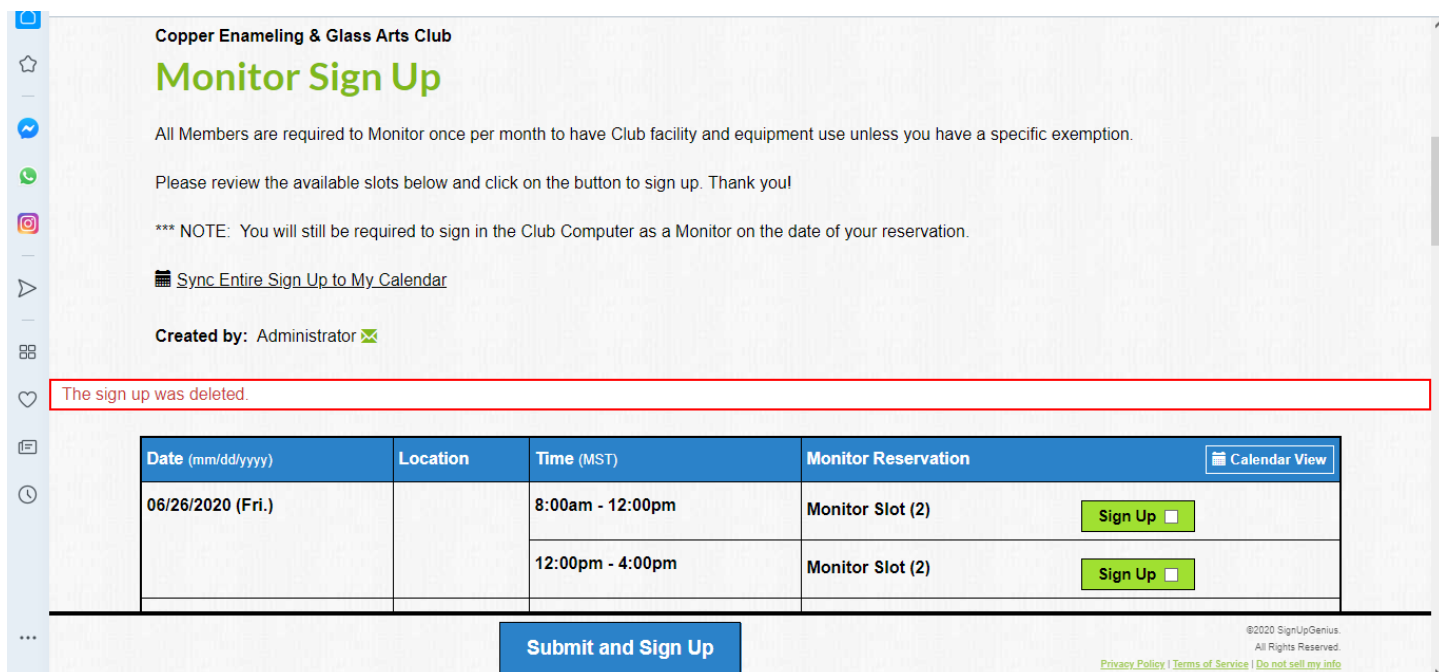
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14. If you want to change (pencil) or delete ("X") your reservation, just click on the pencil to change it or the "X" to delete your reservation.

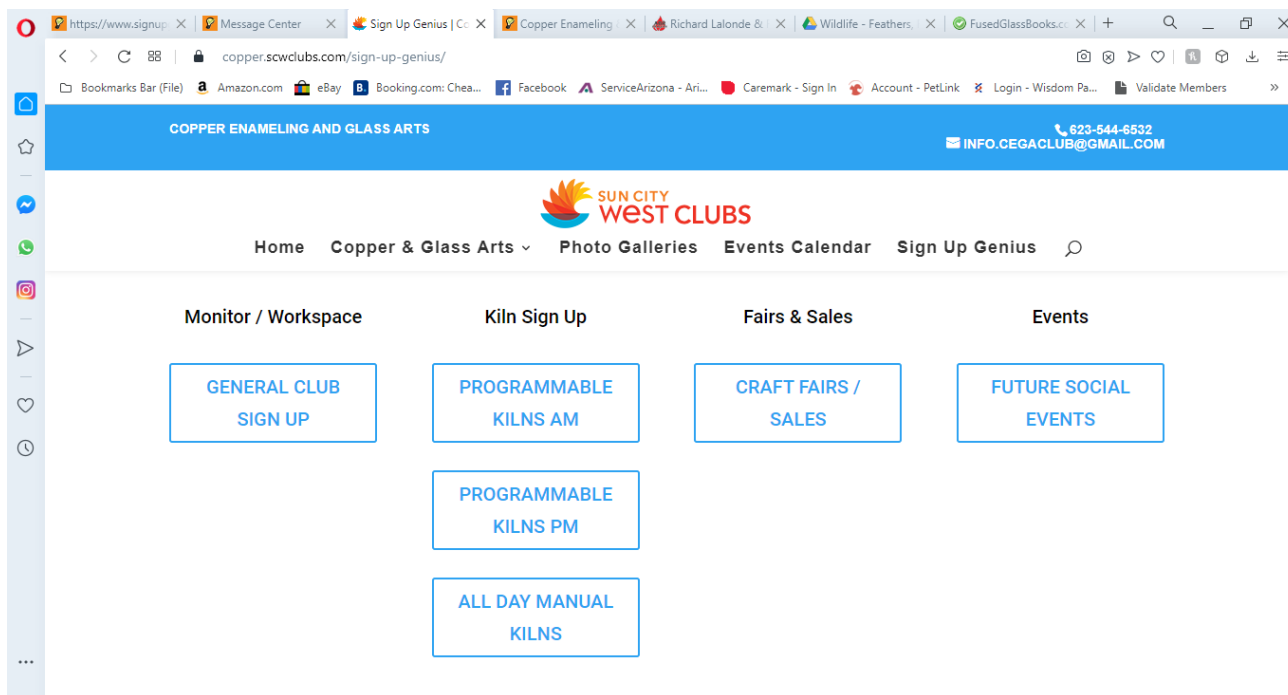
15. If you want to Delete it for example, and you click on the "X" this is the screen you will see:



16. Confirm you want to delete your reservation by clicking on “YES – DELETE”. If you do not want to delete your reservation, click on “NO – CANCEL”. Remember, there is no undo once you delete a sign up reservation (you would just have to recreate it).



17. If you are using the Club website copper.scwclubs.com, click on the light blue button of choice. See next page.



18. If you clicked on General Club Sign Up, you will go to the Sign Up Genius Monitor and Workspace Tabs and you will continue as in # 4 above depending on if you are on a computer/laptop or your phone or a tablet.

Sign Ups if You are a Member of Multiple Clubs Using Sign Up Genius

As for how to get back to the Sign Ups in the future (especially if you are a member of several Clubs using Sign Up Genius), if you signed up for an account, you can just go back to www.signupgenius.com, log on, and click on your initials in the upper right hand corner and you should see an option for Sign Ups and can click on it.

If you don't have an account, then save the original email with the links to the Sign Up Tabs (or make one of the links to a Tab a favorite). Or use the Club website copper.scwclubs.com.

Checking Who is Signed up on a Particular Day or if Workspaces are Available

Log into Sign Up Genius and go to the Workspace Tab and to the date and time you are interested in.

Wishing you Good Luck using Sign Up Genius! If you do run into an issue, you can send an email to Sue DeBrocke (Administrator for our Club) at sdebrocke@cox.net to get help.