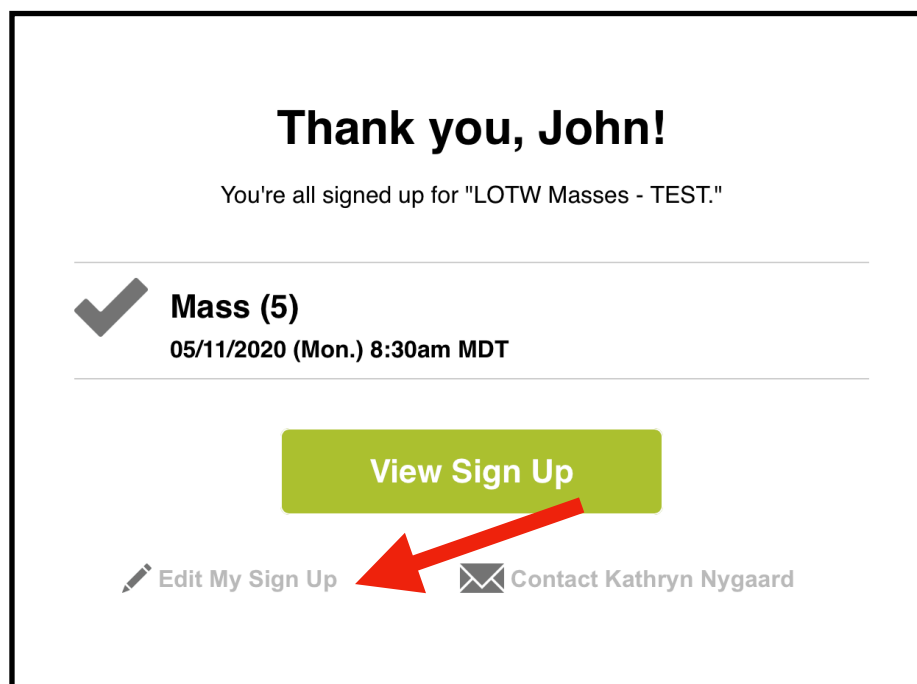


Step-by-Step Instructions to **CHANGE** your sign up for Mass via *Sign Up Genius*

1. If you are no longer able to attend the Mass you signed up for or need to change the number of people attending, please update your reservation by opening the confirmation email you received. Then click the “Edit My Sign Up” in this confirmation email.



2. When you arrive at the screen below you can **1.** Delete your sign up all together by clicking “Delete”. **2.** Change the quantity by selecting a new number.

A screenshot of the "Sign me up for:" screen in Sign Up Genius. The screen has a dark blue background. At the top, there's a table with four columns: "Available Slot", "Date (mm/dd/yyyy - MDT)", "My Comment", and "Quantity". The first row shows "Mass", "Mon., 05/11/2020 8:30am", an empty text box, and a dropdown menu with "5" selected. A red circle highlights the "5" in the dropdown, and a red arrow points to it from the right. Below the table, there are input fields for "Name" (with "John" and "Bosco" in separate boxes), "Email" (with "info@lotw.org"), "Phone" (with "3039733969" and a "Mobile" dropdown), and a "Login" link. At the bottom, there are three buttons: "Update My Sign Up", "Delete", and "Cancel". A red arrow points to the "Delete" button.

Available Slot	Date (mm/dd/yyyy - MDT)	My Comment	Quantity
Mass	Mon., 05/11/2020 8:30am		5

Name: John, Bosco

Email: info@lotw.org

Phone: 3039733969, Mobile

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

Buttons: Update My Sign Up, Delete, Cancel

3. If you are deleting your sign up, after clicking “Delete”, there will be a second page to confirm you are deleting. Once you confirm you are deleting, you WILL NOT get an email confirmation.

If you changed the number attending, you will get a new confirmation email.