Signing Up is Easy!
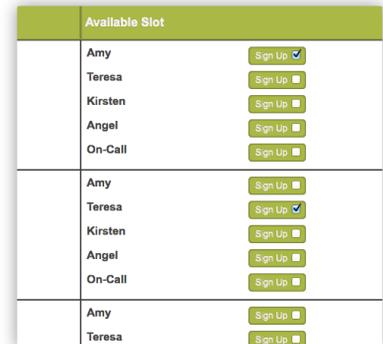
SignUpGenius

From Your Computer

Step 1:
View the Sign Up Page

• The sign up creator should provide you a direct link that will let you view the sign up page. If you do not have that link, contact the sign up creator or go to the "Find a Sign Up" tab on the SignUpGenius homepage and submit the email address of the sign up creator to locate the link.
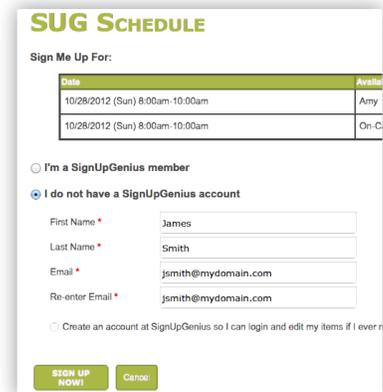
Step 2:
Choose the Items You Want

• On the sign up page, click the "Sign Up" buttons next to the slots you want to sign up for. You can click more than one.
• Scroll to the bottom of the page and click the big "Submit & Sign Up" button.

Step 3:
Enter Your Contact Info

• You will now see a second page where you can enter your contact info. If you have an account previously, you can simply login. If you are new to the site, you can type in your information.
• Depending on the sign up, you may be asked to fill in some other fields in addition to your contact info.
• After you have completed the form fields, click "Sign Up Now" at the bottom of the page.

Step 4:
Add Event to Your Calendar! (optional)

• The "Thank You" page will display indicating you have successfully completed the steps to sign up!
• You can click on a calendar icon displayed to add the item to your calendar if you'd like.