

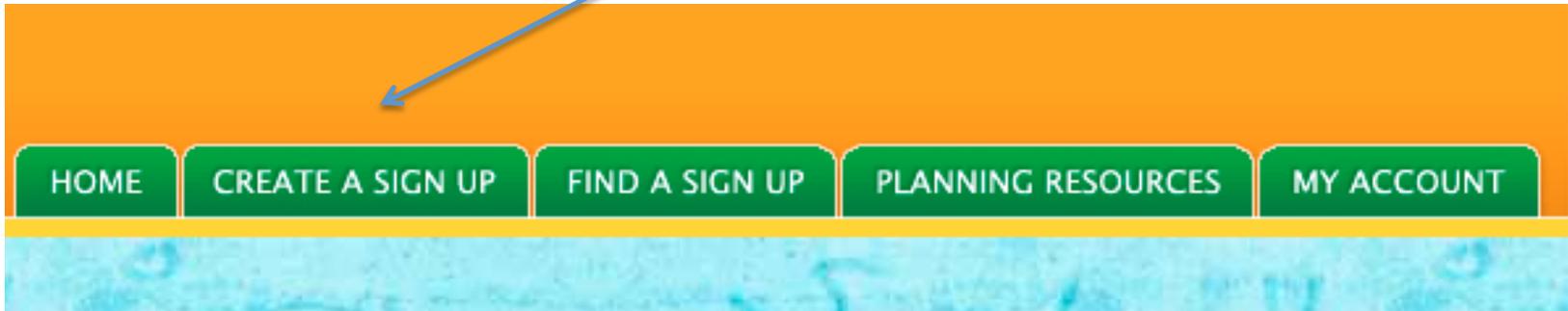


Go to:

www.signupgenius.com

By Mari Chong

When in, click on Create A Sign Up tab



Watch the video and then enter your info below to register.



CREATE A SIGN UP

New to Sign Up Genius?

Creating a sign up takes a few simple steps. See how it works.



First, we need some basic info to setup your account.

First Name *	<input type="text"/>
Last Name *	<input type="text"/>
Email *	<input type="text"/>
Password *	<input type="password"/>
Password Confirm *	<input type="password"/>

SUBMIT

Or sign in if you've already registered.



ALREADY A MEMBER?

Member Login

Email

Password

Remember me on this computer

LOGIN

There are 6 steps to complete before going live.

CREATE A SIGNUP

1) General Details

2) Theme

3) Dates

4) Sign Up Items

5) Preview

6) Invite & Publish

- Each step (except step 5) contains a video of instruction to guide you.
- You can edit and make changes by clicking on the tabs above, even after publishing and going live.
- See what each step looks like . . . (continue)

1) General Details: Watch video

CREATE A SIGNUP

- 1) General Details
- 2) Theme
- 3) Dates
- 4) Sign Up Items
- 5) Preview
- 6) Invite & Publish

Type of Sign Up

Name of Your Group Use one of my existing groups: Create a new group:

Title of Sign Up

Description (Use this area to provide any instructions or details to your group members.)

Source | Font | Size | A | B | I | U | List | Indent | Outdent

CONTINUE

Hello, Mari Chong.
(Not [Mari?](#))

- My Account
- Frequently Asked Questions
 - How long will it take to create my sign up?
 - What will I need to create my sign up?
 - Which "type" should I select for my sign up?
 - What are "groups" and how are they useful?
 - Can I save my work and come back later?

[View the tutorial for this step:](#)



2) Themes: Video/down arrow

CREATE A SIGNUP *People Genius*

- 1) [General Details](#)
- 2) **Theme**
- 3) [Dates & Times](#)
- 4) [People Needed](#)
- 5) [Preview](#)
- 6) [Invite & Publish](#)

Choose a Category:

Click on the image to preview.

Available Pages of Arts & Media Themes: [1](#) [2](#)

Art & Painting



Art & Painting II



Audio



Ballet



Band



Band II



Carnival/Festival



Dance Recital



Dancing



Guitar



Movies



Movies II



Hello, Mari Chong.
(Not [Mari?](#))

My Account

Frequently Asked Questions

[Can I upload my own image/logo?](#)

[Can I change my theme after my sign up is live?](#)

[Can I request a new theme?](#)

[View the tutorial for this step:](#)



3) Date & Times: Watch Video

CREATE A SIGNUP *People Genius*

- 1) General Details
- 2) Theme
- 3) Dates & Times
- 4) People Needed
- 5) Preview
- 6) Invite & Publish

What type of event are people signing up for?

- One-time Takes place on one day at one location (i.e. a class party)
- Recurring Takes place at one location on recurring days (i.e. nursery duty every Sunday)
- Custom Involves multiple days, times, or locations (i.e. volunteers for a weekend festival)
- No Specific Date Does not take place on a specific day (i.e. a donation sign up)

Date	Start Time	End Time	Location
<input type="text"/>	---:-- AM	---:-- AM	<input type="text"/>
<input type="text"/>	---:-- AM	---:-- AM	<input type="text"/>
<input type="text"/>	---:-- AM	---:-- AM	<input type="text"/>
<input type="text"/>	---:-- AM	---:-- AM	<input type="text"/>
<input type="text"/>	---:-- AM	---:-- AM	<input type="text"/>
<input type="text"/>	---:-- AM	---:-- AM	<input type="text"/>
<input type="text"/>	---:-- AM	---:-- AM	<input type="text"/>
<input type="text"/>	---:-- AM	---:-- AM	<input type="text"/>
<input type="text"/>	---:-- AM	---:-- AM	<input type="text"/>
<input type="text"/>	---:-- AM	---:-- AM	<input type="text"/>
<input type="text"/>	---:-- AM	---:-- AM	<input type="text"/>

I need to enter more dates.

CONTINUE

Hello, Mari Chong.
(Not [Mari?](#))

My Account

Frequently Asked Questions

What if my event is recurring but has a few exceptions?

If I need more than one person/item on a date, do I enter the date multiple times?

Can I create multiple time slots on one date?

[View the tutorial for this step:](#)



4) People Needed: Watch Video

CREATE A SIGNUP *People Genius*

- 1) General Details 2) Theme 3) Dates & Times 4) People Needed 5) Preview 6) Invite & Publish

Title of Sign Up Slot	# of People Wanted	Help Comment	Show for Date/Time
<input type="text" value="Kinder Potluck"/>	<input type="text" value="1"/>	<input type="text"/>	<input checked="" type="radio"/> All Dates <input type="radio"/> Selected Dates
<input type="text" value="Grade 1 Potluck"/>	<input type="text" value="1"/>	<input type="text"/>	<input checked="" type="radio"/> All Dates <input type="radio"/> Selected Dates
<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>	<input checked="" type="radio"/> All Dates <input type="radio"/> Selected Dates
<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>	<input checked="" type="radio"/> All Dates <input type="radio"/> Selected Dates
<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>	<input checked="" type="radio"/> All Dates <input type="radio"/> Selected Dates

Sort the Sign Up Slots on the Live Sign Up:

I need to enter more sign up slots.

CONTINUE

Hello, Mari Chong.
(Not [Mari?](#))

- My Account**
- Frequently Asked Questions**
 - What do I enter for "Title of Sign Up Slot?"
 - What does "# of People Wanted" mean for my sign up?
 - What is the help comment field for?
 - What does "Show for Date/Time" mean?
 - I have people that have already signed up for something. How do I show that?

[View the tutorial for this step:](#)



5) Preview: Publish or Edit

CREATE A SIGNUP *People Genius*

1) General Details 2) Theme 3) Dates & Times 4) People Needed 5) Preview 6) Invite & Publish

Preview your signup below.

[PROCEED TO INVITE & PUBLISH](#)

[Edit Further](#)

THE PAGE BELOW IS A PREVIEW ONLY. LINKS WILL WORK PROPERLY IN YOUR LIVE SIGN UP FORM.



Mrs. Radmilovic's Classroom

POT LUCK

CREATED BY: Mari Chong [CONTACT ME](#)

 Sign Up
Genius on
Facebook

[Like](#)

4,586 people like Sign
Up Genius.



Kimberly Patty



 Facebook social
plugin

Date	Available Slot
10/31/2011 (Mon. 12:00PM - 2:00PM)	Grade 1 Potluck Sign Up
	Kinder Potluck Sign Up
11/1/2011 (Tue. 12:00PM - 2:00PM)	Grade 1 Potluck Sign Up
	Kinder Potluck Sign Up

6) Invite & Publish: Watch Video

CREATE A SIGNUP *People Genius*

- 1) General Details 2) Theme 3) Dates & Times 4) People Needed 5) Preview 6) Invite & Publish

Enter emails for: Mrs. Radmilovic's Classroom
Enter one email per line or a list of emails separated by commas:

I need to enter a group email alias.

Custom Email Text:
Enter up to 255 characters.
(127 characters remaining)

You have been invited by Mari Chong to sign up for "pot luck." Please click on the link below to view the online sign up sheet.

Preview
My
Email

Sign up Access: [\[HELP ME DECIDE!\]](#)

- PUBLIC ANONYMOUS: Anyone can view and sign up. Emails are not required.
 PUBLIC WITH EMAIL: Anyone can view, but sign up requires a valid email. (RECOMMENDED)
 PRIVATE GROUP: Only those in your approved group can sign up
 PRIVATE PASSWORD: Access is restricted to those that enter the password:

Miscellaneous Preferences:

- Notify me by email when someone signs up
 Send reminders to group members days before the date they signed up
 Allow a list member to "swap" slots with another member
 Allow people to see the names of others who have signed up

SEND INVITES AND TAKE MY SIGN UP FORM LIVE!

Save as Draft

Hello, Mari Chong.
(Not [Mari?](#))

My Account
Frequently Asked Questions
Do I have to enter emails?
What is "Public Anonymous" access?
What is "Public With Email" access?
What is "Private Group" access?
What is "Private Password" access?
What will the reminder emails look like?
What is the "swap" functionality?

[View the tutorial for this step:](#)



After you have “published” your activity, a web address is created. You will want your visitors to go to that specific web address to sign up. You can create a button with a hyperlink to this specific web address. This can be done at a later time, but continue on to see how it’s done.

Create a web button



Hello, Mari Chong.
(Not [Mari?](#))

 My Account
My Sign Ups
My Calendar
My Profile
Reset My Password
My Email Options
My Groups
Custom Reports
Web Buttons

- Go to the My Account tab and click on Web Buttons to get a link that contains this web address.

Choose a button/Build My Button

WEB BUTTONS

Use our wizard below to build a Sign Up button that you can place on your website! Our wizard will create the code for you to use.

Select a button style:

Classic Tall Button
150x90px, 5.3KB, GIF



Green Tall Button
150x90px, 5.3KB, GIF



Classic Wide Button
250x45px, 4.8KB, GIF



Green Wide Button
250x45px, 4.8KB, GIF



Button Settings:

Link the button to:

- The following active sign up:
- A page showing all my sign ups [\[View Page\]](#)

Should your sign up open in a new browser window when the button is clicked?

- Yes No

Build My Button

Copy & Paste the code onto your teacher website or ask Mari

WEB BUTTONS

Thanks! Here is your sign up button:



Cut and Paste the following code into your web page to add it to your web site:

```
<a href="http://www.SignUpGenius.com/go/parent1855" target="_blank"></a>
```

[Build Another Button](#)