

SIGN UP GENIUS

SignUpGenius IS THE WEBSITE PVP HAS CHOSEN FOR SCHEDULING YOUR MONITORING SIGNUPS. YOUR MONITORING **CREDITS** FOR PVP WILL NOT BE RECORDED UNTIL YOU SCAN YOUR PVP CLUB BADGE IN THE ROOM ON THE DAY AND TIME YOU ACTUALLY MONITOR.

STEP 1 -REGISTERING FOR PVP MONITORING GROUP (on the SignUpGenius Website)

IN ORDER TO USE **PVP MONITORING** YOU WILL NEED TO REGISTER with SignUpGenius.

IF YOU HAVE REGISTERED WITH SIGN UP GENIUS UNDER A DIFFERENT EMAIL, YOU WILL NEED TO REGISTER FOR SIGN UP GENIUS WITH THE EMAIL ON FILE WITH PVP.

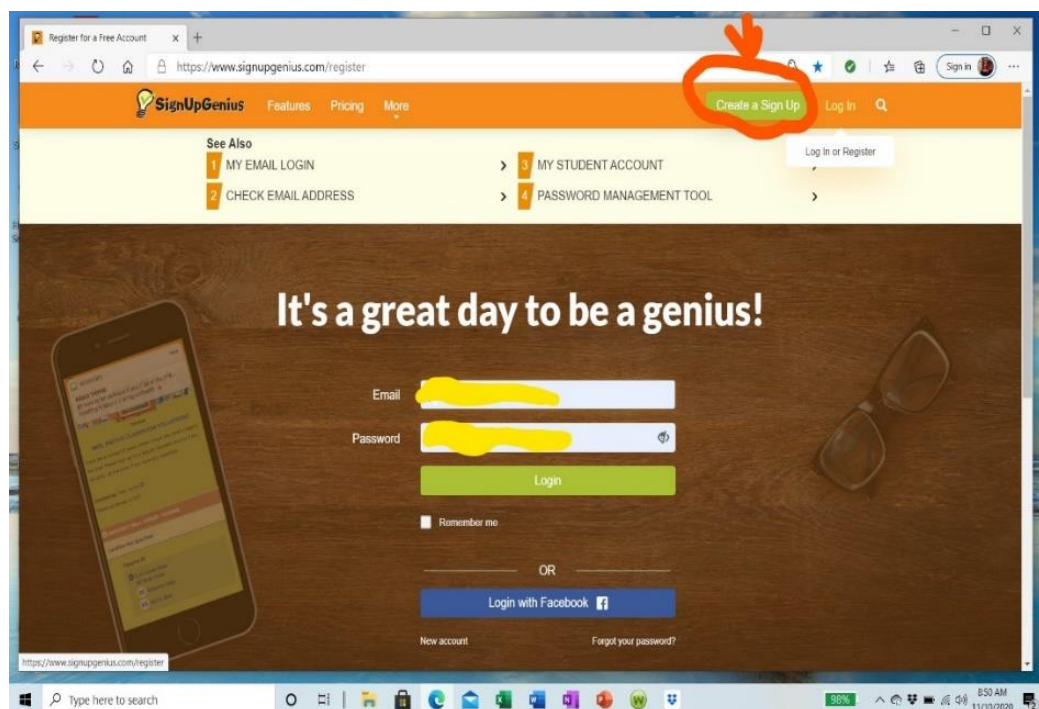
MEMBERS WHO HAVE AN ACCOUNT REGISTERED WITH SIGN UP GENIUS USING THE EMAIL ON FILE WITH PVP – SKIP TO STEP 2.

MEMBERS NEW TO SIGN UP GENIUS:

FROM YOUR PERSONAL DEVICE (USING COMPUTER, SMART PHONE, OR TABLET). LOG ONTO THE WEBSITE :
<https://www.signupgenius.com/register>

AT THE CLUB USING THE COMPUTER IN PIECEMAKERS ROOM (ROOM BY WOODSHOP)

CLICK ON THE SIGNUP GENIUS ICON ON THE DESKTOP COMPUTER. **DO NOT** USE THE COMPUTER BY THE COURTYARD DOOR. (COMPUTER AT FRONT IS USED FOR SCANNING BADGES)



ONCE YOU HAVE CLICKED THE ICON OR ENTERED THE EMAIL ADDRESS -THIS SCREEN WILL APPEAR

CLICK ON THE GREEN CREATE A SIGN UP AT TOP RIGHT

ONCE THIS SCREEN APPEARS:

ENTER THE INFO ON THIS SCREEN, FIRST AND LAST NAME, EMAIL, CHOOSE A PASSWORD. **PASSWORD MUST BE 8 CHARACTERS LONG, CONTAIN AT LEAST ONE CAPITAL LETTER, ONE SMALL LETTER, ONE NUMBER AND ONE SYMBOL.**

CHECK I AM NOT A ROBOT. THIS MAY BRING UP A VERIFICATION. (example: CHECK THE BOXES FOR STREET LIGHTS). FOLLOW THE VERIFICATION PROCESS. ONCE COMPLETED-CLICK REGISTER NOW. **YOU WILL NEED TO MAKE NOTE OF THE PASSWORD.** THIS IS IMPORTANT BECAUSE YOU WILL NEED THIS PASSWORD FOR MONITOR SIGNUP.

SIGN UP GENIUS WILL SEND YOU AN EMAIL. CLICK ON ACTIVATE ACCOUNT FROM YOUR EMAIL.

YOU NOW HAVE A REGISTERED ACCOUNT AND CAN LOG ONTO SIGNUPGENIUS FOR PVP MONITORING

IF YOU HAVE QUESTIONS OR ISSUES PLEASE CONTACT KATHLEEN MCCULLOCH kathleenmcculloch@gmail.com

STEP 2 -LOGGING ONTO SIGNUPGENIUS

If you do not have a registered account and password, see STEP 1.

USING COMPUTER IN PIECEMAKERS-ROOM BY WOODSHOP. (DO NOT USE COMPUTER AT FRONT DOOR BY COURTYARD.) CLICK ON THE SIGNUP GENIUS ICON



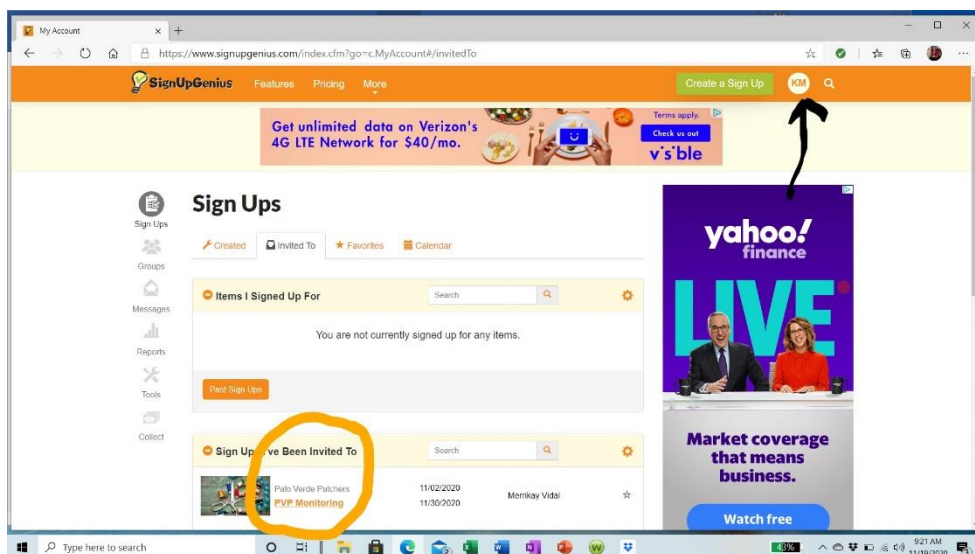
USING YOUR PERSONAL DEVICE (COMPUTER, SMART PHONE OR TABLET) USE **SIGNUPGENIUS.COM** TO LOG ON. (HINT- YOU MAY WANT TO SAVE WEBSITE ADDRESS TO YOUR FAVORITES SO IT WILL BE EASY FOR YOU TO ACCESS IN FUTURE). IF YOU NEED HELP WITH THIS CONTACT KATHLEEN MCCULLOCH kathleenmcculloch55@gmail.com)

DO NOT CHECK REMEMBER ME FROM PVP COMPUTER. FROM YOUR PERSONAL DEVICE: YOU MAY CHECK REMEMBER ME.

LOG ON BY ENTERING REGISTERED EMAIL AND PASSWORD.
CLICK GREEN LOGIN

STEP 3 – SIGNING UP FOR MONITORING

AFTER LOGGING IN, THIS SCREEN WILL APPEAR:



THE INITIALS OF THE REGISTERED ACCOUNT WILL APPEAR AT TOP RIGHT ONCE LOGGED IN.

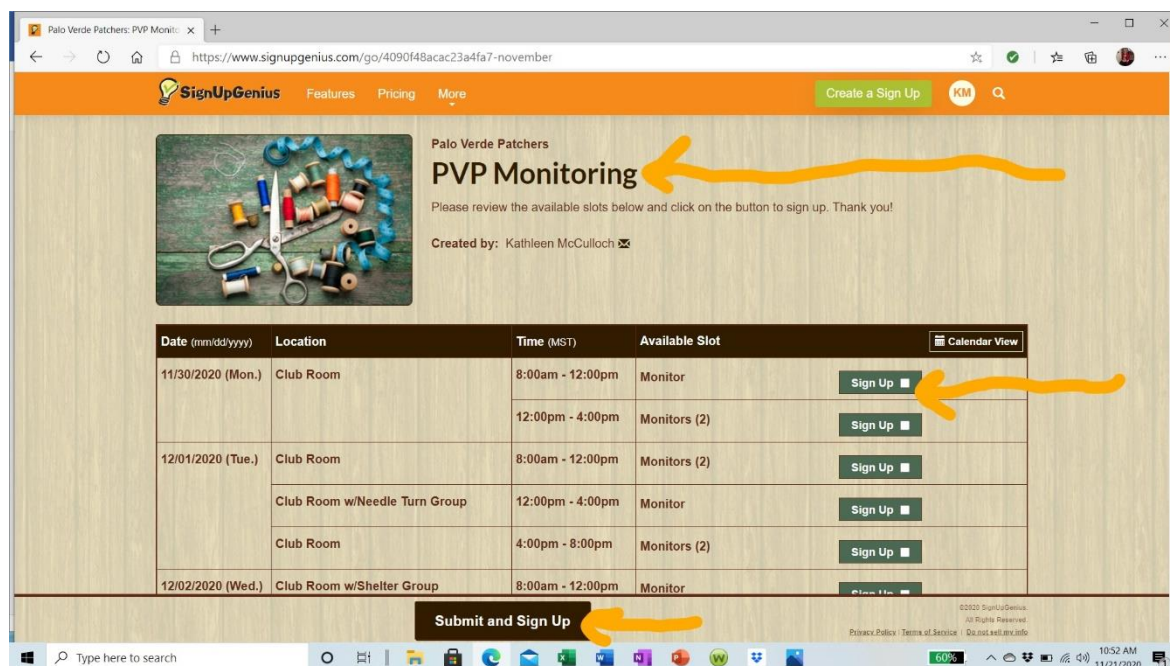
CLICK ON PVP MONITORING AT BOTTOM.

IF YOU USE SIGNUP GENIUS FOR OTHER GROUPS OR SHARE AN ACCOUNT, THOSE GROUPS WILL ALSO APPEAR.

CLICK ON **PVP MONITORING**.

PVP HAS ONE LARGE CLUB ROOM. THIS CLUB ROOM MAY BE DIVIDED INTO TWO ROOMS -STUDIO A AT FRONT AND PIECEMAKER AT BACK. FOR PURPOSES OF MONITORING, WE WILL REFER TO THE ONE LARGE CLUB ROOM. ONE MONITOR IS NEEDED IF THERE IS A SPECIAL INTEREST GROUP. TWO ARE NEEDED IF NO SPECIAL INTEREST GROUP IS SCHEDULED. THE SCREEN BELOW WILL APPEAR AFTER CLICKING ON PVP MONITORING. YOU WILL SEE LOCATION AS CLUB ROOM. DEPENDING ON TIME SLOT, ONE OR TWO MONITOR SLOTS WILL BE AVAILABLE.

CHECK TO MAKE SURE YOU ARE IN PVP MONITORING (THIS IS IMPORTANT IF YOU BELONG TO OTHER GROUPS OR SHARE A SIGNUPGENIUS ACCOUNT)



CHECK MONITORING SLOT (SMALL WHITE BOX) YOU WISH TO SIGN UP FOR AND CLICK ON SUBMIT AND SIGN UP AT BOTTOM

TO EDIT A SIGN UP UNCHECK THE BOX ON THE SLOT PREVIOUSLY CHECKED. CLICK ON SUBMIT AND SIGN UP.

THIS SCREEN WILL APPEAR NEXT.

Sign Up Now

DOUBLE CHECK THE TIME, DATE, AND NAME TO MAKE SURE YOU HAVE SIGNED UP CORRECTLY.

THEN CLICK SIGN UP NOW AT BOTTOM

THIS SCREEN WILL APPEAR CONFIRMING YOUR SIGNUP.

Back to Sign Up

CHECK TO MAKE SURE IT IS CORRECT. IF NOT, YOU MAY EDIT SIGN UP AT BOTTOM (SEE STEP4 FOR DETAILED EDIT SIGNUP).

ONCE DONE-
LOG OFF!!!!

STEP 4 – LOGGING OFF



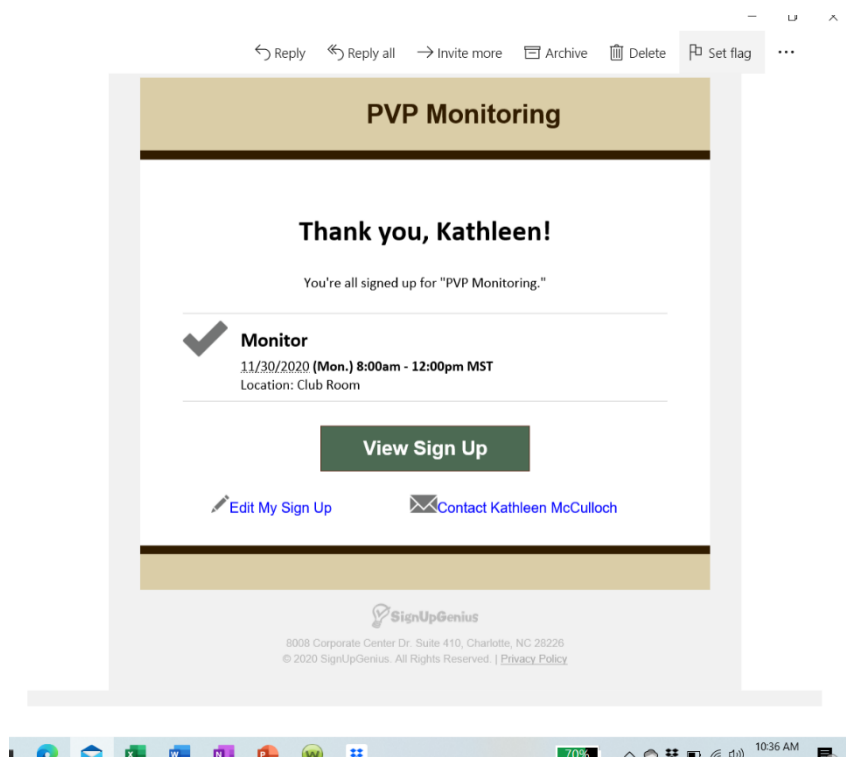
TO LOG OFF –

CLICK ON INITIALS AT THE TOP RIGHT OF THE SCREEN.

AN ORANGE BAR WILL APPEAR BELOW.

ON THE RIGHT SIDE OF ORANGE BAR - CLICK LOG OUT.

STEP 5 – EMAIL CONFIRMATION



YOU WILL RECEIVE AN EMAIL CONFIRMING YOUR SIGN UP. CHECK TO MAKE SURE YOU ARE SIGNED UP CORRECTLY. IF NOT, YOU MAY WISH TO EDIT /DELETE A SIGN UP. AT BOTTOM LEFT CLICK ON EDIT MY SIGN UP. SEE BELOW FOR DETAILED EDITING/DELETING SIGN UPS.

STEP 6— EDITING A SIGN UP

LOG INTO SIGNUPGENIUS.COM. CLICK ON PVP MONITORING.

Palo Verde Patchers
PVP Monitoring
Please review the available slots below and click on the button to sign up. Thank you!
Created by: Kathleen McCulloch

Date (mm/dd/yyyy)	Location	Time (MST)	Available Slot	
11/30/2020 (Mon.)	Club Room	8:00am - 12:00pm	Monitor	KM Kathleen McCulloch ✕
		12:00pm - 4:00pm	Monitors (2)	Sign Up
12/01/2020 (Tue.)	Club Room	8:00am - 12:00pm	Monitors (2)	Sign Up
	Club Room w/Needle Turn Group	12:00pm - 4:00pm	Monitor	Sign Up
	Club Room	4:00pm - 8:00pm	Monitors (2)	Sign Up

Submit and Sign Up

CHECK THE X IN THE GREEN BOX FOR THE DATE AND TIME YOU WISH TO EDIT/DELETE

CLICK ON SUBMIT AND SIGN UP

Palo Verde Patchers
PVP Monitoring
Are You Sure?
Are you sure you want to delete your sign up for "PVP Monitoring"?
11/30/2020 (Mon) 8:00AM - 12:00PM MST - Monitor - Club Room
This sign up will be permanently removed. There is no undo.
YES - DELETE **NO - CANCEL**

Use It For
School Sign Ups
Business Schedules
Volunteer Sign Ups
Potluck Invites
Fundraising
Sports Events
Family Events
Church & Temple
College Activities
Scouting Events

Helpful For
Event Registrations
Lessons & Camp Sign Ups
Parent Teacher Conferences
Meal Sign Ups
School Fundraising
Festivals & Carnivals
Book Fair Volunteers
Dance Class Registrations
Direct Sales Businesses
Photography Sessions

About SignUpGenius
Getting Started with Sign Ups
Features
Pricing
Enterprise
Collect Money
Reviews
About Us
Press Releases
Press Kit
Careers

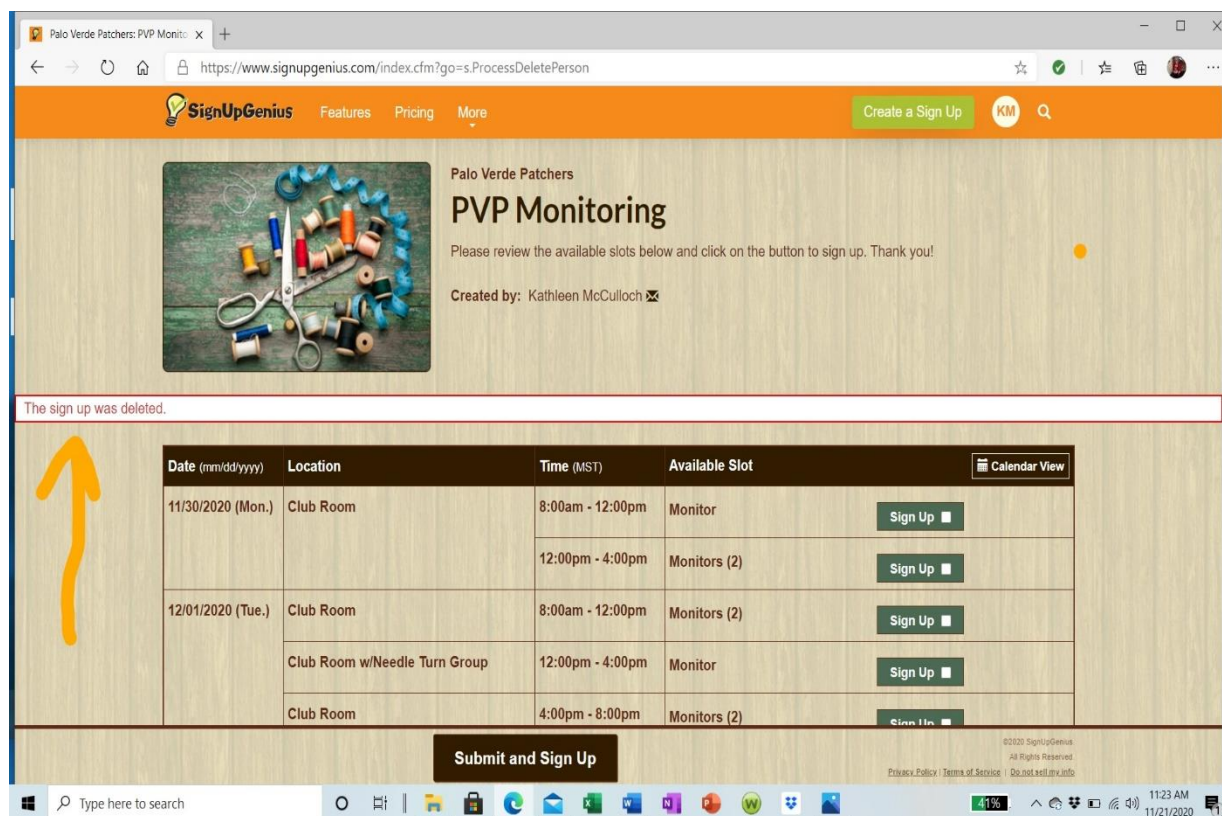
Resources & Tips
Sign Up Designs
Planning Ideas
Blog
Case Studies
Videos
Printables
Giving Back
Partner Integrations
API Docs
Sitemap

Get Started
Create a Sign Up
Find a Sign Up
Search Resources

CHECK THE DATE AND TIME YOU WISH TO DELETE. IF CORRECT, CLICK ON YES-DELETE

IF NO, CANCEL AND CHOOSE THE CORRECT SLOT TO EDIT.

THIS SCREEN WILL APPER TO CONFIRM YOUR SIGN UP WAS DELETED.



Palo Verde Patchers
PVP Monitoring
 Please review the available slots below and click on the button to sign up. Thank you!
 Created by: Kathleen McCulloch

The sign up was deleted.

Date (mm/dd/yyyy)	Location	Time (MST)	Available Slot	Calendar View
11/30/2020 (Mon.)	Club Room	8:00am - 12:00pm	Monitor	Sign Up
		12:00pm - 4:00pm	Monitors (2)	Sign Up
12/01/2020 (Tue.)	Club Room	8:00am - 12:00pm	Monitors (2)	Sign Up
	Club Room w/Needle Turn Group	12:00pm - 4:00pm	Monitor	Sign Up
	Club Room	4:00pm - 8:00pm	Monitors (2)	Sign Up

[Submit and Sign Up](#)

DO NOT
FORGET TO
LOG OUT (SEE
STEP 4) WHEN
FINISHED.

IF YOU CANNOT MONITOR AT THE LAST MINUTE....PLEASE TRY TO GET SOMEONE TO COVER YOUR SPOT IF POSSIBLE.

ONCE YOU ARE FAMILIAR WITH SIGNUPGENIUS, YOU WILL ENJOY HOW EASY IT IS TO USE. AGAIN, IF YOU HAVE ANY QUESTIONS OR ISSUES WITH THE WEBSITE SIGNUPGENIUS, PLEASE CONTACT KATHLEEN MCCULLOCH, kathleenmcculloch55@gmail.com

UNLESS EXEMPT..... PVP REQUIRES THAT PVP MEMBERS MONITOR 5 TIMES PER CALENDAR YEAR. PVP THANKS ALL WHO MONITOR AND MAKE ENJOYING OUR CLUB SPACE POSSIBLE.

