

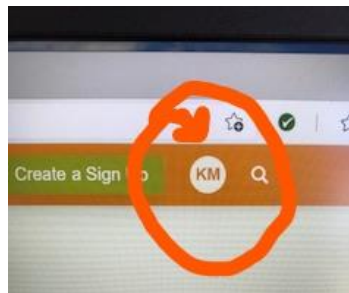
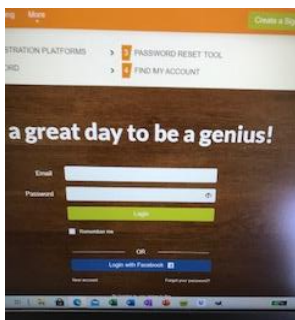
SignUpGenius Time Zone Re-Set Instructions

Arizona does not participate in day light savings time change. However, this means in Arizona we change time zones not times. When you sign up for monitoring the times will be correct on the PVP Monitoring Calendar in Sign Up Genius. However, if the time zone on your computer is incorrect you will get the incorrect times in emails sent from sign up genius, times you have signed up for, or reminders sent.

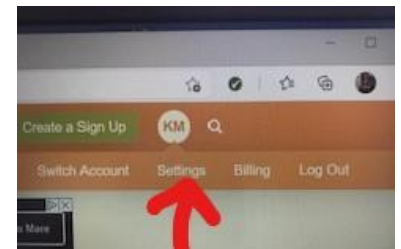
Here is how to Re-Set your time zone in SignUpGenius.

Time Zone Resets can only be done on a computer or laptop. They cannot be done on a mobile device. You may do this at home or in the club room using the computer in the Piecemakers' Room (the back room across from the woodshop). As always if you need help - please contact Kathleen McCulloch (kathleenmcculloch55@gmail.com) or ask me for help at the club. I am happy to help!

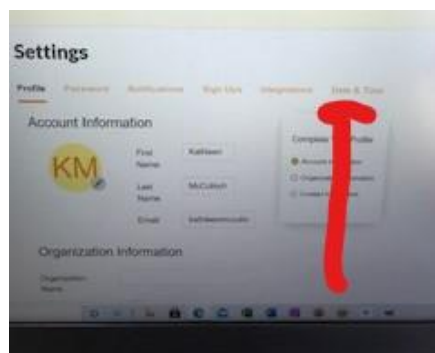
Step 1) Log into SignUpGenius.com using the email and password you created for PVP Monitoring. Once logged in – your initials will appear in the top right-hand corner of the screen.



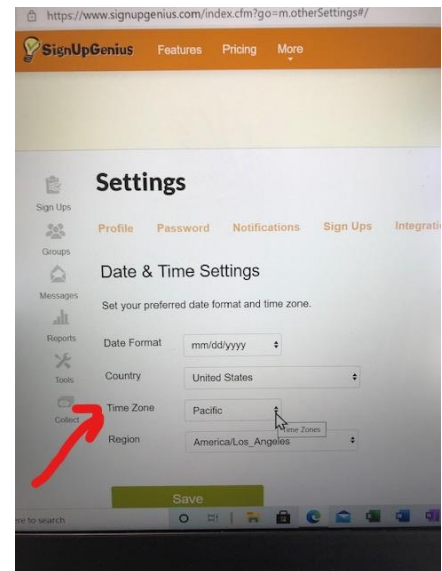
Step 2) Click on your initials and a menu will appear under your initials. Click on settings.



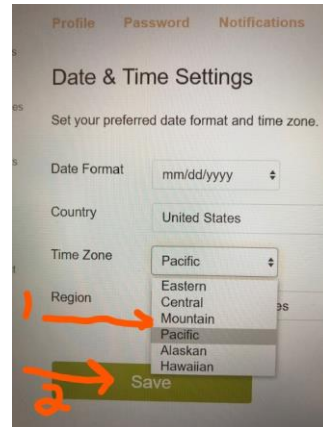
Step 3) On the Settings Screen – there will be Date & Time on the right-hand side under Settings. Click on Date & Time.



Step 4) Chose the time zone you need. Pacific time from April to November. Mountain time zone from November to April.

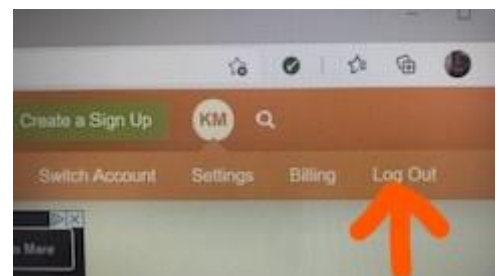


Step 5) After clicking the time zone you need, click save. You are done.



Remember to log out if you are on the computer in the club room.

To Log Out click on your initials in the top right-hand corner and press log out.



Next press Log In so the log in screen appears for the next member.

