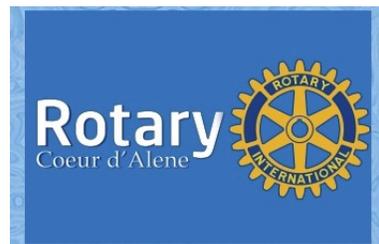


# Sign Up Genius Training

The image shows a screenshot of the Sign Up Genius website. The top navigation bar is orange and contains the Sign Up Genius logo, links for Features, Pricing, and More, a green 'Create a Sign Up' button, and a search icon with 'SR' next to it. The main content area has a dark background with a top-down view of a dining table set with various dishes like corn, a pie, and vegetables. The text 'Group Organizing Made Easy' is prominently displayed in white. Below this, a horizontal list of categories includes Schools, Family, Business, Volunteers, Sports, Church, Temple, Potluck, Fundraising, and College. At the bottom center, there is an orange 'Create a Sign Up' button.



# Invite to CDA Rotary Sign Up Genius

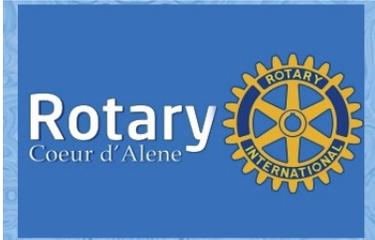
## Account Admins <sup>?</sup>

Assign people to an admin role to grant them admin privileges to your account.

### Admin Roles

+ Add Custom Role

Role Name ^	Description	
CDA Admin	CDA Members	  



# Sign Up Genius Training



Group Organizing Made Easy

Hello, [REDACTED]

Steve Rolland wanted to send you the following message:

You have been assigned to the "CDA Admin" role for the "Steve Rolland" account at SignUpGenius. If you do not have a SignUpGenius account yet, create an account using the email address where you received this notice. When you login to your SignUpGenius account, you will be given the option to access the "Steve Rolland" account with the "CDA Admin" role.

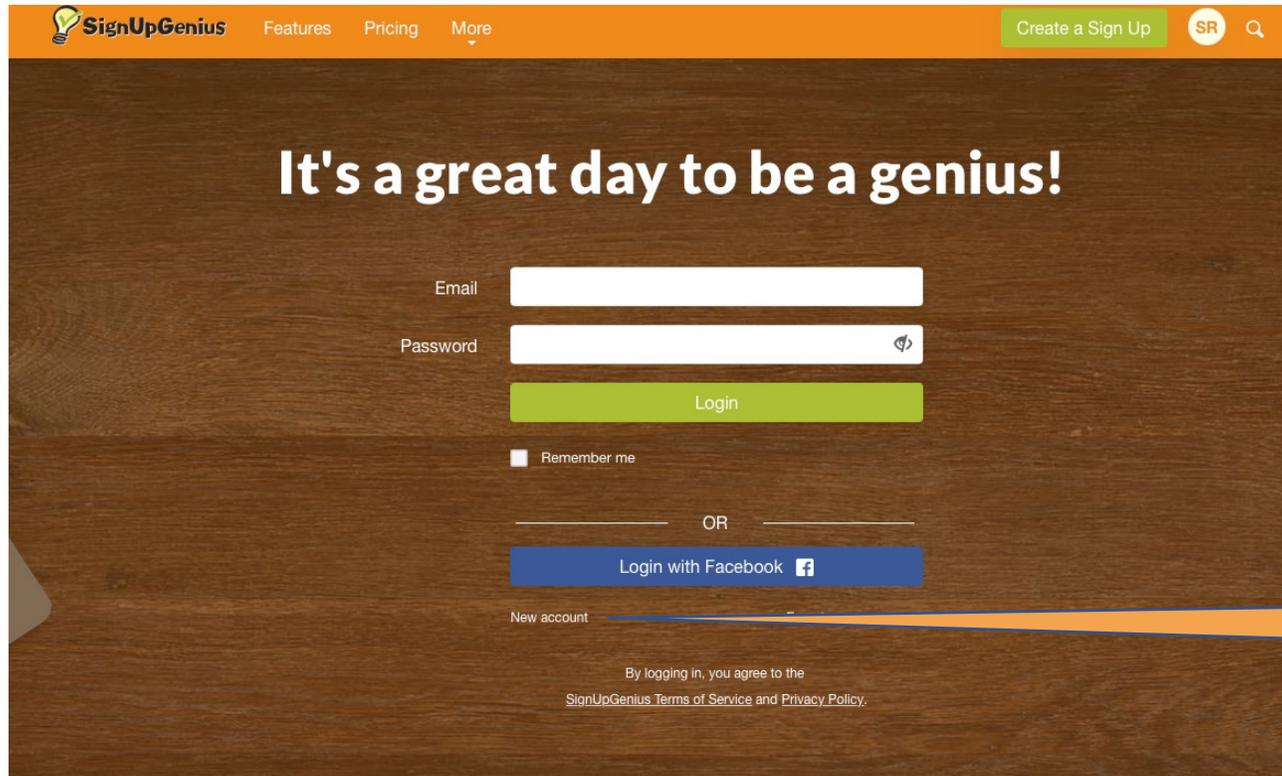
[Click to Login](#)



**You will receive an invite to CDA Admin to create your account**

[Click to Login](#)

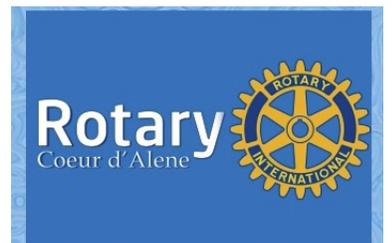
# Sign Up Genius Training



The screenshot shows the SignUpGenius login interface. At the top, there is an orange navigation bar with the SignUpGenius logo, links for 'Features', 'Pricing', and 'More', a green 'Create a Sign Up' button, and a search icon. The main content area has a dark wood background with the text 'It's a great day to be a genius!'. Below this are input fields for 'Email' and 'Password', a green 'Login' button, and a 'Remember me' checkbox. An 'OR' separator is followed by a blue 'Login with Facebook' button. At the bottom, a 'New account' link is highlighted with an orange callout box that says 'Choose New Account'. A small disclaimer at the bottom reads: 'By logging in, you agree to the SignUpGenius Terms of Service and Privacy Policy.'

- Create a new account
- Use the email address that you received the invite

Choose New Account



# Sign Up Genius Training



Group Organizing Made Easy

Hello, [REDACTED]

Welcome to SignUpGenius! You recently created an account at our site with the email [REDACTED]

Your account will be finalized once you confirm your email address.

[Activate Your Account](#)

- **Complete the activation of your account**
- **Choose to option to access the Steve Rolland account with the CDA Admin role**

# Sign Up Genius Training

- **Next step : Create a Sign Up**
- **Click on Green icon box**

## **Four Steps:**

- **Design**
- **Slots**
- **Settings**
- **Publish**

# Sign Up Genius Training Design

- Enter the title of your sign up
- Select a group from the drop down menu
- Choose CDA Rotary
- Type / Category can be left as General
- Next, choose a theme for your sign up

## Create a Sign Up

**Design** | Slots | Settings | Publish

Title of Sign Up

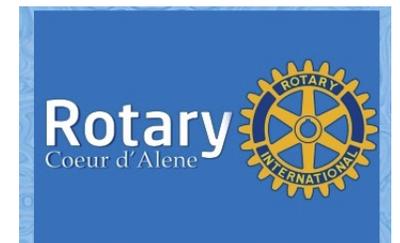
Group  +

Type/Category

Theme Design

SignUpGenius Gray    Admin Office    Animal Rescue Help    Apple Orchard    Apple Pie



# Sign Up Genius Training Design

**Design** Slots Settings Publish

Title of Sign Up

Group  +

Type/Category

Theme Design



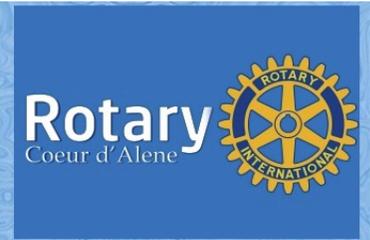
CDA Rotary  
**Roses**

Please review the available slots below and click on the button to sign up. Thank you!

Related files:

Created by: Steve Rolland

This is where you can add specific information such such a location etc. and change to your specific contact name



# Sign Up Genius Training Slots

- This is where you will add specific dates and time of your event
- As well as “slots” or roles for each time frame that need to be fulfilled
- You will be able to designate the number of each of the positions that you create



# Sign Up Genius Training Slots

## Create a Sign Up – Roses

[Design](#) **Slots** [Settings](#) [Publish](#)

Select the format for your sign up

**Sort by Date**

For sign ups having one or more slots per date/time

[See examples](#)

**Sort by Slot**

For sign ups where people scan the slots before the date/time

[See examples](#)

**Slots Only**

For sign ups without a specific date or time involved

[See examples](#)

**Single Date RSVP**

For a one date event where you want to see who can attend

[See examples](#)

[+ Add Dates](#)

[+ Add Slots](#)

Dates/Times	Available Slot
[Redacted]	[Redacted] <a href="#">Sign Up</a>
	[Redacted] <a href="#">Sign Up</a>
[Redacted]	[Redacted] <a href="#">Sign Up</a>
	[Redacted] <a href="#">Sign Up</a>



# Sign Up Genius Training Slots



Add Dates/Times

Add From Calendar

Add Recurring Days

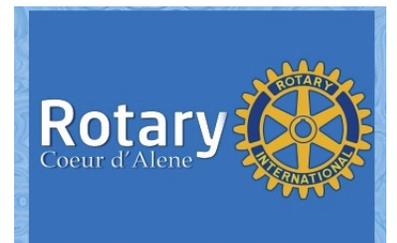
Add Time Slots



Date	Start Time	End Time	Location
11/08/2021	<input type="text"/>	<input type="text"/> AM ▾	<input type="text"/> AM ▾ <input type="text"/>

Add

- Click “Add Dates”
- Choose Date
- Add start time and stop time
- Add location
- Click “Add”
- You will be given the options to add more dates and time from this screen



# Sign Up Genius Training Slots

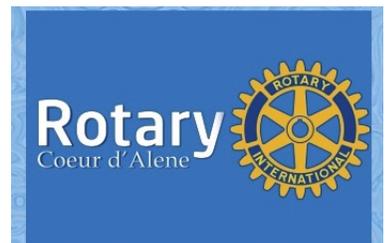
- Next “add Slots”
- This is where you title volunteer positions and how many of each type of position
- You can add as many slots per day as required

+ Add Slots

Available Slot

Sign Up

Sign Up



# Sign Up Genius Training Slots

## Add Slots

Single Slot

Bulk Slots

Title of Slot

Help Comment

Number Wanted 

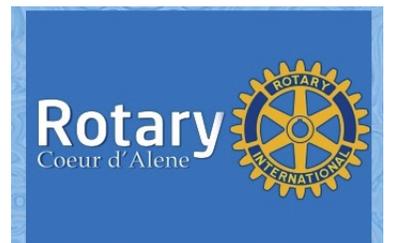
Collect Money

[Learn More](#)

Save

Save and Add Another

- Title your slot
- Add a describing comment
- Choose the number required
- Choose either “Save” or “Save and Add Another”
- This is where you can add more slots with different titles



# Sign Up Genius Training Settings

## Create a Sign Up — Roses

Design Slots **Settings** Publish

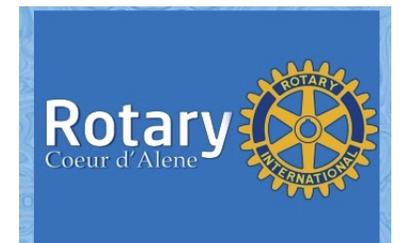
Ask Participants For:

<input checked="" type="checkbox"/> Name	Required
<input checked="" type="checkbox"/> Email	Required
<input checked="" type="checkbox"/> Comment 	Optional
<input type="checkbox"/> Phone	Optional
<input type="checkbox"/> Address	Optional

[+ Add a Custom Question](#)

Note: Only name and comment are seen by participants. 

- This is where you can decide what information you want
- If it is optional or required
- You can also add custom questions



# Sign Up Genius Training Settings

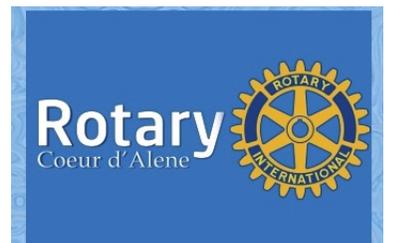
Preferences ⓘ

➤ Choose as desired

**General Settings**   Notifications   Restrictions   Integrations

- Allow people to "swap" slots with each other
- Remove ads on this sign up ⚙
-  Remove the SignUpGenius branding from all sign up pages. Enterprise [Learn More](#)

Save and Continue



# Sign Up Genius Training Notifications

Preferences <sup>?</sup>

General Settings

**Notifications**

Restrictions

Integrations

➤ Choose as desired

Notify all designated admins by email when people sign up or edit/delete their sign up slot

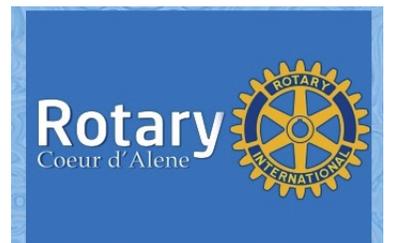
(Contact admins are designated on the "Design" tab)

Send people reminders  day(s) in advance

---

**+** Custom Confirmation Emails & Reminders [Learn More](#)

Save and Continue



# Sign Up Genius Training Publish

## Create a Sign Up – Roses

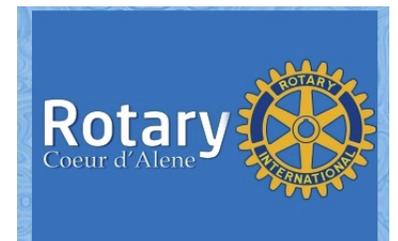


### Ready to Publish?

That's a genius sign up, Steve! Publish it to see options to invite participants, or save a draft to finish later.



- **Final step**
- **This will create the URL**
- **You can always go back and change/modify**



# Sign Up Genius Training Publish

## Create a Sign Up — Roses

Design

Slots

Settings

Share

View

Hooray! Don't Forget to Send Invites!

Use the following link to share the page yourself or choose an option below to invite people to sign up.

<https://www.signupgenius.com/go/9040D4AACAA2BA1F58-roses> Copy Link

 Customize or shorten link Platinum and Above [Learn More](#)

Invite by Email

Invite by Text 

Share on Social

Share on Website

Embed in Website 

You're all set to go to Messages and send an email invite!

Compose Message

➤ **When you click on “Publish” is creates the URL for you to copy and email out to your group**

