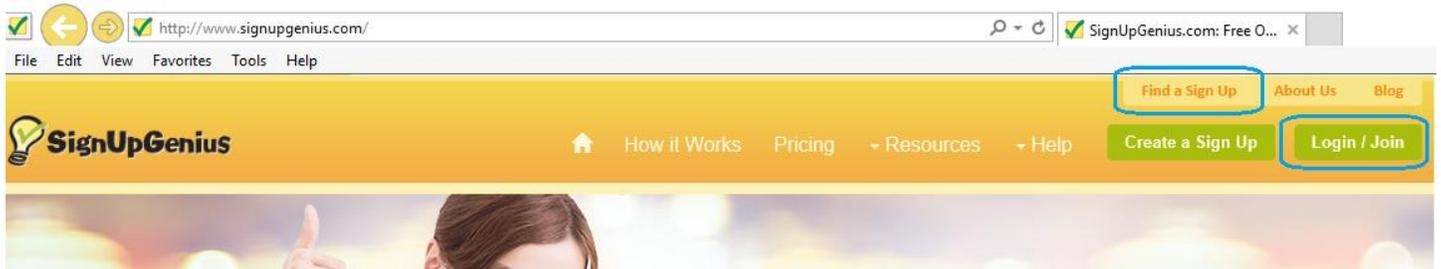


How to use Sign-Up Genius

Below are some instructions on how to access and use Sign-Up Genius (www.signupgenius.com), which will be the primary means to sign-up and volunteer for **ETHS Pep-Squad events and fundraisers**.

If you **don't have a Sign-Up Genius** account you'll need to create one by going to www.signupgenius.com. If you already have an account, you can just login and likely already know what to do.



If you have **forgotten your password** for a previous account, just click on the Login/Join option, put in your account email and click on the “forgot your password?” option. Follow the instructions and return once you’ve reset your password.

If you are **new to Sign-Up Genius**, then you have several options to find the events or fundraisers you want to participate in.

1. **Email Invite:** Click on the link from an email you’ve received from ET Cheer and Dance.
2. **Search by Email:** Click on “Find a Sign-Up” button at the top of the screen and enter etcheeranddance@gmail.com and the security code presented.
3. **Login to your account:** Click on any sign-ups you’ve been invited to.



Find A Sign Up

For privacy reasons, our sign ups are not publicly listed. To find a sign up, you can:

1	2	3
Receive an Email Invite <p>Sign up participants should receive an email invite from the sign up creator with a simple link to the page.</p> <p>If you did not receive an email, check your email spam folder to make sure it was not accidentally classified as junk. If you cannot find an email invite, contact the sign up creator or organization in charge of the event to request an email invite.</p>	Search by Email <p>If you know the person that created the sign up, enter his/her email address below:</p> <input type="text" value="etcheeranddance@gmail.com"/> <p>Enter the random text below:</p> <p>L8 K N 2 C</p> <input type="text" value="8KN2C"/> <p>Search</p>	Login to SignUpGenius <p>SignUpGenius members can find links to all the sign ups they've been invited to on their 'My Account' page.</p> <p>If you have a SignUpGenius account, login to access your sign ups.</p> <p>Login Now</p>

Once logged in, you should see any of the sign-ups you have been invited to. Click on one of the links.

Sign Ups I've Been Invited To  

 	2016-17 ALL Cheer & Dance Parents <u>K-6 Girls Cheer & Dance Clinic ...</u>	07/02/2016	El Toro Cheer and Dance	
 	2016-17 ALL Cheer & Dance Parents + Pep-Squads <u>4th of July Parade - Pep Squad ...</u>	07/04/2016	El Toro Cheer and Dance	

You'll see the details of the event including the date, time and location; the volunteer slots available and donations required. **Number of volunteers or donations needed are (#) next to the item.**

Available Slot

Chairperson Leader for the event	Sign Up <input type="checkbox"/>
Morning Shift 8:30am -11:30am (6) Arrive Upper Quad by 8:30am - help with registration, snack/lunch-prep, sell spirit wear, work craft tables	Sign Up <input type="checkbox"/>
Plastic Table Cloths (10 Blue & 10 Yellow) (2) Bring by 8:30am	Sign Up <input type="checkbox"/>
Coolers (Ice Chests) (5) Bring by 8:30am	Sign Up <input type="checkbox"/>

Submit and Sign Up

Click on the Sign Up button for one or multiple “slots” and add any comments that you want to communicate to the group. If you want to sign up an alternate person (i.e., spouse or child) to help, check the box and enter an alternate first and last name. If you want a confirmation with an iCalendar, check the box. To complete your selections, click on the **“Submit and Sign Up”** or **“Sign Up Now”** button.

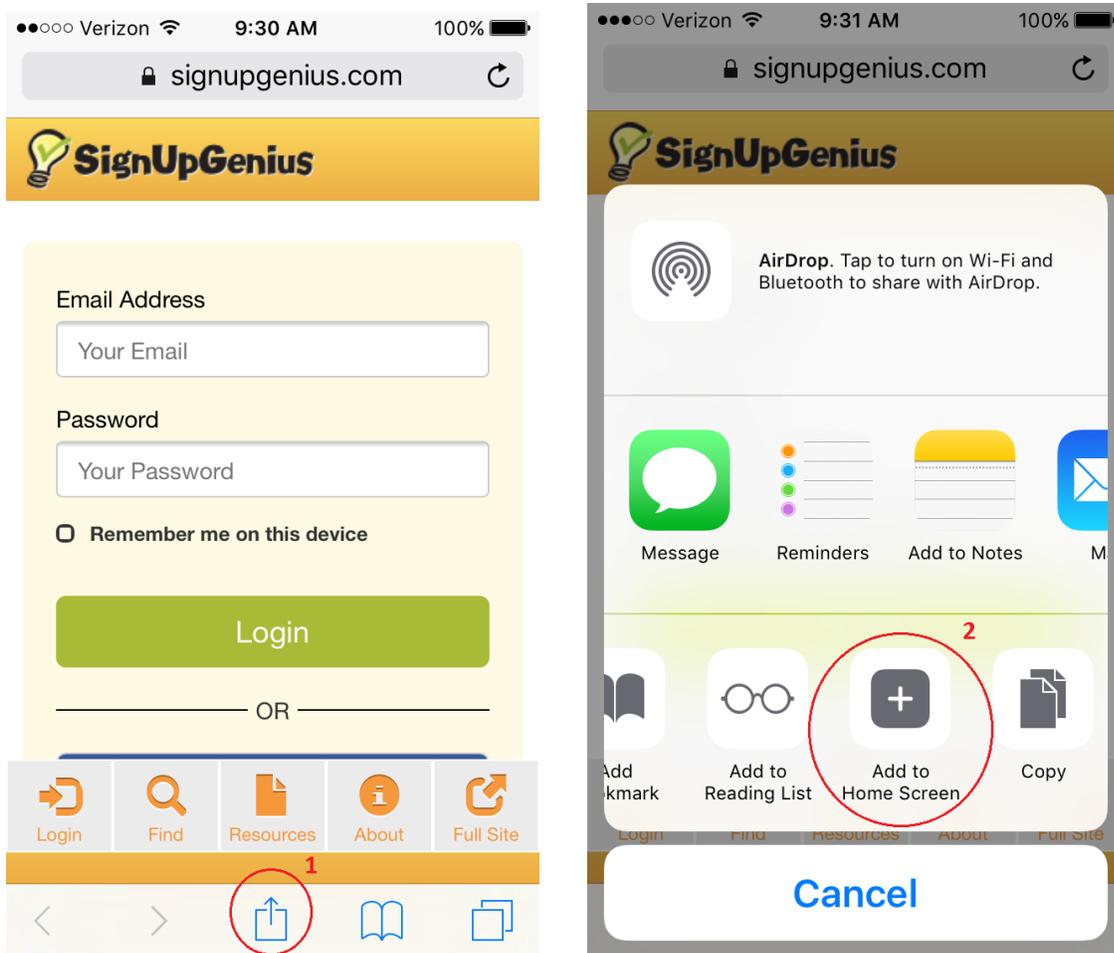
If prompted, you can also tell your friends about the event using Facebook, Twitter or Pin it.

That’s it! You will receive an email confirmation with the event and slot(s) or item(s) you volunteered for. There will be a link to view the sign-up that you can refer to or print for your future reference.

If you want to access Sign-Up Genius from your **mobile phone or iPad**:

Go to <http://m.signupgenius.com> on your mobile device and then add the link to your home screen. For example with an iPhone you can add it in two easy steps:

1. Click on the **“forward” option** at the top or bottom of the screen (square with an arrow sticking up)
2. Click on the **“Add to Home Screen”** option and then click the **Add** button when prompted.



Feel free to contact John Vallely at 949-351-3516 or 44johnval@gmail.com if you need assistance.