




SignUp Genius Playbook

V1 16/10/17

1. What do I do if I've signed up via the Compass link without creating an account, and need to make changes?

Step One: Click on the Green Button - I need to change my Sign Up.

 **SignUpGenius** 




BNPS Canteen Volunteers

BNPS CANTEEN: TERM 4 ROSTER

Welcome to the new BNPS Hungry Seahorse Canteen Roster.

We have moved to a digital roster from Term 4, to assist in our efforts to reduce food waste at school.



[View Full Description](#)

Created by: Canteen Roster 

[I need to change my sign up](#)

Times are shown in AEDT Dates are in dd/mm/yyyy.


Step Two: Click the option - I signed up without a SignUp Genius account


 **SignUpGenius** 


BNPS CANTEEN: TERM 4 ROSTER


Need to make a change to something you signed up for on this sign up?


- ☐ I signed up as a SignUpGenius member
- ☐ I signed up without a SignUpGenius account
- ☐ Someone else signed me up on this sign up

 Login

 Find

 Resources

 About

 Full Site

Step Three: Click on create an account.

Telstra

12:07 pm

36%

SignUpGenius, Inc.

BNPS CANTEEN: TERM 4 ROSTER

Need to make a change to something you signed up for on this sign up?

☒ I signed up without a SignUpGenius account

If you signed up without a SignUpGenius account, you have several options for editing your sign up. You can:

1. **Contact the Sign Up Creator** and have him/her update your item for you.
2. **Create an account** at SignUpGenius using the same email address that you used when you signed up. You will then be able to login and edit your item.
3. Send yourself an email link that will allow you to edit your sign up item. Enter your email address:

Email Address

Send Me an Email

Not what you wanted? [Return to Sign Up Or Show Choices](#)

Login

Find

Resources

About

Full Site

Step Four: Input your data and press Green Button – register now.

First Name: *

Mike

Last Name: *

Fitzpatrick

Email *

mike.fitzpatrick@me.com

Re-enter email: *

mike.fitzpatrick@me.com

Choose password: *

●●●●●●●●

By clicking Register Now, you agree to the SignUpGenius [Terms of Service](#) and [Privacy Policy](#).

Register Now!



Login



Find



Resources



About



Full Site

Step Five: Go to your inbox and verify your account.

To finalize the creation of your SignUpGenius account, verification of your email is required for security purposes. An email message has been sent to the address provided. To verify, click the link within the email message.

First Name: *

Mike

Last Name: *

Fitzpatrick

Email *

mike.fitzpatrick@me.com

Re-enter email: *

mike.fitzpatrick@me.com



Sign Ups



Contacts



Tools




Resources




Full Site

Step Six: Click on image representing the Sign Up you are involved with (i.e. the Canteen Roster)



Sign Ups




Welcome, Mike Fitzpatrick!


My Sign Ups



Invited To

Created





**BNPS Canteen:
Term 4 Roster**

 Past Sign Ups




Top tips for good credit







Sign Ups




Contacts





Tools






Resources



Full Site





Step Seven: Find yourself on the schedule, with three options set out as Green Buttons – edit, swap, delete.

11.30am - 2.30pm (2)

Filling bags with hot items. Making sandwiches. Serving your children!

Sign Up ☐

11am - 11.30am

Pick up Sushi from Southland & drop off to the Canteen.

MF Mike Fitzpatrick

Edit

Swap

Delete

⊖ 08/11/2017 (Wed. 9:00AM - 2:30PM)

Canteen

Step Eight: Choose the person you wish to swap with give you can see name, date & time of their shift noting you can ask multiple people.

MF

11am - 11.30am
(dd/mm/yyyy)
11/06/2017 (Mon 9:00 AM - 2:30 PM AEDT)
Location: Canteen

Request a "swap" with:

NOTE: Only SignUpGenius members that have an email in our system can be swapped with. You will be notified by email when someone responds. Your swap will be with whomever accepts your request first.

BC

Belinda Czarnota
10/09/2017 (Mon 9:00 AM - 2:30 PM AEDT)
Slot: 9am - 11.30am
Location: Canteen

Swap ☐

AW

Anna Waters
10/09/2017 (Mon 9:00 AM - 2:30 PM AEDT)
Slot: 9am - 11.30am
Location: Canteen

Swap ☐

DH

Di Hay
10/09/2017 (Mon 9:00 AM - 2:30 PM AEDT)
Slot: 11am - 11.30am

Swap ☐

Step Nine: Add comment that relates to that specific shift.

BNPS CANTEEN: TERM 4 ROSTER

Sign Me Up For

6/11/2017 9:00am - 2:30pm

11am - 11.30am

Pick up Sushi from Southland & drop off to the Canteen.

My Comment

Enter Comment

My Contact Info

You are signing up as Mike Fitzpatrick.



Display an alternate name on sign up page

Mike

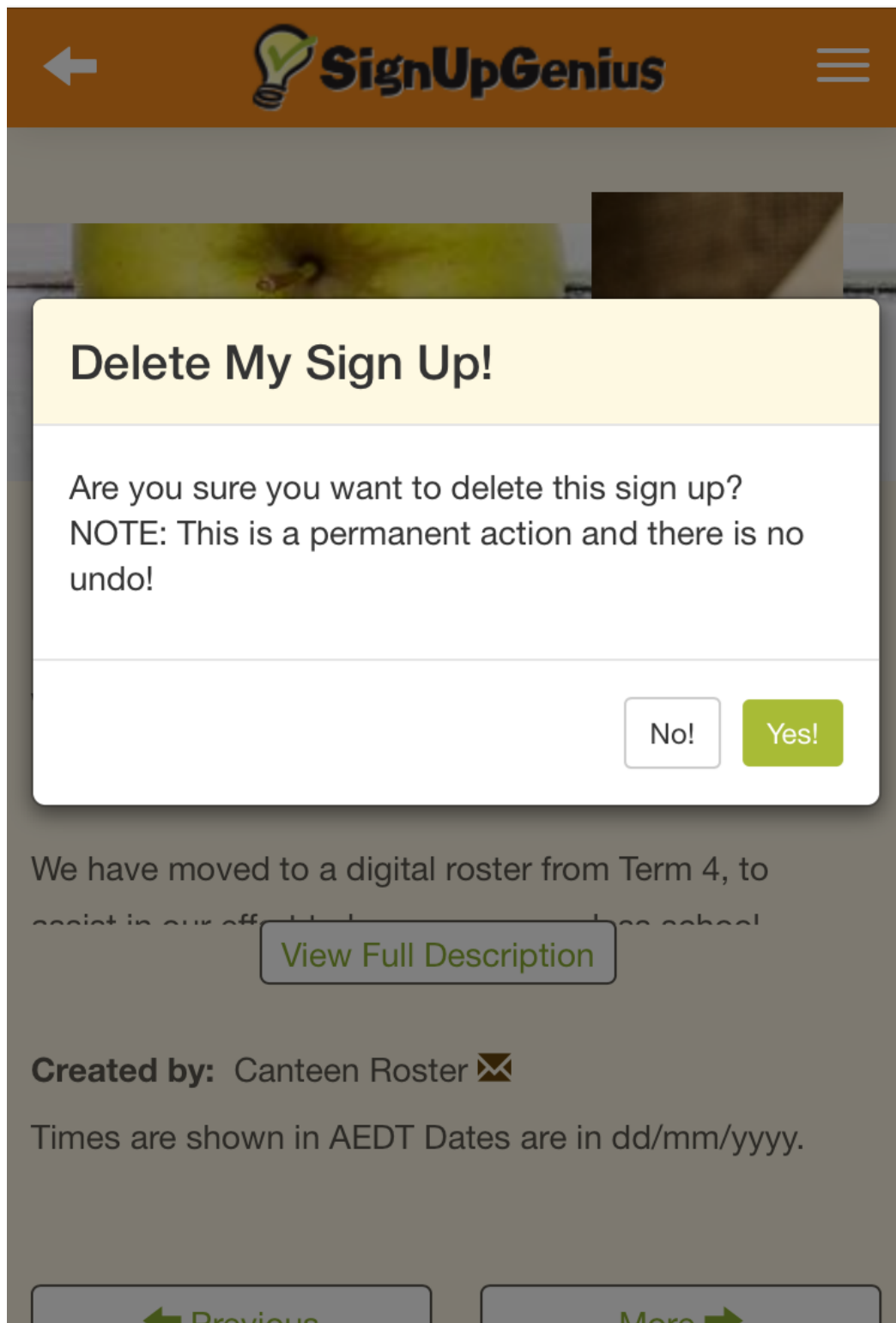
Fitzpatrick



Make this my default member name

By clicking Update My Sign Up, you agree to the SignUpGenius [Terms of Service](#) and [Privacy Policy](#).

Step Ten: Delete the shift to notify the page administrator.



2. How do I install the mobile app. so I can access SignUp Genius Rosters from my mobile phone?

Easy to Install on Any Mobile Device

iOS Installation

- Open "m.signupgenius.com" in Safari.
- Tap on the bottom center arrow button.
- Tap "Add to Home Screen."
- You can now launch the web app from home screen.

Android Installation

- Open "m.signupgenius.com" in your phone's browser.
- Tap the "More Options" button.
- Tap "Add to Home Screen."
- You can now launch the web app from home screen.

Frequently Asked Questions



Is the SignUpGenius web app free?

Yes, absolutely! There's nothing to buy or download from any app store. To install an icon to your smartphone screen, follow the simple directions provided above.



Can my participants pay via SignUpGenius Mobile?

Yes, SignUpGenius Mobile handles sign ups with payments, custom questions, RSVPs, and other features of the normal sign up web pages.



Will my sign ups look different on the web app?

Mobile sign ups are optimized for clean and easy viewing on small screens, so you will notice some differences in the layouts. However, you and your group members will see the same themed designs on the web app as your desktop sign ups.



Will my participants see advertisements on SignUpGenius Mobile?

Yes, SignUpGenius Mobile has advertisements on the sign ups just like the main website. If you would like to remove advertisements from your sign ups on both web and mobile, consider upgrading to SignUpGenius Pro.