

# SignUp Genius Instructions

- 1 Go to [www.signupgenius.com](http://www.signupgenius.com) and click LOGIN | JOIN



- 2 If you are already a member, enter your email address and password you created when you first joined. Skip ahead to Step 4.

## Already a Member?

A screenshot of the 'Member Login' form. It has an orange header with the text 'Member Login'. Below the header are two input fields: 'Email' and 'Password'. There is a checkbox labeled 'Remember me on this computer' and an orange 'LOGIN' button. At the bottom, there is a blue link that says 'Forget your password?'.

*If you are new to SignUp Genius skip this step and proceed to Step 3*

- 3 If you are new to SignUp Genius fill in the fields marked with an \* and then click on Submit

## New to SignUpGenius?

Membership is free and makes it easy to create a sign up or manage the items you sign up for!

A screenshot of the 'New to SignUpGenius?' registration form. It features a 'Safe Sign Up Guarantee' badge with the text: 'We do NOT sell or release your information to other companies, period. If you don't like our free service, contact us and we'll delete your account immediately!'. Below the badge are five input fields: 'First Name \*', 'Last Name \*', 'Email \*', 'Re-enter Email \*', and 'Choose a Password \*'. An orange 'SUBMIT' button is at the bottom.

- 4 After you have logged in or signed up new to SignUp Genius, you will see a list of sign-ups you have been invited to. Select the ministry you would like to schedule

A screenshot of the 'Sign Ups I've Been Invited To' page. The page has an orange header with the title 'Sign Ups I've Been Invited To'. Below the header is a dropdown menu for 'ORDER BY:' set to 'Title (Ascending)' and a 'Go' button. There are three sign-up cards: 'Lectors' with an image of an open book, 'Sacristan' with an image of a church steeple, and 'Ushers' with an image of a book. Each card has a link below it: 'Lectors Jan - Feb', 'Sacristan Jan - Feb', and 'Ushers Jan - Feb'. At the bottom, there is a yellow bar with a link that says 'View archived past sign ups also'.

*If you do not see a list, notify the parish office (520)723-6570.*

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Choose an available date and mass time. Click on Sign Up

2/15/2014 (Sat)	4:00PM	4 pm Mass (2)	All slots filled ✓Patty Love ✓Mercy Aquino
		Junior Usher	Sign Up
2/16/2014 (Sun)	8:00AM	8 am Mass (2)	Sign Up
		Junior Usher	Sign Up
	10:30AM	10:30 Mass (2)	1 of 2 slots filled ✓Jan Trbovich
		Junior Usher	Sign Up Sign Up

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The next screen will display the date and time you chose.

It will also display your login name.

Parents, if you are signing up your child, please display their name by clicking here and following the instructions.

Verify the information and click on the appropriate boxes then click on Sign Up

**Ushers**  
**USHERS JAN - FEB**

Sign Me Up For:

Date	Available Slot	Qty	My Comment
2/16/2014 (Sun. 8:00AM )	8 am Mass	1 ▼	

You are logged in as: Sandra Ramirez ([This isn't me](#))

Display an alternate name (like a child or spouse's name) on the sign up page.

Send me a confirmation email with an iCalendar (.ics) file.

**SIGN UP** **Cancel**

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SignUp Genius thanks you, displays the time you have signed up for and gives you the option to return to the sign up.

Click on Return to Sign Up to view your name added to the sign up.

**THANK YOU!**

Your sign up has been added.

You signed up on the "Ushers Jan - Feb" page for 8 am Mass on 2/16/2014 (Sun.) 8:00AM.

**Add To Your Calendar!**



Outlook



Mac iCal



Google Calendar

**RETURN TO SIGN UP**

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Here you will see your name (or child's name). Some ministries will also have edit/swap/delete options in case your schedule changes.

2/16/2014 (Sun)	8:00AM	8 am Mass (2)	1 of 2 slots filled ✓ Sandra Ramirez Edit Swap Delete
		Junior Usher	Sign Up
		Junior Usher	Sign Up
	10:30AM	10:30 Mass (2)	1 of 2 slots filled ✓ Jan Trbovich
		Junior Usher	Sign Up
		Junior Usher	Sign Up

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If you are done, go to the top of the page and click on My Account and then select LOGOUT

FIND A SIGN UP RESOURCES HELP MY ACCOUNT

View My Calendar Hello, Sandra Ramirez. (Not Sandra?)

My Account

- My Sign Ups
- My Settings
- My Groups
- Custom Reports
- Upgrade PRO
- LOGOUT

### Thank you for using SignUp Genius!

- If you need further assistance using SignUp Genius please contact Sandra in the Church office.
- If you have a question about your ministry, please contact your Ministry Leader.
- If you know you need to cancel a sign up by Thursday of the weekend you are scheduled please notify the Ministry Leader via phone so a replacement can be found for you.
- If there is an emergency on the day you are to volunteer you need to call your Ministry Leader.

**Altar Servers:** Bert Pampanin (480)704-3108 [bertandpat@aol.com](mailto:bertandpat@aol.com)

**Lectors:** Suzanne Baitinger (480)745-5621 [lectors@stmichaels77.com](mailto:lectors@stmichaels77.com)

**Ushers:** Darrell Stonerook (602)501-3859 [sstonerook@live.com](mailto:sstonerook@live.com)

**Sacristans:** Polly Von Esse (520)723-1308 [pvonesse@aol.com](mailto:pvonesse@aol.com)

**Greeters:** Dora Ciciora (480)987-5600 [tdciciora@q.com](mailto:tdciciora@q.com)

**Eucharistic Ministers:** Virginia Bombolino (480)888-7914 [ginbaby2003@aol.com](mailto:ginbaby2003@aol.com)

**Church Office Secretary:** Sandra Ramirez (520)723-6570 [sandra@stmichaels77.org](mailto:sandra@stmichaels77.org)