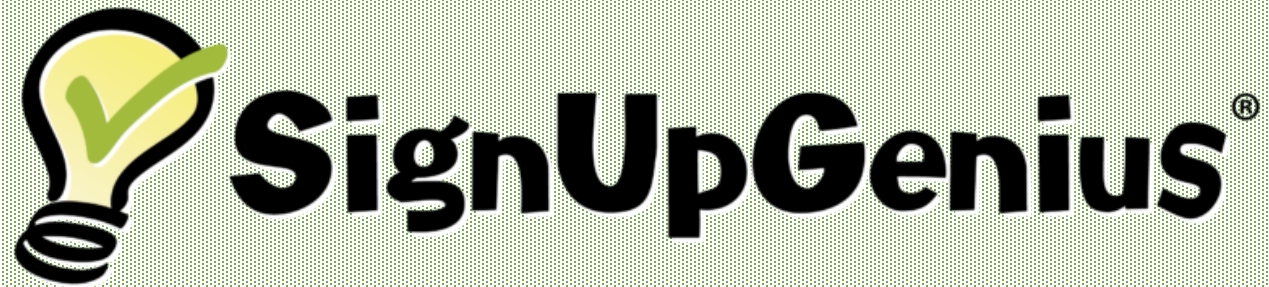


Signing up with



Go to [www.signupgenius.com](http://www.signupgenius.com) and the first screen you see will look something like this:

The screenshot shows the SignUpGenius website homepage. At the top, there is a navigation bar with the logo, links for Features, Pricing, and More, and buttons for Create a Sign Up, Log In, and a search icon. A blue banner below the navigation bar contains a flash sale announcement: "Flash sale: Upgrade your account today with 10% off new annual premium plans! Ends 8/15" with an "ACT NOW" button.

The main content area has a dark background. On the left, the headline reads "Organize Events and Volunteers in Minutes" in large white text. Below this, a sub-headline says "Skip the hassle and confusion of coordinating groups. Build custom online sign up forms to streamline event planning and boost volunteer recruitment." To the right of the headline is a yellow circular badge that says "AND COLLECT MONEY!". At the bottom left of this section are two buttons: "Find a Plan" and "Learn More".

On the right side of the main content area, there is a screenshot of the SignUpGenius interface. The top part of the screenshot shows a map with event locations and a title "Hope Heals 50K Fundraiser". Below the map is a list of events with columns for Name, Location, and Sign Up. The list includes events like "Program", "Cancer Prog and Nat Up", "Save Day Registration Table", "Cancer Prog and Nat Up", "Pre-Registration Table", and "New Day Registration Table".

Below the main content area, there is a white section with the text "Trusted by schools, nonprofits, businesses, government agencies and public institutions." Below this text are five logos: "Town of Breckenridge", "The Kennedy Center", "Lowe's", "MS National Multiple Sclerosis Society", and "The University of Chicago".

At the bottom of the page, there is a dark grey footer with a privacy notice: "We value your privacy. We use cookies and other technologies to keep the site reliable and secure, tailor your experience, measure site performance and present relevant offers and advertisements, as described in our Privacy Policy." followed by a "Got It!" button.



# Click Log In to create an account



SignUpGenius Features Pricing More

Create a Sign Up Log In

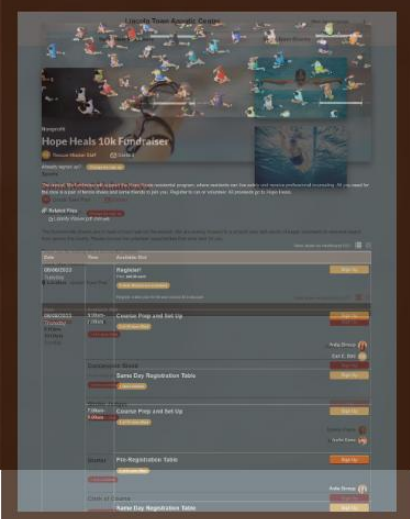
Flash sale: Upgrade your account today with 10% off new annual premium plans! Ends 9/15. [ACT NOW](#)

## Organize Events and Volunteers in Minutes


AND COLLECT MONEY!

Skip the hassle and confusion of coordinating groups. Build custom online sign up forms to streamline event planning and boost volunteer recruitment.

[Find a Plan](#) [Learn More](#)



Trusted by schools, nonprofits, businesses, government agencies and public institutions.



We value your privacy. We use cookies and other technologies to keep the site reliable and secure, tailor your experience, measure site performance and present relevant offers and advertisements, as described in our [Privacy Policy](#). [Got it!](#)

#2

Don't put in your email & password just yet!

On this screen, click New Account

# It's a great day to be a genius!

Email

Password

Remember me

OR

[New account](#) [Forgot your password?](#)

By logging in, you agree to the [SignUpGenius Terms of Service](#) and [Privacy Policy](#).





Fill out info, click  
Register Now

# It's a great day to be a genius!

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

Name

Julia

Rulla

Email

jrulla@adultcenter.org

Password

@424@Lodgepole



8 character min. with a number, symbol, upper, lower case letter



I'm not a robot



reCAPTCHA  
Privacy - Terms

Register Now

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

Already a member? [Login](#)

#4

A message like this will come to the email you provided. When you receive it, click **Activate Your Account**



Group Organizing Made Easy

Hello, Julia Rulla!

Welcome to SignUpGenius! You recently created an account at our site with the email [jrulla@adultcenter.org](mailto:jrulla@adultcenter.org).

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

**Activate Your Account**

If you did not register at our site and you received this email, please [contact us](#).

Get started with SignUpGenius or share with others!

**See How**

#5

The screenshot shows the SignUpGenius website interface. At the top, there is a navigation bar with the logo, 'Features', 'Pricing', and 'More' links, and a 'Create a Sign Up' button. Below this is a blue banner with a flash sale announcement and an 'ACT NOW' button. A yellow banner contains a green 'CONTINUE' button, a '3 Easy Steps' list, and a OneLaunch logo. The main content area features the heading 'Registration Complete', a welcome message, and a 'Continue to My Account' button. A red arrow points from the purple text on the right to this button.

SignUpGenius Features Pricing More

Create a Sign Up

Flash sale: Upgrade your account today with 10% off new annual premium plans! Ends 6/15. ACT NOW

CONTINUE

3 Easy Steps:  
1. Click "CONTINUE"  
2. Add Express Inbox  
3. Login To Your Email *Faster*

OneLaunch

# Registration Complete

You have successfully created your account.  
Welcome to SignUpGenius!

Continue to My Account

Then, you will see this message in Sign Up Genius to verify your new account. Click Continue to My Account

#6

Enter the account information you just created for your new Sign Up Genius Login page and click Login

SignUpGenius Login [Register](#)

Email

Password

[Login](#)

Remember me [Forgot your password?](#)

OR

[Login with Facebook](#)

By logging in, you agree to the SignUpGenius [Terms of Service](#) and [Privacy Policy](#).



#7



You're In!!!



Sign Ups you've been **Invited To** will show up here. (You will receive a separate invitation for each month.)

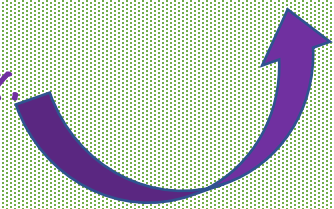
Items I Signed Up For	
You are not currently signed up for any items.	
<a href="#">Past Sign Ups</a>	

Sign Ups I've Been Invited To	
Search	
 2023 SLRE Volunteers <a href="#">Volunteer Here for the St. Loui...</a>	07/03/2023 07/31/2023 Julia Rulla ☆
 2023 SLRE Volunteers <a href="#">Volunteer Here for the St. Loui...</a>	06/12/2023 06/30/2023 Julia Rulla ☆
<a href="#">Past Sign Ups</a>	

After you sign up, your sign ups will be displayed here in the 'Items I **Signed Up For**' box. This is where you'll click if you want to sign up for even more trips during those months.

Click the sign up for the month you'd like to sign up for.



#7a

Before signing up, it's a good idea to check the SLRE website on the 2025 Outings Schedule to see what trips you'd like to sign up for that have a group scheduled (no OPEN slots will be accepted for sign ups). For our example, we've chosen a trip with Polinsky Rehab on June 13 at 1:00 pm.

June 2023 Today

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11 NO PONTOON TRIPS	12 ● 10:00am TRAINING ● 1:00pm OPEN	13 ● 10:00am TRAINING ● 1:00pm Polinsky Reh	14 ● 10:00am TRAINING ● 1:00pm Keystone Blu	15 ● 10:00am TRAINING ● 1:00pm Edgewood H	16 ● 10:00am TRAINING ● 1:00pm NO TRIPS	17 NO PONTOON TRIPS
18 NO PONTOON TRIPS	19 ● 10:00am OPEN ● 1:00pm CHOICE unlin	20 ● 10:00am OPEN ● 1:00pm Benedictine	21 ● 10:00am CANMN ● 1:00pm Univ for Seni	22 ● 10:00am Edgewood I ● 1:00pm Evergreen Kr	23 ● 10:00am Hilltop Heal ● 1:00pm RES. WEATHE	24 NO PONTOON TRIPS
25 NO PONTOON TRIPS	26 ● 10:00am OPEN ● 1:00pm McCarthy Ma	27 ● 10:00am Keystone B ● 1:00pm Duluth Heigh	28 ● 10:00am Pinewood ● 1:00pm Sunnyside H	29 ● 10:00am OPEN ● 1:00pm Edgewood H	30 ● 10:00am OPEN ● 1:00pm RES. WEATHE	1 NO PONTOON TRIPS
2 NO PONTOON TRIPS	3 ● 10:00am HOLIDAY ● 1:00pm HOLIDAY	4 HOLIDAY-NO TRIPS	5 ● 10:00am City of Dulu ● 1:00pm OPEN	6 ● 10:00am OPEN ● 1:00pm Edgewood H	7 ● 10:00am OPEN ● 1:00pm RES. WEATHE	8 NO PONTOON TRIPS

#8

2023 SLRE Volunteers

## Volunteer Here for the St. Louis River Experience for June 2023

  Julia Rulla  Contact

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

06/13/2023 Tuesday	Polinsky Rehab Stroke Group (Med)	1:00pm-3:00pm	<b>Captain</b> <a href="#">Sign Up</a> 1 slot available Resident Boarding/Drive the pontoon/Narration
			<b>Front Mate</b> <a href="#">Sign Up</a> 1 slot available Resident Boarding/Front Rope/Assist w/Life Jackets/Narration/Watch for Dead Heads!
			<b>Back Mate</b> <a href="#">Sign Up</a> 1 slot available Resident Boarding Photographs/Snacks/Back Rope/Narration
06/14/2023 Wednesday	Keystone Bluffs (High)	1:00pm-3:00pm	<b>Captain</b> <a href="#">Full</a> All slots filled

When you choose your Sign Up, that month will appear for you to scroll through to find the date and time you want to sign up with. Since you've reviewed the SLRE Outings Schedule, you have a pretty good idea of what you're looking for.

You can see if slots are available or if all slots are full



06/13/2023 Tuesday	Polinsky Rehab Stroke Group (Med)	1:00pm-3:00pm	<b>Captain</b> <span>Sign Up</span> 1 slot available Resident Boarding/Drive the pontoon/Narration
			<b>Front Mate</b> <span>✓ Selected</span> 1 slot available Resident Boarding/Front Rope/Assist w/Life Jackets/Narration/Watch for Dead Heads!
			<b>Back Mate</b> <span>Sign Up</span> 1 slot available Resident Boarding Photographs/Snacks/Back Rope/Narration
06/14/2023	Keystone Bluffs (High)	1:00pm-	<b>Captain</b> <span>Full</span>

Save & Continue

Select your available slot, then click Save & Continue

#10

You're almost done! Make sure to enter your phone number, which is required. (\*Note: if you need to enter anything in the 'My Comment' box at the top, please do, otherwise, all we need here is a phone number.) Then click Sign Up Now

## Sign Me Up

Sign me up for:

Available Slot	Date (mm/dd/yyyy - CDT)	My Comment	Quantity
Front Mate	Tue., 06/13/2023 1:00pm - 3:00pm	<input type="text"/>	1

Sign up as: Julia Rulla (jrulla@adultcenter.org)

Display an alternate name on the sign up (like a child or spouse)

Phone

Mobile ▾

Save my contact info for use on future sign ups

By signing up, you agree to the SignUpGenius [Terms of Service](#) and [Privacy Policy](#).





**Awesome! Congratulations on a successful Sign Up. Just to make sure, Click 'Back to Sign Up' to see that your slot now has your name on it.**

## Thank you, Julia!

You're all signed up for **Volunteer Here for the St. Louis River Experience for June 2023.**


A confirmation email with an attached iCalendar has been sent to you.




### Front Mate

Tue., 06/13/2023 1:00pm -  
3:00pm CDT  
Location: Polinsky Rehab  
Stroke Group (Med)

 [Add to Calendar](#)




 [Edit My Sign Up](#)

 [Share with Friends](#)

 [Contact Julia Rulla](#)

[Back to Sign Up](#)



06/13/2023 Tuesday	Polinsky Rehab Stroke Group (Med)	1:00pm- 3:00pm	<b>Captain</b> <span>Sign Up</span> <b>1 slot available</b> Resident Boarding/Drive the pontoon/Narration
			<b>Front Mate</b> <span>Full</span> <b>All slots filled</b> Resident Boarding/Front Rope/Assist w/Life Jackets/Narration/Watch for Dead Heads! Julia Rulla   
			<b>Back Mate</b> <span>Sign Up</span> <b>1 slot available</b> Resident Boarding Photographs/Snacks/Back Rope/Narration

Success!  
Now your email should  
have a confirmation  
'thank you' message for  
signing up.

#13

Confirmation Email that shows what you've signed up for, you can view your sign up if needed, or just know that all is good!



Group Organizing Made Easy

## Thank you, Julia!

You're all signed up for "Volunteer Here for the St. Louis River Experience for June 2023."



**Front Mate** - Resident Boarding/Front Rope/Assist w/Life

Jackets/Narration/Watch for Dead Heads!

**06/13/2023 (Tue.) 1:00pm - 3:00pm CDT**

Location: Polinsky Rehab Stroke Group (Med)

[View Sign Up](#)



[Edit My Sign Up](#)



[Contact Julia Rulla](#)

# FAQs



- **Will I receive a reminder that I've signed up for a trip?**

Yes. Once you sign up, you will receive an email reminder 1-2 days prior to your trip.

- **Once I've created an account, can I make changes?**

Yes. Once you have created an account, you will have access whenever you need it to edit or delete what you've signed up for, or to sign up for additional slots.

- **Can I delete my sign up?**

Yes. Check out slide #12 and you will see a pencil (to edit) and an X (to delete). Any changes you make are sent to the Volunteer Coordinator so we know what we need to do to keep the trips covered, and please call Rick, our Volunteer Coordinator to be sure he is aware of the cancellation. Rick's number is 218-428-5767.

- **If I delete my sign up, am I responsible for finding someone else to fill the slot?**

No. Once you delete a sign up, we'll be notified, but just to make sure we're covered on deletions, please call Rick Liljegren, our Volunteer Coordinator so he can make sure to find a replacement. His number is 218-428-5767.

- **Can I call someone for help in signing up if I need it?**

Yes. If you are having trouble navigating Sign Up Genius, please call Rick at 218-428-5767 and he can help you get set up.

- **Can someone else sign me up if I don't have a computer?**

Yes. Rick can sign you up if you don't have access to a computer. Send an email to [contact@sireduluth.com](mailto:contact@sireduluth.com) to let us know what slot you want.

- **How do I know what my specific duties are?**

When you sign up for slots, those duties are listed for you, so you can be aware of what you'll need to do.

- **How will I know if I am capable of volunteering with the group I've selected?**

Next to the name of the Group going out on the trip, you'll see Low, Med, or High. These are indications of the care level that group will need, i.e., helping with passengers in wheelchairs or other mobility issues, etc.

- **As a volunteer, when should I be at Pier B prior to trip departure?**

Please be at Pier B at least 30 minutes prior to your Group's departure.

If you have any other questions or need help with anything, send an email to [contact@sireduluth.com](mailto:contact@sireduluth.com). Thank you!