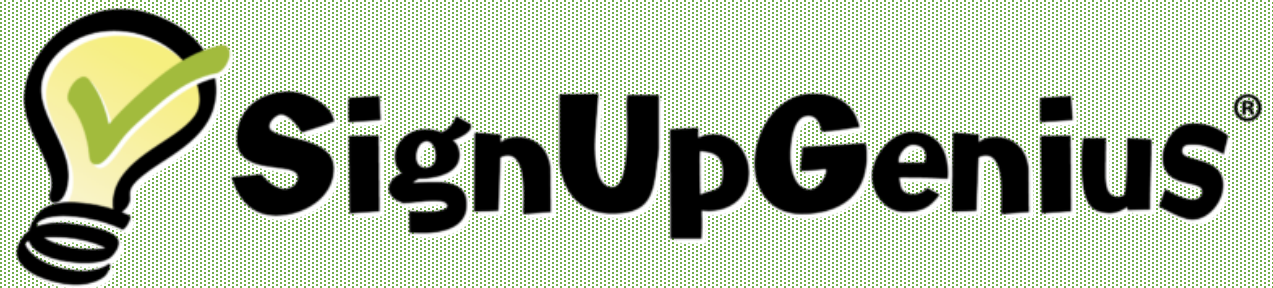



Signing up with



Go to www.signupgenius.com and the first screen you see will look something like this:

 **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

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

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





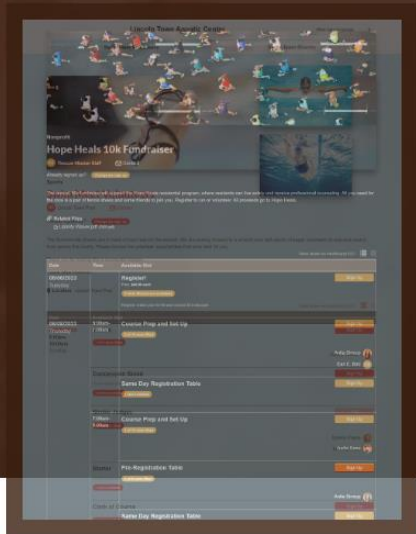






We value your privacy. We use cookies and other technologies to keep the site reliable and secure, tailor your experience, measure site performance and present relevant offers and advertisements, as described in our [Privacy Policy](#).

[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

Login

☐ Remember me

OR

Login with Facebook 

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

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

#3

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**



SignUpGenius

Group Organizing Made Easy

Hello, Julia Rulla!

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

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#5

 **SignUpGenius**


FeaturesPricingMore

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*



Registration Complete

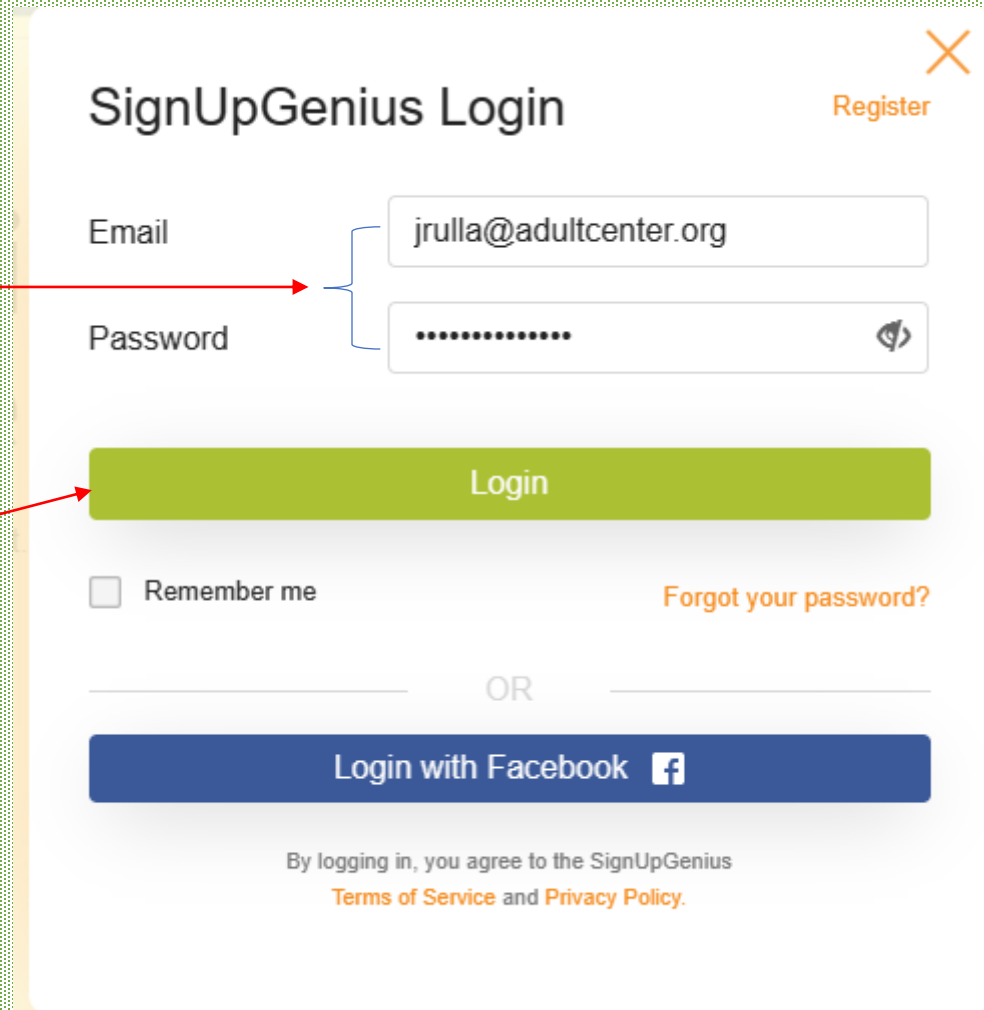
You have successfully created your account.
Welcome to SignUpGenius!

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



The image shows a web form titled "SignUpGenius Login". In the top right corner, there is a close button (X) and a "Register" link. The form contains two input fields: "Email" with the value "jrulla@adultcenter.org" and "Password" with masked characters. A blue bracket groups these two fields, and a red arrow points from the instructional text to this bracket. Below the inputs is a large green "Login" button, which is also pointed to by a red arrow. Under the "Login" button, there is a "Remember me" checkbox and a "Forgot your password?" link. Below these is a horizontal separator with the word "OR" in the center. Under the separator is a blue button labeled "Login with Facebook" with the Facebook logo. At the bottom, there is a line of text: "By logging in, you agree to the SignUpGenius Terms of Service and Privacy Policy."

SignUpGenius Login

Register


Email jrulla@adultcenter.org

Password

Login

☐ Remember me [Forgot your password?](#)

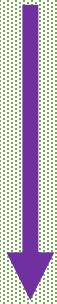
OR

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.)

Sign Ups

Groups

Messages

Reports

Tools

Collect

Sign Ups

Created

Invited To

Favorites

Calendar

Items I Signed Up For

You are not currently signed up for any items.

Past Sign Ups

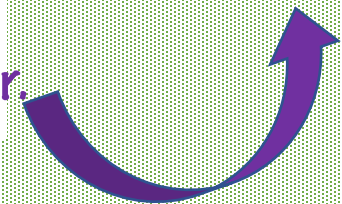
Sign Ups I've Been Invited To

	2023 SLRE Volunteers Volunteer Here for the St. Loui...	07/03/2023 07/31/2023	Julia Rulla	
	2023 SLRE Volunteers Volunteer Here for the St. Loui...	06/12/2023 06/30/2023	Julia Rulla	

Past Sign Ups

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

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.



#7a

Before signing up, it's a good idea to check the SLRE website on the 2023 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	12	13	14	15	16	17	
NO PONTOON TRIPS	<ul style="list-style-type: none"> 10:00am TRAINING 1:00pm OPEN 	<ul style="list-style-type: none"> 10:00am TRAINING 1:00pm Polinsky Reh 	<ul style="list-style-type: none"> 10:00am TRAINING 1:00pm Keystone Bl 	<ul style="list-style-type: none"> 10:00am TRAINING 1:00pm Edgewood H 	<ul style="list-style-type: none"> 10:00am TRAINING 1:00pm NO TRIPS 	NO PONTOON TRIPS	
18	19	20	21	22	23	24	
NO PONTOON TRIPS	<ul style="list-style-type: none"> 10:00am OPEN 1:00pm CHOICE unlin 	<ul style="list-style-type: none"> 10:00am OPEN 1:00pm Benedictine 	<ul style="list-style-type: none"> 10:00am CANMN 1:00pm Univ for Seni 	<ul style="list-style-type: none"> 10:00am Edgewood I 1:00pm Evergreen Kr 	<ul style="list-style-type: none"> 10:00am Hilltop Heal 1:00pm RES. WEATHE 	NO PONTOON TRIPS	
25	26	27	28	29	30	1	
NO PONTOON TRIPS	<ul style="list-style-type: none"> 10:00am OPEN 1:00pm McCarthy Ma 	<ul style="list-style-type: none"> 10:00am Keystone B 1:00pm Duluth Heigh 	<ul style="list-style-type: none"> 10:00am Pinewood 1:00pm Sunnyside H 	<ul style="list-style-type: none"> 10:00am OPEN 1:00pm Edgewood H 	<ul style="list-style-type: none"> 10:00am OPEN 1:00pm RES. WEATHE 	NO PONTOON TRIPS	
2	3	4	5	6	7	8	
NO PONTOON TRIPS	<ul style="list-style-type: none"> 10:00am HOLIDAY 1:00pm HOLIDAY 	HOLIDAY-NO TRIPS	<ul style="list-style-type: none"> 10:00am City of Dulu 1:00pm OPEN 	<ul style="list-style-type: none"> 10:00am OPEN 1:00pm Edgewood H 	<ul style="list-style-type: none"> 10:00am OPEN 1:00pm RES. WEATHE 	NO PONTOON TRIPS	

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.



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	<div>Captain Sign Up</div> <div>1 slot available</div> <div>Resident Boarding/Drive the pontoon/Narration</div>
			<div>Front Mate Sign Up</div> <div>1 slot available</div> <div>Resident Boarding/Front Rope/Assist w/Life Jackets/Narration/Watch for Dead Heads!</div>
			<div>Back Mate Sign Up</div> <div>1 slot available</div> <div>Resident Boarding Photographs/Snacks/Back Rope/Narration</div>
06/14/2023 Wednesday	Keystone Bluffs (High)	1:00pm-3:00pm	<div>Captain Full</div> <div>All slots filled</div>

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

#9

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

2183901910

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](#).

Sign Up Now

Cancel

#11

**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	<div>Captain</div> <div>1 slot available</div> <div>Resident Boarding/Drive the pontoon/Narration</div> <div>Sign Up</div>
			<div>Front Mate</div> <div>All slots filled</div> <div>Resident Boarding/Front Rope/Assist w/Life Jackets/Narration/Watch for Dead Heads!</div> <div>Julia Rulla</div> <div><div></div><div></div><div>JR</div></div> <div>Full</div>
			<div>Back Mate</div> <div>1 slot available</div> <div>Resident Boarding Photographs/Snacks/Back Rope/Narration</div> <div>Sign Up</div>

Success!
Now your email should
'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 Julia at 218-390-1910 and she can help you get set up.

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

Yes. Julia can sign you up if you don't have access to a computer. Send her an email at contact@sireduluth.com and let her 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 Julia an email at contact@sireduluth.com. Thank you!