



SignUpGenius

Introduction

We'll be using **Sign-Up Genius** again for our SLRE Volunteers to sign up for trips for our 2021 season!

Each one of you (with email) will need to have an account set up, if you don't have one already. Once you have created an account, you will have access whenever you need it to edit or delete your sign up or sign up for additional slots.

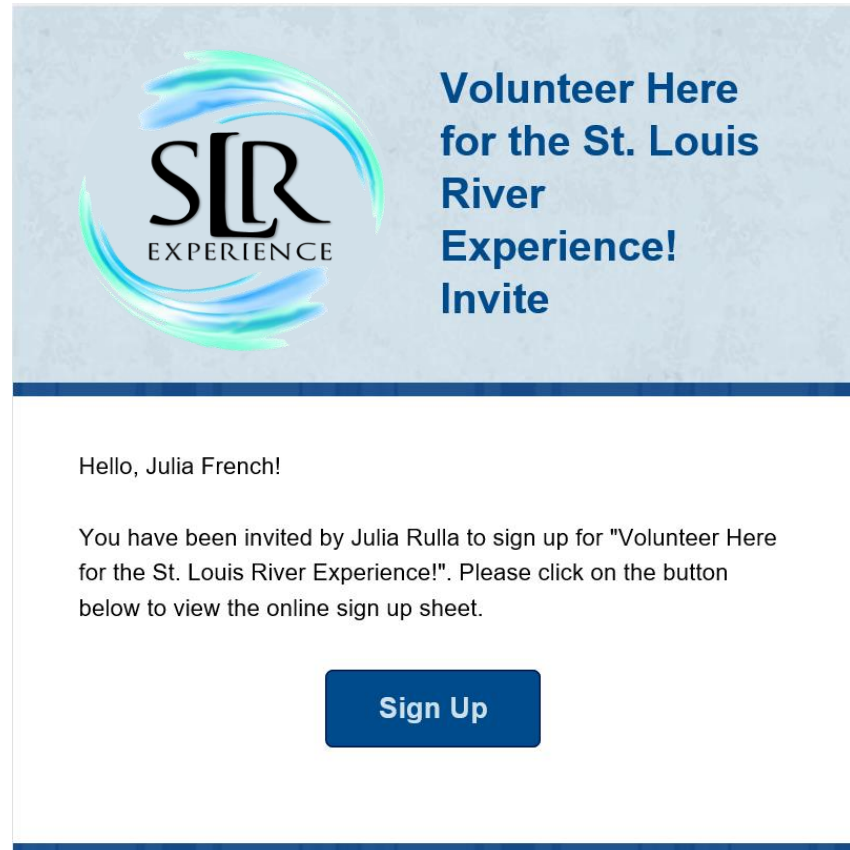
Here's how it works. An invitation will be emailed to you to sign up for trips.

Then.....

Step 1

When you open your email, your invitation will look like this.

Click the **Sign-Up** box.



Step 2

The schedule opens and each day will look like the following section. 3 slots will need to be filled for each trip. The level of care for each organization is noted by **Low**, **Medium** or **High** next to the location name, to help you determine a good fit for your ability. There is also a brief description of each available slot. Choose your slot and click Submit and Sign-up at the bottom.

| | | | | |
|-------------------|--------------|-------------------|-----------------------------------------------------------------------------------|-------------------------|
| 06/16/2017 (Fri.) | Ecumen (Low) | 10:00am - 12:00pm | Captain Resident Boarding/Drive the pontoon/Narration | Sign Up |
| | | | Front Mate Resident Boarding/Front Rope/Assist w/Life Jackets/Narration | Sign Up |
| | | | Back Mate Resident Boarding Photographs/Snacks/Back Rope/Narration | Sign Up |

[Submit and Sign Up](#)

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Step 3

As a new user, this is the screen that pops up next for you to fill in your information - this is a one-time 'fill in'. You can also choose to have confirmation emails and calendar files sent to you from here. Phone number is a required field.

SLR Volunteers

Volunteer Here for the St. Louis River Experience!

Sign Me Up For:

| Date (mm/dd/yyyy - CDT) | Available Slot | Qty | My Comment |
|--------------------------------|----------------|-----|------------|
| 06/02/2017 (Fri) 1:30pm-3:30pm | Front Mate | 1 | |

Login with my SignUpGenius or Facebook account

I do not have a SignUpGenius account

First Name *

Last Name *

Email *

Re-enter Email *

Create an account at SignUpGenius so I can login and edit my items if I need to make a change.

Send me a confirmation email with an ICS file and a link that will allow me to edit this item later.

Additional Info:
Julia Rulla has asked that you also provide the info below. Your answers will not be displayed publicly.

Phone * Phone Type

Step 3 (b)

Once you have an account, and when you login, this is the screen that will be displayed asking if you'd like a confirmation email sent.

SLR Volunteers

Volunteer Here for the St. Louis River Experience!

Sign Me Up For:

| Date (mm/dd/yyyy - CDT) | Available Slot | Qty | My Comment |
|--------------------------------|----------------|-----|------------|
| 06/02/2017 (Fri) 1:30pm-3:30pm | Front Mate | 1 | |

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

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

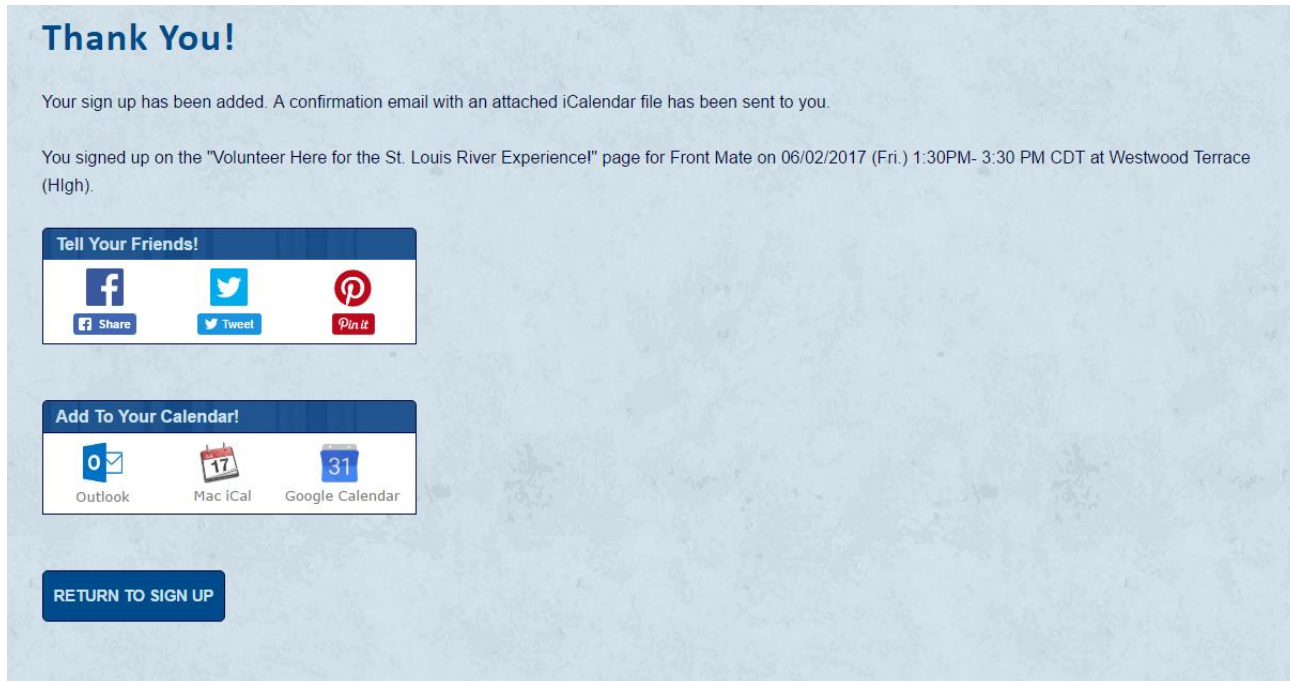
Send me a confirmation email with an iCalendar (.ics) file.

Additional Info:
Julia Rulla has asked that you also provide the info below. Your answers will not be displayed publicly.

Phone * Phone Type

Step 4

A Thank You pops up to let you know you have been signed up and that a confirmation email has been sent to you. You can also automatically add this to your calendar by clicking one of the calendar buttons provided. Then, click Return to Sign Up to see yourself on the schedule.






Thank You!




Your sign up has been added. A confirmation email with an attached iCalendar file has been sent to you.

You signed up on the "Volunteer Here for the St. Louis River Experience!" page for Front Mate on 06/02/2017 (Fri.) 1:30PM- 3:30 PM CDT at Westwood Terrace (High).

Tell Your Friends!

-  Share
-  Tweet
-  Pin it

Add To Your Calendar!




-  Outlook
-  Mac iCal
-  Google Calendar

RETURN TO SIGN UP

Step 5

The Front Mate position has now been filled by SLRE Duluth. Note the pencil, swap and 'X' icons below SLRE Duluth. Since you now have an account, you can return anytime to edit, swap, or delete the sign-up.

**Every time you create, edit, swap or delete a sign-up, you and Bob V. will receive confirmation emails of the actions. Also, if Bob feels there may be an issue with level of care for the passenger & the assigned volunteer, he will give you a call to discuss.*

| Date (mm/dd/yyyy) | Location | Time (CDT) | Available Slot | Calendar View |
|-------------------|-------------------------|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 06/02/2017 (Fri.) | Westwood Terrace (High) | 1:30pm - 3:30pm | <p>Captain Resident Boarding/Drive the pontoon/Narration</p> <p>Front Mate Resident Boarding/Front Rope/Assist w/Life Jackets/Narration</p> <p>Back Mate Resident Boarding Photographs/Snacks/Back Rope/Narration</p> | <p>Sign Up</p> <p>SD SLRE Duluth</p> <p>  </p> <p>Sign Up</p> |

Once you are back to the sign-up screen, you can sign up for additional slots before logging out.

Before Signing Up

Check the SLRE website to see what trips have been scheduled.

| ◀ June 2017 ▶ Today | | | | | | |
|----------------------------------------------------------------------------------|---------------------------------------------------------|-----|-------------------------------|-----------------------------|-----|-----|
| Mon | Tue | Wed | Thu | Fri | Sat | Sun |
| 29 | 30 | 31 | 1 2017 Season Starts! | 2 • Westwood Terrace - | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 • BHC - 1:30 | 14 | 15 | 16 • Ecumen Lakeshore - | 17 | 18 |
| 19 • Primrose - 1:30 pm | 20 • Evergreen Knoll - 2:00 | 21 | 22 • Betty's Harbor - 2:00 | 23 • OWAA Conference - 1 | 24 | 25 |
| 26 • Westwood - 1:30 pm | 27 • OWAA Conference - 1 • Keystone Bluffs - 1:30 | 28 | 29 • Pines III - 2:00 pm | 30 • Marywood - 1:30 pm | 1 | 2 |
| 3 • Primrose - 1:30 pm | 4 | 5 | 6 • Betty's Harbor - 2:00 | 7 | 8 | 9 |

Select Your Trips

Choose trips along with an alternate or two that you'd like to sign up for. You won't know what is available until you open Sign Up Genius.

| June 2017 | | | | | | | Today |
|----------------------------|-------------------------------------------------------|-----|-------------------------------|----------------------------|-----|-----|-------|
| Mon | Tue | Wed | Thu | Fri | Sat | Sun | |
| 29 | 30 | 31 | 1 2017 Season Starts! | 2 ● Westwood Terrace - | 3 | 4 | |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 | |
| 12 | 13 ● BHC - 1:30 | 14 | 15 | 16 ● Ecumen Lakeshore | 17 | 18 | |
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| 3 ● Primrose - 1:30 pm | 4 | 5 | 6 ● Betty's Harbor - 2:00 | 7 | 8 | 9 | |

Access

After you receive an invitation and your account has been created, you can go to the SLRE website for a quick link to **Sign-Up Genius** on the Volunteer page. (Alternately, you can go to www.signupgenius.com and login from there.



Login Screen

Whenever you login after your account is created, your screen will look like this. In the "Items I Signed Up For" section, you will see the links to the trips (each month will have its own link). Click on one of the links to volunteer, edit or delete a sign up.

The screenshot shows a web interface titled "Sign Ups". At the top, there are four tabs: "Created" (selected), "Invited To", "Favorites", and "Calendar". Below the tabs is a section titled "Items I Signed Up For" with a search bar and a gear icon. This section contains a table with the following data:

| Date | Time/Loc | Sign Up | Item | Action |
|------------|-------------------------------------------|----------------------------------------------------|---------|--------|
| 06/05/2017 | 1:30 PM - 3:30 PM Westwood (Medium) | Volunteer Here for the St. Loui... | Captain | |

Below the table is a button labeled "Past Sign Ups".

Below the "Past Sign Ups" button is a section titled "Sign Ups I've Been Invited To" with a search bar and a gear icon. This section contains a table with the following data:

| | | | | |
|----------------|----------------------------------------------------|--------------------------|-------------|--|
| SLR Volunteers | Volunteer Here for the St. Loui... | 06/02/2017 06/30/2017 | Julia Rulla | |
|----------------|----------------------------------------------------|--------------------------|-------------|--|

Again, a confirmation email will be sent to you and to Bob noting those changes.