

## Volunteer Instructions for Sign Up Genius

Sign Up Genius is an online tool for volunteer management and event planning. The Home and School members have created Sign Ups for all events that we will need volunteers for throughout the year. This is our communication tool between families and the HSA members. You let us know how you can help throughout the year by clicking on a Sign Up and volunteering your time.

To get started: Go to [www.signupgenius.com](http://www.signupgenius.com)

- Click on the green **Login/Join** button in the upper right corner. If you've used this website before, enter your log in info.
- If you have not used Sign Up Genius before, create a new account by clicking on the **Login/Join** button, then click **New Member Registration**. Enter your name, email address (must use the same email address that you have given to school as your email address), and create a password and click on Submit.

You will now be on the Sign Ups page. Click on the **Invited To** tab if you are not there already. This will list all the Sign Ups you have been invited to.

From there it's up to you! Click on the Sign Ups to see what volunteer positions are needed. Find a date and time that work for you and check the Sign Up box, then click Submit and Sign Up at the bottom of the page. You will receive an email reminder the day before your event for everything you signed up for.

\*\*If you need to remove yourself from a date no problem! Follow the same process and click on the "Delete" button under your name, or you can click on the "Swap" button which will ask another volunteer to take your spot.

To find out more about the events themselves, go to the Activities Page on our website for event descriptions.