

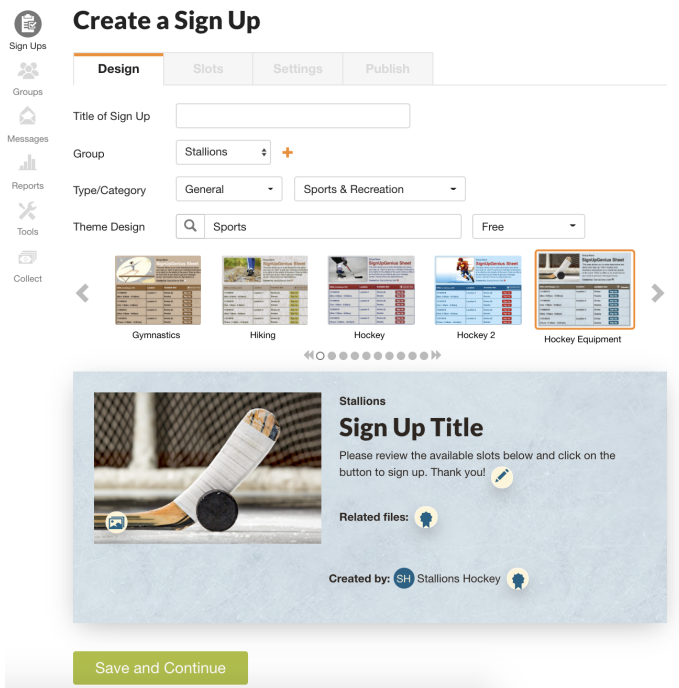
Go to Signupgenius.com

Step 1: You may need to create an account or log in

Step 2: Click on “Create a Sign up”



Step 3: Enter a title and select a Type/Category (General - Sports and Recreation) and the Theme Design for your Sign-up which will appear on the screen like below. Hit Save and Continue.



Step 4: Select Sort by Date which will give you the option to add multiple dates, times and the location for each date.

Create a Sign Up — Game Scheduling

Design Slots Settings Publish

Select the format for your sign up

- Sort by Date**
For sign ups having one or more slots per date/time
[See examples](#)
- Sort by Slot**
For sign ups where people scan the slots before the date/time
[See examples](#)
- Slots Only**
For sign ups without a specific date or time involved
[See examples](#)
- Single Date RSVP**
For a one date event where you want to see who can attend
[See examples](#)

+ Add Dates + Add Slots

Dates/Times	Available Slot
[Date/Time]	[Slot] Sign Up
	[Slot] Sign Up
[Date/Time]	[Slot] Sign Up
	[Slot] Sign Up

Save and Continue

Click “Add Dates” and select the dates for your events. Enter the time and location for each date. Click “Add”

Add Dates/Times

[Add From Calendar](#)
[Add Recurring Days](#)
[Add Time Slots](#)

September 2020
October 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	01	02	03	04	05	27	28	29	30	01	02	03
06	07	08	09	10	11	12	04	05	06	07	08	09	10
13	14	15	16	17	18	19	11	12	13	14	15	16	17
20	21	22	23	24	25	26	18	19	20	21	22	23	24
27	28	29	30	01	02	03	25	26	27	28	29	30	31
04	05	06	07	08	09	10	01	02	03	04	05	06	07

Date	Start Time	End Time	Location
10/05/2020	4:00 PM	5:00 PM	Fifth Third Arena

Add

Step 5: Click “Add Slots” to enter the available slots for each event, such as the scoresheet keeper, time-keeper, DJ, penalty box and the number of volunteers needed for each role.

Add Slots – Timekeeper

[Single Slot](#)
[Bulk Slots](#)

Title of Slot:

Help Comment:

Number Wanted [?]: on

[+ Ask for another quantity on different dates](#)

Collect Money: [Learn More](#)

Save **Save and Add Another**

When you've entered all available volunteer slots, click "Save and Continue".

Create a Sign Up – Game Volunteers

Design | **Slots** | Settings | Publish

Sort by Date + Add Dates + Add Slots

Dates/Times	Location	Available Slot	
10/05/2020 (Mon. 4:00 pm - 5:00 pm)	Fifth Third Arena	Timekeeper (1)	
		Scoresheet Keeper (1)	

NOTE: Dates are in mm/dd/yyyy. Times are shown in CDT. To modify, update your [settings](#).

Save and Continue

Step 7: On Settings, you can select your requirements for participants (name, email, phone number etc). You can also set your preferences for "Notifications". The general notifications are likely fine, but you can customize this. For example, when someone signs up, they will receive a notice 2 days in advance of their event as a reminder. This is a great feature. Hit "Save and Continue" when finished.



Sign Ups

Create a Sign Up — Game Volunteers



Groups



Messages



Reports



Tools



Collect

- Design
- Slots
- Settings**
- Publish

Ask Participants For:

- Name Required
- Email Required ▾
- Comment Optional ▾
- Phone Optional ▾
- Address Optional ▾

[+ Add a Custom Question](#)

Note: Only name and comment are seen by participants. ⚙

Preferences [Ⓜ]

- General Settings**
- Notifications
- Restrictions
- Integrations

- Allow people to "swap" slots with each other
- Remove ads on this sign up [Learn More](#)
- Remove the SignUpGenius branding from all sign up pages. Enterprise [Learn More](#)

Save and Continue

Genius Tips

Final Step: Preview and Publish! You can get it all ready to go, so as soon as the final scheduling list comes out, you can email the sign up link to all managers in your division!



Sign Ups



Groups



Messages



Reports



Tools



Collect

Create a Sign Up – Game Volunteers

Design

Slots

Settings

Publish

Ready to Publish?

That's a genius sign up, Stallions! Publish it to see options to invite participants, or save a draft to finish later.


Publish

Save Draft


Sign Up Preview

Participant Form Preview





Furbo Dog Camera: Treat Tossing, Full HD...
★★★★☆ 12,242
\$199.00 vprime [Shop now](#)



Stallions



Game Volunteers

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

Date: 10/05/2020 (Mon.)

Time: 4:00pm - 5:00pm CDT

Location: Fifth Third Arena


Created by:  Stallions Hockey 

Available Slot

Timekeeper	Sign Up
Scoresheet Keeper	Sign Up

STORAGEWORKS®

Simple Storage Solutions. Creative Life Style.



StorageWorks Wicker Baskets
★★★★☆ 350
\$26.99 vprime [Shop now](#)

[Submit and Sign Up](#)

©2020 SignUpGenius. All Rights Reserved. [Privacy Policy](#) | [Terms of Service](#) | [Do not sell my info](#)



Sign Ups



Groups



Messages



Reports



Tools



Collect

Create a Sign Up – Game Volunteers

Design

Slots

Settings

Share

View

Hooray! Don't Forget to Send Invites!

Use the following link to share the page yourself or choose an option below to invite people to sign up.

<https://www.signupgenius.com/go/805044FABA82CABFE3-game> Copy Link

Customize or shorten link Platinum and Above [Learn More](#)

Invite by Email

Invite by Text

Share on Social

Share on Website

Embed in Website

You're all set to go to Messages and send an email invite! [Learn More](#)

Compose Message