Creating a Prayer Vigil Sign Up using SignUpGenius

1. Go to signupgenius.com.
2. Click the button for 'Create a Sign Up' in upper right corner.
3. If you have a SignUpGenius account, login with your email and password. If you do not have an account, click on 'New Account' (under Login with Facebook button).
4. For a new account, add your first name, last name, email address, and a password. Click the box to the left of 'I'm not a robot', then click on the 'Register Now' button.
5. For a new account, you will get a dialogue box asking you to select your preferred time zone and date format. Make your selections and click on 'save.'
6. Click on the 'Create a Sign Up' button on the top right corner.
7. The first step to 'Create a Sign Up' is DESIGN. A screenshot of a sample is below.
   a. Add a title for your weekend prayer vigil.
   b. Select a group (if you do not have a group, click the + symbol to create one).
   c. Select the type/category from the four (4) dropdown options ('volunteering' is a good type and 'religion & spirituality' for category.)
   d. Select a theme design (this sign up uses the 'Religion' category, then 'Bible Study/Small Group' theme).

   e. Once you have made your selections, click on the 'Save and Continue' button.

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SLOTS

This section focuses on adding dates and times for the sign up.

1. If this is the first time you have used Sign-Up Genius, you will get a dialogue box asking you to set up the date and time settings, based upon the preferences you set in the first step. Click on the 'save' button.
2. Click on the '+ Add Dates' button. A calendar with the current and next month displaying will appear. If neither of these months is the one needed, click on the right arrow to advance to the preferred month.
3. Once the preferred month is displaying, click on the first date of your weekend. A dropdown displaying date, start time, end time, and location appears.
4. Click in the box under 'Start Time' and add the hour to begin. No minutes are needed unless scheduling is by half hour increments.
5. Change the 'AM' to 'PM' and click the box under 'End Time' to add the hour to end. No minutes are needed unless scheduling is by half hour increments.

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6. Change the 'AM' to 'PM'. The 'Location' section can be left blank. Click the 'Add' button.

Add Dates/Times

Add From Calendar   Add Recurring Days   Add Time Slots

March 2022

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

April 2022

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

Date	Start Time			End Time			Location		
04/28/2022	5		PM ▾	11		PM ▾		📍	🎥

Add

ADD SLOTS

Once the first date is set, the hourly slots can be added. Click on the '+ Add Slots' button. For the first time slot, only a single slot will be added.

Single Slot
1. Click in the bar for 'Title of Slot'. Type in 5 PM.
2. Leave the 'Help Comment' blank.
3. For 'Number Wanted' leave the 1. Click in the 'All dates' bar and make sure that the date you created has a check by it.
4. Click the 'Done' button.
5. Click 'Save and Add Another'.

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Bulk Slots

1. Select 'Bulk Slots' (to right of 'Single Slot')
2. Click in the box to right of 'List of Slots' and type in the next hour, such as 6 PM, then press the Enter key.
3. Add 7 PM and press the Enter key. Continue adding the hours through 11 PM, pressing the Enter button after each except for the last one.
4. Click the 'Save' button.

Additional Dates and Time Slots can now be added.

1. Click on the '+Add Dates' button. Using the displayed calendar, select the next date.
2. Add '12' in the box under the Start Time.
3. Add '11' in the box under the End Time. Change the 'AM' to 'PM' in the End Time.
4. Click the 'Add' button.
5. Click on the '+ Add Slots' button.
6. Click on 'Bulk Slots'.
7. In the 'List of Slots", add the hours beginning with '12 AM'; press the Enter key for the next line and continue adding the times until you have entered '11 PM'.
8. Click in the 'All dates' box and uncheck the box by the first date.
9. Click the 'Done' button.
10. Click the 'Save' button.
11. Repeat steps 1-10 to add dates/time slots. For step h, make sure to uncheck all dates EXCEPT the date hours are being added.
12. When finished adding dates/times slots, click the 'Save and Continue' button.

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SETTINGS

This section focuses on the participants and preferences.

Ask Participants For:

1. Name is required. Leave Email as required.
2. Click on the small pencil to the right of Comment. This can be edited to 'Location'.
3. Phone and Address are both optional.

PREFERENCES

1. General Settings
   a. If you do not want people to 'swap' slots with each other, click to remove the check.
2. Notifications
   a. Leave the check for 'Notify me by email….' If you want to be notified when people sign up or edit/delete their sign up slot.
   b. Leave the check for 'Send people reminders……' but change the number of days to your preference.
3. Restrictions and Integrations
   a. These options can be left as is.
4. Press the 'Save and Continue' button.

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PUBLISH and SAVE DRAFT

This section allows views of a preview and a participant form preview.

Sign up Preview

1. This is the view of the entire sign up. To the right are two icons – a computer and a mobile device. The view for the computer is the default view. Click on the icon for the mobile device to see how that looks.

   NOTE: You may have to scroll down in the window to actually see the sign-up list.

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Participant Form Preview

1. This shows how the site will look for a person trying to sign up for a particular time slot on your prayer vigil.

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PUBLISH

Once all dates/times slots have been added, you will need to publish the sign up. If you'd rather wait, then click on the 'Save Draft' button to return at a later time to finalize the sign up.

SHARE

A link will be created that you can share with your community for the sign up. You can copy the link by clicking the 'Copy Link' button. The copied link could be included in an email to your community.

Other options include:

- Composing an email to send that will include the link.
- Share on Social.
- Share on Website.

VIEW

To see the entire sign up, click the 'View' tab.

Congratulations! You have now created the sign up for your prayer vigil.