

General Instructions for Using Kiwanis SignUpGenius Schedules

To support various Kiwanis activities we use a software package, called SignUpGenius, to schedule volunteers. This is a very easy system to use: all you need to do is select your slot(s) and enter your name and, optionally, your email.

Sample images of the three screens you will be using are included on the next three pages. I've circled on the screen images the relevant selections or fields. In addition, a message about cookies may appear at the bottom of the first screen, blocking the [Save & Continue] button – click on the X in the upper right hand corner of the message to get rid of it so that you can proceed.

Scroll through the schedule and select the **Sign Up** box for job(s) for which you are volunteering – a check mark will show in the box. When you have chosen your job(s), select the **[Save & Continue]** button at the bottom of the screen. This will take you to a screen where you enter your name, and optionally your email address¹. On this screen you can also enter a brief comment, such as the name of an additional member working with you. Select the **[Sign Up Now]** button to complete the process. This will take you to a "Thank You" screen. Please make sure you see the "Thank you" screen before exiting the system.

If you need to change your sign up, there is a link to do so immediately above the schedule on the first screen. Or you can call or email Mary Page to change it.

If you have any questions, please contact Mary Page at mx2page@gmail.com or call her cell phone.

¹ Your email address is optional. If you enter it, you will get an immediate email confirmation of your sign up and also get an email reminder from SignUpGenius a couple of days before you are scheduled.



Kiwanis

PANCAKE BREAKFAST

Mary Page [Contact](#)

Already signed up? [Change my sign up](#)

The Kiwanis Pancake Breakfast will be held on Saturday, March 2 in the Assateague Room. This is a major effort involving five overall activities: setting up the evening before, selling tickets (credit card processing will be offered), cooking, serving, and cleaning up. The specific tasks are shown in the schedule below. Please sign up for one or more tasks to support this important fundraiser.

If you have any questions about the breakfast, please contact Project Chair Kitty Wrench. If you have questions about signing up, please contact Mary Page. Thanks for your support!

Dates shown as mm/dd/yyyy EST

Date	Time	Available Slot	
03/01/2024 Friday	4:00pm-5:00pm	Egg Prep 2 slots available	Sign Up
		Set Up Tables and Chairs 8 slots available	Sign Up
		Place settings 4 slots available <small>Table Decorations, Napkin/Place Settings</small>	<input checked="" type="checkbox"/> Selected
03/02/2024 Saturday	6:30am-11:00am	Cook 5 slots available <small>batter, pancakes, beverages, eggs, sausages</small>	Sign Up

[Save & Continue](#)

◀ Back to PANCAKE BREAKFAST

Sign Me Up

Sign me up for:

Available Slot	Date (mm/dd/yyyy - EST)	My Comment
Place settings	Fri., 03/01/2024 4:00pm - 5:00pm	

Name

Mary

Page

Email

mx2page@gmail.com

Already have a SignUpGenius account? [Login](#)

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

Sign Up Now

Cancel



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Thank you, Mary!


You're all signed up for **PANCAKE BREAKFAST**.

A confirmation email with an attached iCalendar has been sent to you.

✓ **Place settings**

Fri., 03/01/2024 4:00pm - 5:00pm EST

Back to Sign Up

 **Add to Calendar**

 **Contact Mary Page**