

How to create a class signup using signupgenius

https://www.signupgenius.com/index.cfm?go=w.Welcome

Sign Up Genius Features Pricing More Create a Sign Up Log In

DISFRÚTALA RESPONSABLEMENTE BLUE MOON BEER COMPANY GOLDEN, CO. 40% ALC. 120 CALORIES

Let's get started, Genius!

Register below to start building your sign up page in minutes. It's easy!

First Name

Last Name

Email

Password

I'm not a robot reCAPTCHA Privacy - Terms

Register Now

By clicking Register Now, you agree to the SignupGenius Terms of Service and Privacy Policy.

Next, Hit the green button that says Create a signup.

Sign Up Genius Features Pricing More Create a Sign Up DS

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Sign Ups

Created Invited To Favorites Calendar

Sign Ups I've Created Search

You have no active sign ups at this time.

Past Sign Ups Archived & Deleted

NOTE: Dates are in mm/dd/yyyy. Times are shown in PDT. To modify, update your settings.

Rosetta Stone LEARN SPANISH for \$19.99/mo.

Next, create your group and add the emails you would like to send the signup, add the title and a brief description of your event.

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Create A Sign Up

1) General Details 2) Theme 3) Dates/Times 4) Slots 5) Settings 6) Preview 7) Invite/Publish

Name of Your Group

Use one of my existing groups

Create a new group called

Title of Sign Up

Description (Use this area to provide any instructions or details to your group members.)

We need signups for donations and volunteers on May 3, 2019!

Advanced Settings

CONTINUE

Next, select a theme. Some are through the paid version but there are more than enough free themes for you to select from.

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- 1) General Details 2) Theme 3) Dates/Times 4) Slots 5) Settings 6) Preview 7) Invite/Publish

Find the perfect look for your page by browsing themes by category or searching by keyword!

Browse a Category: Popular Themes OR

Showing Popular Themes:

(click for large preview)

Available Pages of Popular Themes: 1 2 3 4 5 6 7 8

- American Flag 
- Animal Rescue Help 
- Appointment III 
- Art and Paint 
- Art Pencils 
- Audition 
- Autumn Forest 
- Baby Shower Invite 
- Back to School 7 
- Back to School Fun 
- Back to School Supplies 
- Back to School Time 5 

[More Popular Themes >](#)

Next, select the type of sign up (typically it is a one time event).

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Create A Sign Up

First Grade Carnival

1) General Details 2) Theme 3) Dates/Times 4) Slots 5) Settings 6) Preview 7) Invite/Publish

What type of event are people signing up for? ([Date & Time Settings](#))

- One-time Takes place at one time at one location (i.e. a potluck or party)
- Recurring Takes place at one location on recurring days (i.e. snacks every Sunday)
- Time Slots Involves people selecting from a range of times (i.e. a parent teacher conference)
- Custom Involves multiple days, times, or locations (i.e. volunteers for sports games)
- No Specific Date Does not take place on a specific day (i.e. a donation sign up)
NOTE: No Specific Date sign ups do not have email reminders.

Then put in the date and time of your event. If you want people to come start setting up the start time should be the set up and clean up time.

What type of event are people signing up for? ([Date & Time Settings](#))

- One-time Takes place at one time at one location (i.e. a potluck or party)
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- No Specific Date Does not take place on a specific day (i.e. a donation sign up)
NOTE: No Specific Date sign ups do not have email reminders.

Date of Event  (mm/dd/yyyy)

Start Time (PDT)

End Time (PDT)

Location 

[+ Advanced Settings](#)

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Type in what you need. If you need more slots just check the box.

Create A Signup

- 1) General Details
- 2) Theme
- 3) Dates/Times
- 4) Slots
- 5) Settings
- 6) Preview
- 7) Invite/Publish

Enter the slots your users can sign up for.

Use the "# Wanted" column to designate the quantity of people you want to sign up.

Slots are optional for an RSVP sign up if you just want a yes/no RSVP.

Add New Sign Up Slots:

 Bulk Import

Title of Slot	# Wanted	Help Comment
Volunteer # 1	1	
Volunteer # 2	1	
Volunteer # 3	1	
1 Bowl of sliced Golden Delicious Apples	1	small 24 ct pre cut into 4 squares
Pumpkin Pie	1	serves 24 students

I need to enter more sign up slots in addition to the ones above.

Layout Settings

Finally, you need to require the participants to put their email. You can adjust the preferences. For example if you want the signupgenius to send the folks who signed up 2 or 3 days before you can adjust.

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Sign Ups



Groups



Messages



Reports



Tools



Collect

Create A Sign Up

First Grade Carnival

1) General Details 2) Theme 3) Dates/Times 4) Slots 5) Settings **6) Preview** 7) Invite/Publish

Ask Participants For:

<input checked="" type="checkbox"/> Name	Required
<input checked="" type="checkbox"/> Email	Required
<input checked="" type="checkbox"/> Comment 	Optional
+ More	

Note: Only name and comment are seen by participants. 

Preferences 

- Notify me when someone signs up or edits/deletes their slot
- Send people reminders days in advance
- Allow people to "swap" slots with each other
- Remove ads on this sign up  [Learn More](#)

+ Advanced Settings

CONTINUE