



Italian American Heritage Festival

Volunteer Sign Up Instructions



The Italian American Heritage Festival (IAHF) uses [SignUpGenius](#) to allow people to sign up for the Event Day slots. These instructions go through the steps to sign up for a particular booth and time.

Initial Assignment

A Volunteer may choose to select and sign up for a slot on their own accord. The following are the steps to accomplish the task.

1. Access the [SignUpGenius](#) link provided via email or social media.
2. Once selected, the available slots are displayed.

Italian American Heritage Festival

Test Volunteer Sign Up

IF Italian American Heritage Festival ☐ Contact

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

Date 04/27/2024 (Sat.)

Share

Dates shown as mm/dd/yyyy EDT

Time	Available Slot
11:30am-3:00pm	Fairview/Main Tickets - Cash Sell Tickets and collect cash. Able to make appropriate change. 3 slots available Sign Up

3. Select the slot for which you desire to assign a volunteer by clicking the Sign Up button.

Time	Available Slot
11:30am-3:00pm	Fairview/Main Tickets - Cash ✓ Selected Sell Tickets and collect cash. Able to make appropriate change. 3 slots available
	Fairview/Main Tickets - Credit Full Sell Tickets and collect payment. Able to effectively work an electronic

Save & Continue

- The Volunteer Information fields are displayed.

Sign Me Up

Sign me up for:

Available Slot	Date (mm/dd/yyyy - EDT)	My Comment	Quantity
Fairview/Main Tickets - Cash	Sat., 04/27/2024 11:30am - 3:00pm	<input type="text"/>	1 ▾

Name First Last

Email

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

Phone Mobile ▾

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

Sign Up Now

- Complete the Name, Email and Phone fields and select the 'Sign Up Now' button.
- A confirmation message is displayed. There may be some popups for advertising offers. You can decline those.

Thank you, Diana!

You're all signed up for **Test Volunteer Sign Up**.

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

✓

Fairview/Main
Tickets - Cash

Sat., 04/27/2024 11:30am -
3:00pm EDT

Thank You
You may receive details via email for any selected offer.

Powered by [Rokt](#) - [Privacy Policy](#)

☰ Add to Calendar

➔ Share with Friends

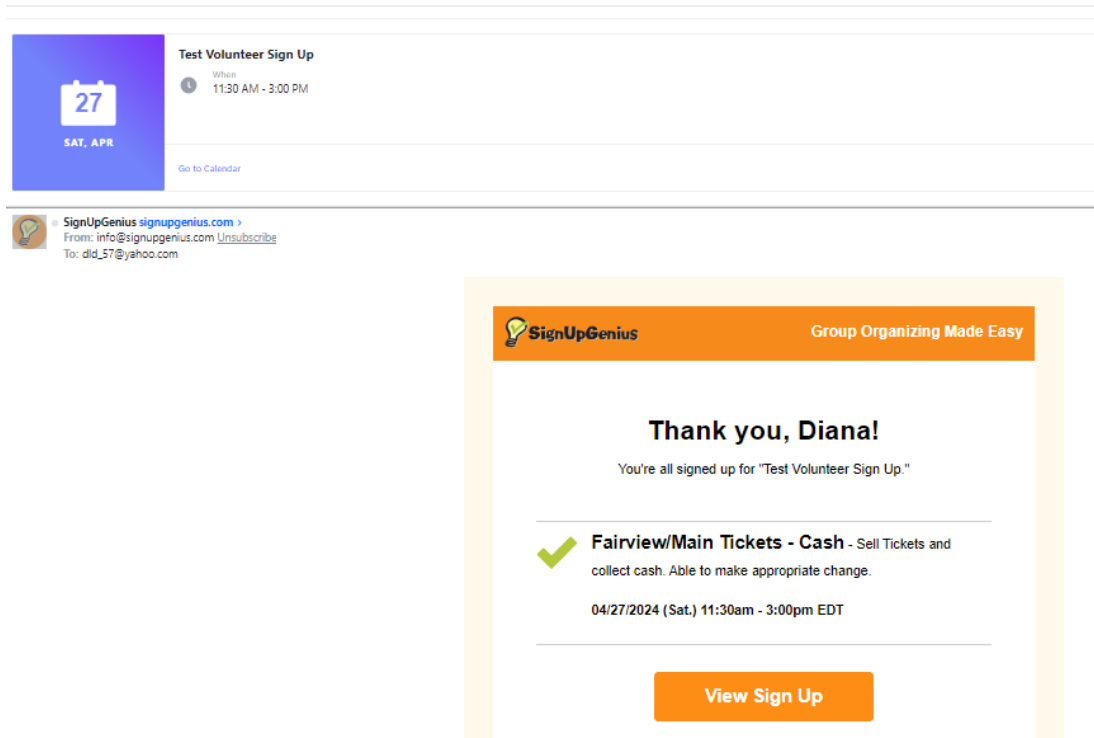
✉ Contact Italian American Heritage Festival

Back to Sign Up

4. Select the ‘Back to Sign Up’ button. The system displays the status of the volunteer slots.

Time	Available Slot	
11:30am-3:00pm	Fairview/Main Tickets - Cash Sell Tickets and collect cash. Able to make appropriate change. 1 of 3 slots filled <div>Diana DeCaria DD</div>	Sign Up
	Fairview/Main Tickets - Credit Sell Tickets and collect payment. Able to effectively work an electronic device to confirm and collect payment. All slots filled <div>Denny Colangelo DC Denny and Cecelia will volunteer for this. We did it last year.</div>	Full
	Fairview/Main Tickets - Credit/Wristbands Sell Tickets and collect payment . Able to effectively work an electronic device to confirm and collect payment. MUST be 21 yrs or older to sell Alcohol wrist bands 3 slots available	Sign Up
	Fairview/Main Tickets - Credit/Wristbands	Sign Up

5. The Volunteer receives a confirmation email from 'Italian American Heritage Festival' (signupgenius.com). The email may be in your Spam folder if not in the Inbox.

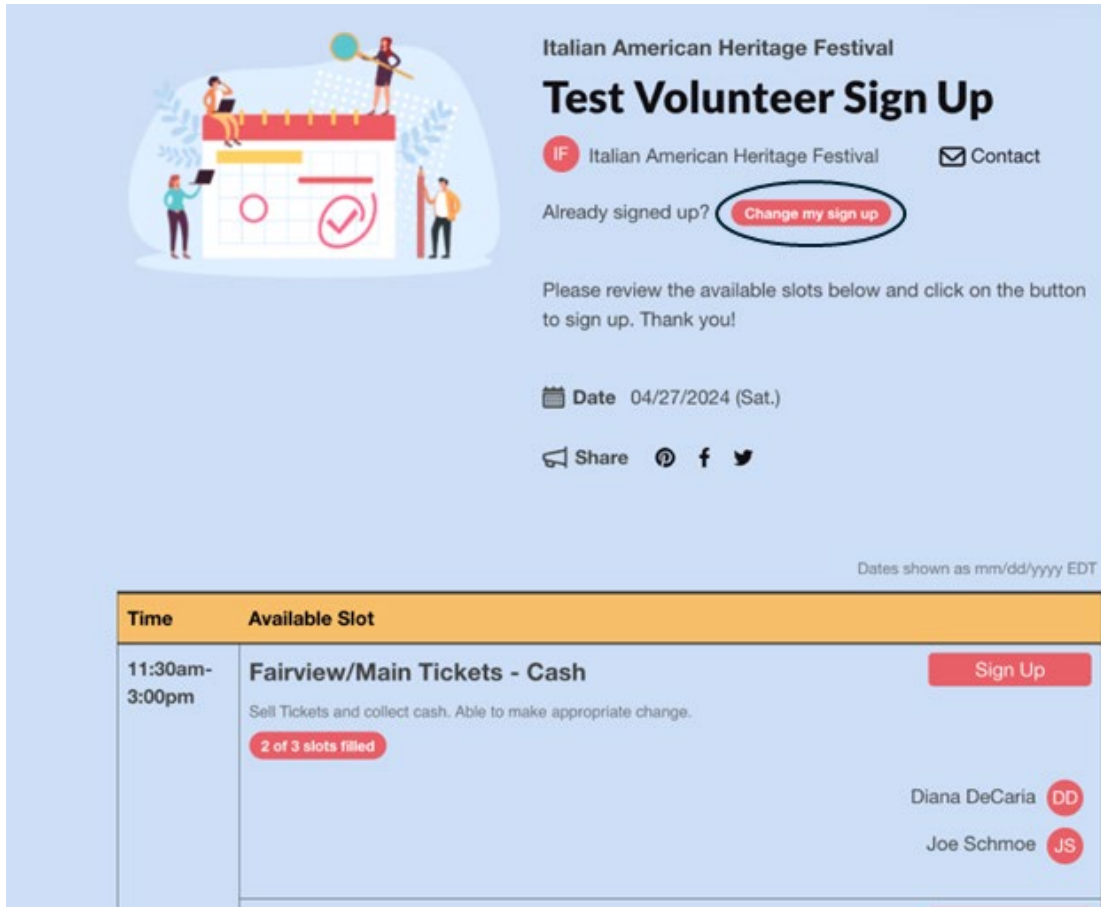


6. If the Volunteer has questions regarding the assigned slot or needs a change in assignment, contact the Volunteer Coordinator at IAHF.Volunteers@gmail.com.

Changing an Assignment

A volunteer may have a need to change his assigned slot. The following steps are needed to delete an assignment.

7. Access the SignUpGenius link provided via email or social media.
8. Once selected, the sign up screen is displayed. Select the 'Change my sign-up button.



Italian American Heritage Festival

Test Volunteer Sign Up

IF Italian American Heritage Festival [Contact](#)

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

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

Date 04/27/2024 (Sat.)

[Share](#) [Pinterest](#) [Facebook](#) [Twitter](#)

Dates shown as mm/dd/yyyy EDT

Time	Available Slot
11:30am-3:00pm	Fairview/Main Tickets - Cash Sell Tickets and collect cash. Able to make appropriate change. 2 of 3 slots filled Diana DeCaria DD Joe Schmoe JS

9. A screen is displayed to determine how to find the appropriate slot assignment. Select the item stating, 'Someone else signed me up on this sign-up'.

Test Volunteer Sign Up

Need to make a change to something you signed up for on this sign up?

- ☐ I signed up as a SignUpGenius member
- ☐ I signed up without a SignUpGenius account
- ☒ Someone else signed me up on this sign up

If you are not related to this event:

If there was a mistake and you are NOT related to this event, please [contact the sign up creator](#) immediately. In all likelihood, someone mistyped an email address and accidentally entered your email. Explain the situation and the sign up creator will remove you immediately. If the sign up creator does not assist quickly, [contact SignUpGenius support](#).

If you are related to this event, you have several options for editing your sign up:

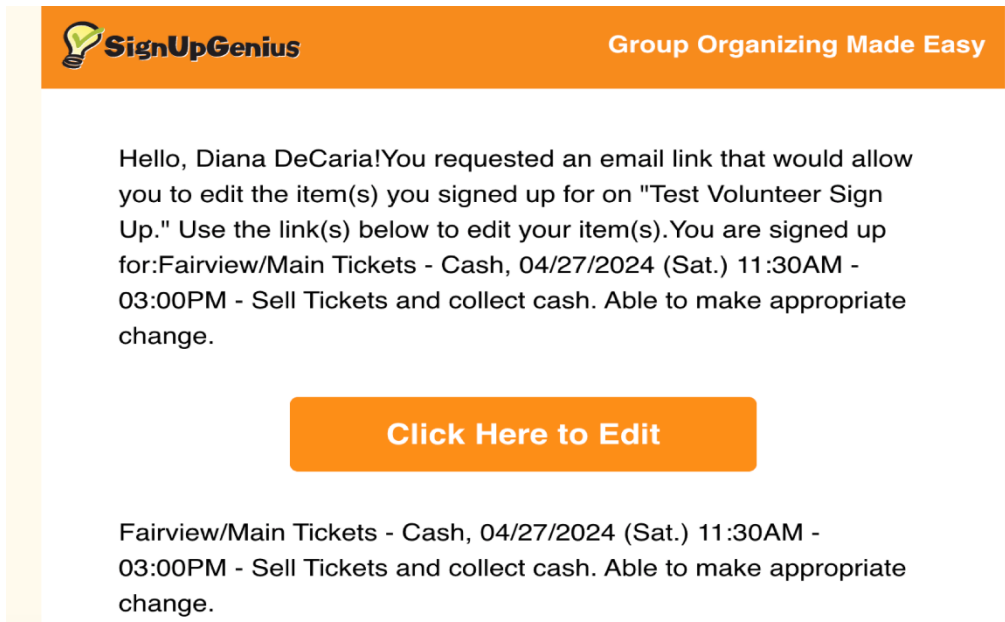
1. [Contact the sign up creator](#) and have him/her update your item for you.
2. [Create an account](#) at SignUpGenius using the same email address that was used to sign you up. If you received an email notification about this sign up, you can use the email address that you received the notification at. You will then be able to login and edit your item.
3. Send yourself an email link that will allow you to edit your sign up item. If you received an email notification about this sign up, you can use the email address that you received the notification at.

Enter your email address: [Send Me an Email](#)

Not what you wanted? [Return to Sign Up](#)

10. Enter the email address used in creating the signup and select the 'Send Me an Email' button.

11. SignUpGenius will send an email to the entered address. Select the 'Click Here to Edit' button in the email.



12. The SignUpGenius slot is displayed. The Volunteer may delete the slot by selecting the 'Delete' button or cancel the change by selecting the 'Change' button.

The screenshot shows the "Sign Me Up" form in SignUpGenius. The form has a light blue background. At the top, it says "Sign me up for:" followed by a table. The table has four columns: "Available Slot", "Date (mm/dd/yyyy - EDT)", "My Comment", and "Quantity". The first row of the table contains the following data: "Fairview/Main Tickets - Cash", "Sat., 04/27/2024 11:30am - 3:00pm", an empty text box, and "1" with a dropdown arrow. Below the table, there are input fields for "Name" (with "Joe" and "Schmoe" as suggestions), "Email" (with "dld_57@yahoo.com" as a suggestion), and "Phone" (with "9999999999" and a "Mobile" dropdown). There is also a link "Already have a SignUpGenius account? Login". At the bottom, there is a line of text: "By signing up, you agree to the SignUpGenius [Terms of Service](#) and [Privacy Policy](#)." Below this text are three buttons: "Update My Sign Up", "Delete", and "Cancel".

13. When the 'Cancel' button is selected, the Volunteer is returned to the previous screen.
14. When the 'Delete' button is selected, the Volunteer is given a chance to enter a reason for the change or to cancel the transaction.

Test Volunteer Sign Up

Are You Sure?

Are you sure you want to delete your sign up for "Test Volunteer Sign Up"?

04/27/2024 (Sat) 11:30AM - 3:00PM EDT - Fairview/Main Tickets - Cash

This sign up will be permanently removed. There is no undo.

Notification will be sent to the sign up administrator (Italian American Heritage Festival) with the following comment:

I have a schedule conflict

YES - DELETE

NO - CANCEL

15. An Email is sent to the main Festival email to notify the Committee of the change.