NOTES ABOUT SignUpGenius for Committee Chairpersons

The New-Ark Area Emmaus Community uses the SignUpGenius online utility to manage the Willing Servant signups for its Gatherings and Emmaus Ministry events. The purpose of these notes is to provide direction to the Committee Chairpersons when managing their signups.

1. Entry of an email address is required by SignUpGenius when signing up for a timeslot, either for yourself or for someone else; Committee Chairpersons need to be able to sign up persons who do not have email addresses. Committee Chairpersons may also need to be able to delete entries when persons indicate they cannot serve.

   The SignUpGenius account allows for four logins to be identified as 'Admins'. So, in addition to the primary Willing Servants Administrator login, Administrator logins were created as follows:

   Kitchen Committee – **kitchen**@new-arkemmaus.org
   Logistics Committee – **logistics**@new-arkemmaus.org
   Agape, Registration, & Gatherings Committees – **committees**@new-arkemmaus.org

   NOTE: The separate admin logins were created for the two committees having the most sign-up spots; all other committees will use the combined 'committees' login.

   To login using your Administrator function, **go to signupgenius.com**, and **click on 'Log In' at the top right of the page**; on the login page, enter one of the above logins (e.g. kitchen@new-arkemmaus.org, etc.) and the password supplied to you by the Willing Servants Administrator.

   A page will be displayed that asks you to 'Select Account'; **click on the button that says 'Login as Admin' to select the 'Willing Servants Administrator' account.**

   Once you are logged in, you may see a page titled 'Sign Ups' or 'Reports' – **change to the 'Tools' page by clicking on the 'Tools' icon on the left side of the screen;** then **click on the 'Edit People on Sign Ups' option on the 'Tools' page.** A popup will be displayed that asks you to select the signup that you want to edit. A drop-down will list the available signups; there could be several active signups (e.g. Walk, Encounter, Gatherings) listed for your Committee area / Admin login. **Select the signup you wish to edit, and then click on 'OK';** as a result, the page 'Add / Edit / Delete People' will be displayed.

   You will see a table of entries with the title 'People Currently Signed Up:' ; at the top right of the table, **there is a button that says 'Sign Someone Up' – CLICKING ON THIS BUTTON allows you to add a person to the signup whether or not they have an email address.**

   This same 'People Currently Signed Up:' table can also be used to delete specific timeslot sign-up entries: **use the checkbox in the far right column to 'select' the entries you want to delete;** then, at the top right of the table, **click on the button that says 'Delete Selected'** – this will remove the selected sign-up entries.

2. Since SignUpGenius automatically takes care of the signups in real time, we can choose to leave the signups open throughout the event PROVIDED the Committee Chairpersons are somehow notified anytime someone signs up for something. Leaving the signups open might encourage folks to sign up for some of the spots later during the event that are slow to fill up.

   SignUpGenius provides for an Administrator to be notified via email any time there is a change to a his/her signup, and allows for different Administrators to be notified for different signups (the Willing Servants Administrator receives a copy of all notification messages). Since there are separate Administrator logins for kitchen@new-arkemmaus.org and logistics@new-arkemmaus.org, a message will be sent to one of these Chairperson's email addresses any time anyone signs up for a timeslot in the corresponding Committee signup. So, unless a Committee Chairperson specifies otherwise, the signups will be left open during the event.

   ** <u>For the Committees that do not have separate Administrator logins</u> (i.e. Agape, Registration, & Gatherings), if a person signs up for ANY ONE of these three areas, the signup notification will be forwarded to all three Committee Chairpersons. The email content will indicate the committee area to which the notification applies.**

3. For the event, the Committees need printouts of the signups to know who is coming to work a particular shift, to be able to check off names, etc. The Committee Chairpersons need to know how to get usable printouts of the signups, or how to get a dump of the data so that they can generate their own listings/printouts.

   On the 'Tools' page described above, there is an option to 'Print a Sign Up': **click on the 'Print a Sign Up' option;** a popup will be displayed that asks you to select the signup that you want to print. **Select the signup you wish to print, and then click on 'OK';** this will result in the display of a portrait-oriented, printable listing of the signups.

   A button at the top right of the screen ('Print Report') will bring up a typical print dialogue page to send your report to a printer. Near the top of the page there is a 'Print Settings' expandable box – this settings box allows you to change the fields included in the printout, and change the text font size.

   Alternatively (or additionally), the 'Reports' page (accessed via the 'Reports' icon on the left side of the initial screen) can be utilized to generate a 'custom' report. The main thing to note is that the 'Report Style' option (the last option near the bottom of the page) allows you to indicate that you want a 'List of Sign Ups for Export to Excel'; after the report has been generated, another button is displayed that says EXPORT DATA AS CSV FILE – clicking on this button causes a .csv file readable by Excel to be downloaded to your computer.