## SignUpGenius Instructions

## Would you like to Volunteer?

The process is simple. Just follow these instructions:

- 1. Click on the link <a href="http://www.signupgenius.com/go/4090b4eaaac2ca2f85-sunday">http://www.signupgenius.com/go/4090b4eaaac2ca2f85-sunday</a>.
- 2. On the "Sunday Services" page, scroll past the instructional documents to the desired date(s) and time(s).
- 3. Click on the white square by the task you'd like to volunteer for. *If you're not sure what the task involves, click on the pdf file to download the instructions to your computer.*
- 4. When finished signing up, click on "SUBMIT AND SIGNUP".
- 5. On the next screen enter your name and email.
- 6. Finally, choose one of these options:
  - a) "Create an account at SignUpGenius..." so you can login and edit your items if you need to make a change OR
  - b) Click "SIGN UP NOW!" without creating an account and you'll see a confirmation of your signup on the next page.

After you sign up for a task, you will receive a reminder 2 days before the event. Please email Laura Giusti at <a href="mailto:laura.m.giusti@gmail.com">laura.m.giusti@gmail.com</a> or Marisa at <a href="mailto:malbini@westminsteruu.org">malbini@westminsteruu.org</a> if you have any problems or comments.