



Beach FC Aramark Sign Up Genius Instructions

Kim Smith
Aramark Fundraiser Coordinator
Beach FC
BeachFCFundraising@BeachFC.com

What is SignUpGENIUS?

In 2012, we began using SignUpGenius in order to communicate to our Beach FC volunteer database and staff our Aramark/Legends events. SignUpGenius is a wonderful tool that allows volunteers to see all events that we are contracted to staff, any open spots, obtain event information and print out calendars of events.

Once you are registered you will be sent a link to create your free SignUpGenius account and view the Beach FC events. This link will be sent to the email address you registered with. Please be sure to check your spam if you have not received the initial email within 72 hours.



How Do I Get Started?

Once you are registered and have completed the Step 1: Beach FC Aramark Program Policies, you will receive an invite to 1 event that is in Sign Up Genius.

Click the link to the first event in the email, this will take you to the authorized section of the website.
Then click on the Login/Join link in the top right corner.

Got the email, went to the website, now what?

Once you click on Login/Join, you will be brought to the page below. You will then fill out the “New to SignUpGenius” section using the email address you registered with.

*If you belong to SignUpGenius already for another reason, you can just login.

The screenshot shows the SignUpGenius website interface. At the top, there is a navigation bar with the logo on the left and a search bar in the center containing the URL 'hoovers.com/company_directory' and the text '85MM+ listings. Search by location, industry, name, & more. Free Trial.' To the right of the search bar are navigation links: HOME, ABOUT, BUILD A SIGN UP, FIND A SIGN UP, RESOURCES, HELP, LOGIN | JOIN, and social media icons for Facebook, Twitter, and Pinterest.

The main content area is split into two columns. The left column is titled 'New to SignUpGenius?' and includes a sub-header 'Membership is free and makes it easy to create a sign up or manage the items you sign up for!'. Below this is a 'Safe Sign Up Guarantee' badge with the text: 'We do NOT sell or release your information to other companies, period. If you don't like our free service, contact us and we'll delete your account immediately!'. Underneath are five input fields: 'First Name *', 'Last Name *', 'Email *', 'Re-enter Email *', and 'Choose a Password *'. A 'SUBMIT' button is located at the bottom of this section.

The right column is titled 'Already a Member?' and contains a 'Member Login' box. This box has two input fields for 'Email' and 'Password', a checkbox for 'Remember me on this computer', a 'LOGIN' button, and a link for 'Forget your password?'.

Now, you are registered and can view your account!

My SignUps



Items I've Signed Up For

You do not have any items that you've signed up for.

Sign Ups I've Been Invited To

[Icon View](#) | [List View](#)

ORDER BY:



Active 04/16/14

[04/22/2014 TIPS Class](#)



Active 04/16/14

[04/24/2014 TIPS Class](#)



Active 04/16/14

[05/02/2014 Lunatic Luau
\(TIPS Event\)](#)



Active 04/16/14

[05/03/2104 Baseball
ONLY](#)



- The screen to your left is your view of your account. The top portion is a listing of events you have signed up for.
- The bottom portion is the events that are available for you to volunteer for.

Signing Up

Click on a event you are interested in. The event will load with all the information as seen on the right.

Scroll down to the bottom. The staffing number is shown letting you know if there are still slots. If you are interested, click on sign up.

Active 04/16/14

04/22/2014 TIPS CLASS

A few TIPS Class dates have been released. Each date has its own sign up and will be for all NPO groups they are first come/first served! READ ENTIRE MESSAGE BEFORE SIGNING UP!

Classes begin PROMPTLY AT 6:00pm!

EXPIRED TIPS ARE LISTED BELOW

Class will be held at the Farm Bureau Virginia Beach Amphitheater. You will want to enter the VBA off of Princess Anne and Concert Drive. The front entrance will NOT be open. You can bring dinner to the class. Follow the orange cones when you arrive and they will direct you to the TIPS class parking and classroom.

READ IMPORTANT INFO BELOW:

- Anyone that shows up more than 5 minutes late will be turned away and will NOT have the opportunity to take the class again this year unless there are extra open spots later.
- A NO SHOW for this class will prohibit you from working concerts this season.
- If you sign up to take the TIPS class you MUST work a MINIMUM of 3 concert events at the VBA. Failure to do so could result in you reimbursing for the TIPS class.

If you sign up and do not work 3 or more events, you WILL be docked the cost of the class and not permitted to work the next year. TIPS certifications are also at the Ted Constant Center.

DATE: 4/22/2014 (Tue 5:50PM)

LOCATION: DO NOT BE LATE!!

CREATED BY: Christi Jones [CONTACT](#)

Available Slot

TIPS CLASS - 5:50pm! (6)
DO NOT BE LATE!

5 of 6 slots filled
[Sign Up](#)

Next Step

- You will then confirm your sign up and review the details. Then click sign up!
- If you are sharing your email account with a spouse and you both want to work, you **MUST** sign yourself up, and then go back into the event, click on sign up, then click on the box for alternate name and enter their name. **DO NOT USE THE QTY! I need names!**

Sign Me Up For:

| Date | Available Slot | My Comment |
|--------------------------|---|----------------------|
| 4/22/2014 (Tue. 5:50PM) | TIPS CLASS - 5:50pm! DO NOT BE LATE! | <input type="text"/> |

You are logged in as: **XXXXXXXXXX** ([This isn't me](#))

- Display an alternate name (like a child or spouse's name) on the sign up page.
- Send me a confirmation email with an iCalendar (.ics) file.

SIGN UP

Cancel

You are logged in as: **XXXXXXXXXX** ([This isn't me](#))

- Display an alternate name (like a child or spouse's name) on the sign up page.

First Name:

Last Name:

- Make this name my default member name.

Your Sign Ups

Once you have finished signing up, you will receive an email and you can click on my account and you will be able to view your sign ups.

You can also delete events by clicking the red "X" .

My SignUps

 [View My Calendar](#)

Items I've Signed Up For

| Date | Time/Location | Item | Sign Up | Action |
|----------|----------------------------|--|---------------------------------------|--|
| 04/22/14 | 5:50PM DO NOT BE LATE!! | TIPS CLASS - 5:50pm! , DO NOT BE LATE! | 04/22/2014 TIPS Class | <input checked="" type="checkbox"/> <input type="checkbox"/>  |

Sign Ups I've Been Invited To

Icon View | List View

ORDER BY:

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[04/22/2014 TIPS Class](#)

 Active 04/16/14
[04/24/2014 TIPS Class](#)

 Active 04/16/14
[05/02/2014 Lunatic Luau \(TIPS Event\)](#)

 Active 04/16/14
[05/03/2104 Baseball ONLY](#)

Deleting Events

If you must remove yourself from an event, as long as you are not within 7 days, you can just click the red "X" next to the event.

If you are within 7 days, you will need to contact the Coordinator or have arranged a replacement volunteer.

You will receive notification of removal.

My SignUps



Items I've Signed Up For

| <u>Date</u> | <u>Time/Location</u> | <u>Item</u> | <u>Sign Up</u> | <u>Action</u> |
|-------------|----------------------------|--|---------------------------------------|--|
| 04/22/14 | 5:50PM DO NOT BE LATE!! | TIPS CLASS - 5:50pm! , DO NOT BE LATE! | 04/22/2014 TIPS Class | <input checked="" type="checkbox"/> <input type="checkbox"/> |

Important Notes

- It is the volunteer's responsibility to verify their availability for any event they are signed up for.
- Event updates, report times, staffing assignments and changes are communicated primarily through this website. Be sure you are using a email address that you have access to at night and on weekends.
- Always check your email several times during the week prior to an event for announcement and changes.
- When staffing is short or I have had a last minute cancellation, a request for more staff, I send out additional invites and request for more workers. EVERYONE gets those request, regardless of if you are signed up or not. I have families that have multiple volunteers.
- If you find you can not work an event and it is more than 7 days away or you have spoken with me, it is your responsibility to go in and remove yourself from that event.