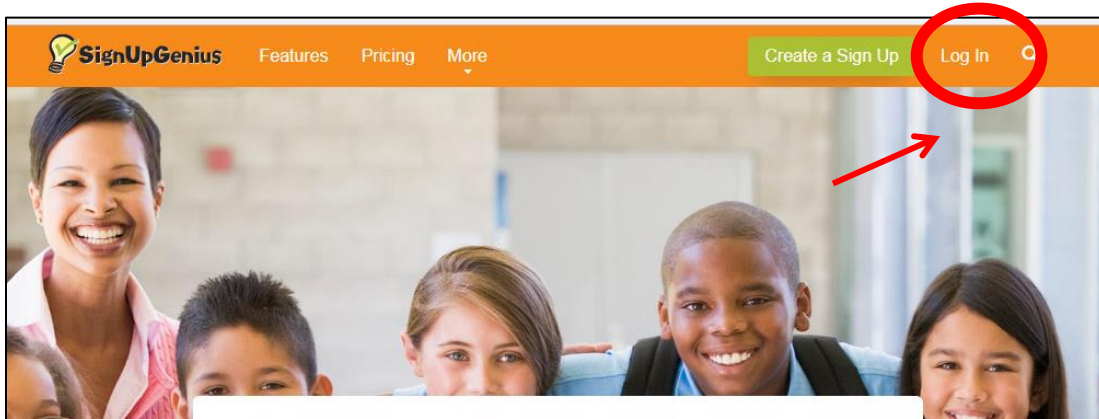




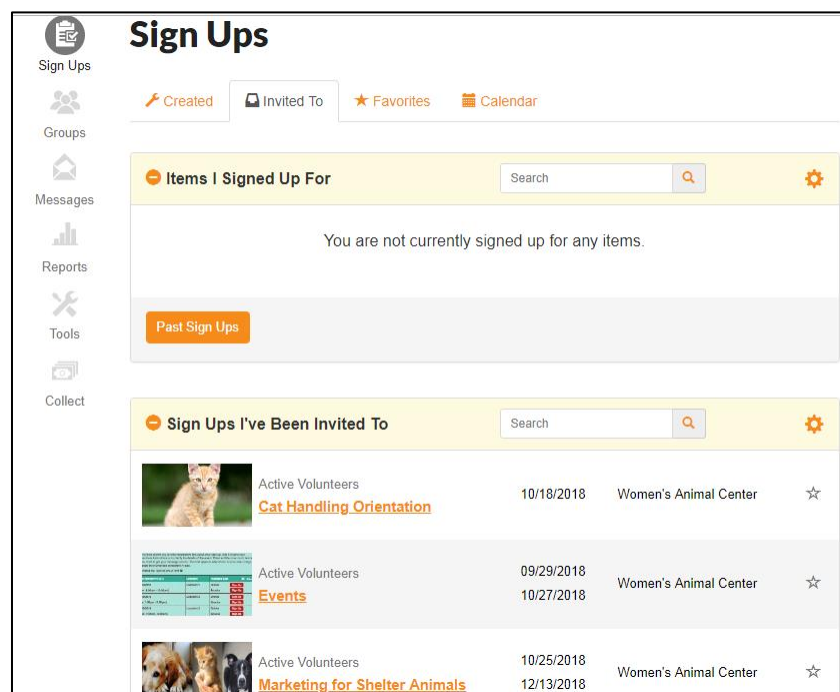
## How to use SignUpGenius

### Step 1: Log in or create an account!



### Step 2: Find your sign-up!

All the sign-ups you've been given access to will show up on your front page! As active volunteers, this will be, at minimum: the Volunteer Schedule, any upcoming trainings, the Events Schedule, and the PetSmart Schedule.



**Step 3: Scroll down to the date you want to sign up**

**Step 4: Choose how you plan to spend your time by clicking the check box under that category:**

	<b>General Duties/Admin</b> Please List Hours	Sign Up <input type="checkbox"/>
05/12/2018 (Sat.)	<b>Cat Socialization</b> Please List Hours	1 slot filled - more available JC June Curran 1p-2:30p Sign Up <input type="checkbox"/>
	<b>Dog Walking</b> Please List Hours	1 slot filled - more available MM Mike Moore adoptions/dogs 11-4 Sign Up <input type="checkbox"/>
	<b>General Duties/Admin</b> Please List Hours	Sign Up <input type="checkbox"/>
	<b>Story Tails</b> 11:45 a.m. - 3:15 p.m. - please specify hours	Sign Up <input type="checkbox"/>

**Step 5: Click the “Submit and Sign Up” button at the bottom of the page!**

	before signing up) (4) Please list hours	
	<b>Cat Socialization</b> Please List Hours	1 slot filled - more available KD Kimberly DellaCroce 5-6pm Sign Up <input type="checkbox"/>
Submit and Sign Up		*Exclusions apply. See associate or Lowes.com Military Terms for terms and conditions.  ©2015 SignUpGenius. All Rights Reserved. <a href="#">Privacy Policy</a> / <a href="#">Home</a>

**Step 6: Fill out the form! In the comment field, please write the hours you plan to come in.**

Available Slot	Date (mm/dd/yyyy - EDT)	My Comment	Quantity
General Duties/Admin	Fri., 05/11/2018	2:30 p.m. - 4:00 p.m.	1

Name: Jane Doe

Email: janedoe@email.com

**Sign Up Now** (circled in red)

**Step 7: Click the “Sign Up Now” button!**

Email: janedoe@email.com

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




By clicking Sign Up Now, you agree to the SignUpGenius [Terms of Service](#) and [Privacy Policy](#).

**Sign Up Now** (circled in red) Cancel

Shifts you’ve signed up for will now appear on your landing page.

**Step 8: You can edit or delete your shift using the “Action” buttons on the right. You can also sync it with online calendars by clicking the calendar icon.**

Items I Signed Up For

Date	Time/Loc	Sign Up	Item	Action
10/18/2018	5:30 PM - 6:15 PM Women's Humane Society	<a href="#">Cat Handling Orientation</a>	Attending	  

**Past Sign Ups**