

How to Access Sign Up Genius

Step One:

Click your Sign Up Genius link or paste it into the search bar.

a. if you do not have a link to the sign-up you are looking for, go to signupgenius.com where you can search by the sign-up creator's email.

Step Two:

Once you have found your desired sign-up, there will be a description written by your sign-up creator. This description should explain any special instructions.

Step Three:

Below the description will be different sign-up opportunities. Options will vary depending on the nature of the sign-up.

Step Four:

Select the orange "Sign Up" button next to your desired selection and then select the green "Submit and Sign Up" button on the bottom of the screen.

Step Five:

You will be redirected to a new page where you will fill in contact information. You may also be required to submit additional information if your sign-up creator requests it.

Step Six:

When you have finished filling in all of the required information on this page, select the green "Sign Up Now" button.

Step Seven:

You're officially signed up! You will soon receive a confirmation email as well as a reminder email closer to the event.