

Hello All,

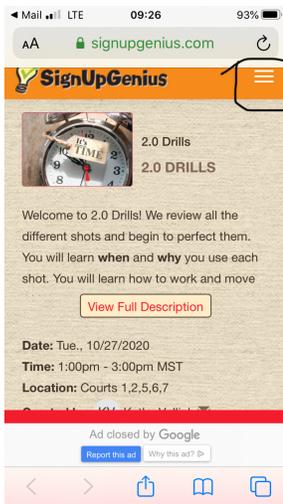
I have been hearing, and told, that one of the most perplexing sign up genius issues is how to delete a sign up. Maybe I can change that to an easy task.

A sign up can be accomplished without signing into your own account if the creator has not required it. However, in order to be able to change/delete a sign up, one must be signed into their own account! This is important as the author of the SignUp Genius is the only other person that can edit attendees.

Obtaining a sign up genius account is easy. [Here](#) is a link (click that word "Here") to the step by step process I placed on our web page.

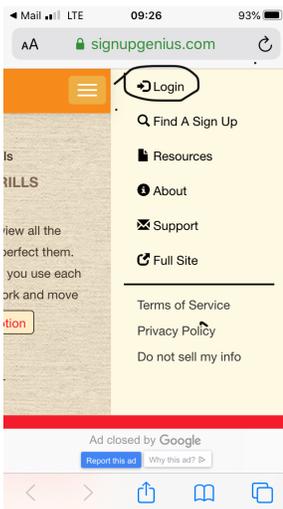
It is easiest to sign into your sign up genius account on your device before going to the newsletter or web site and clicking a link. That way when you sign up for an event, you will be able to edit in the future. If you have not done that and click a link, there is a method for signing in before signing up for the event.

I will show you how to do that via screen shots from my iPhone. Depending on your device, your screens may look slightly different.



When I clicked on the 2.0 drill link, this is what appeared. The black circles show the "drop-down menu" lines that you will need to click .

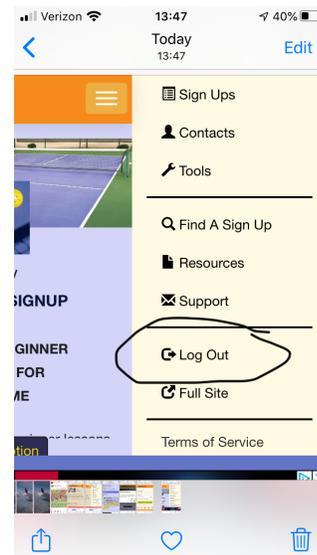
The next screen shot shows that drop-down menu with the Log-in area circled.



On the left is what shows if you are not

On the right is what shows if you are

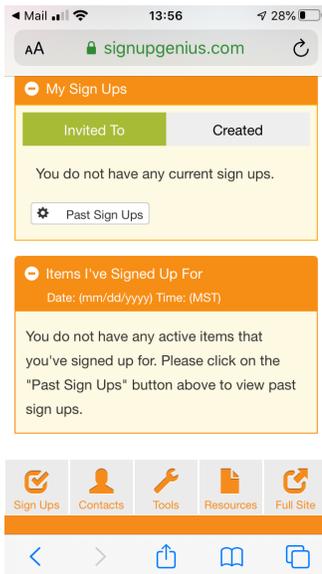
If you are not logged in, click the log in in the information. Once logged in, you window looking like this.



logged in.

logged in.

and complete may get a



Just close out that window, go back to your link and click on it. You should now be able to sign up with ability to edit your sign up.

If you need to delete a sign up. Go to the sign up page, scroll down to see the list of participants. You should see your name with three tabs underneath. As in screen shot below. Click on the delete button, and you will be deleted. If you need to edit your name click on edit and if you need to swap, click on that. (I have never done that, so, I don't know more that it is available.)



You might want to refresh/reload the page to make sure you name is deleted.

There is a benefit for everyone to have your sign up be done on your account. That is that when you are unable to attend, you can delete yourself instead of finding the person that authored the SignUp Genius. This can take time and might not occur in time for other players to have a chance to fill the vacancy.