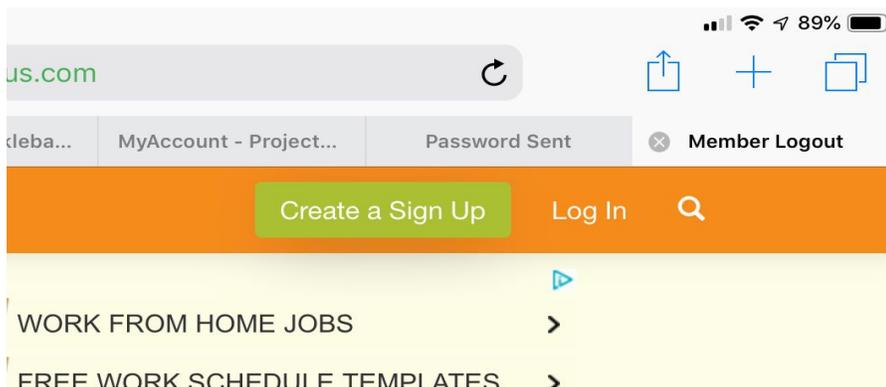


# Using Sign-Up Genius

Sign-up Genius is software that the Club uses for sign-ups for various activities with a limited number of participants.

1. Before doing anything else, you need to create a signup account. This is free, and will allow you to delete or change your sign-ups for various activities. A person can sign up for an activity without logging into their account. However, the club recommends and strongly suggests that you have your own account for the above stated reason.
2. Go to [signupgenius.com](https://signupgenius.com)
3. You will see this



4. Click the green Create a Sign Up tab
5. Follow the prompts. The password you have created is only for Sign-Up Genius and not for any other use relative to QCPC. Once you have created the signup and have signed on:
6. Click on the link in the newsletter or from the website.
7. This should take you to the event for which you wish to sign up. You see the name of the event at the top. Scroll down and you will see something like this:

Date (mm/dd/yyyy MST)	Available Slot <span style="float: right;">Calendar</span>	
<b>09/25/2019</b> (Wed. 7:00pm - 9:00pm)	<b>Play List (20)</b>	<b>10 of 20 slots filled</b> TB Terri Birkholz CS Charles Sobiech MT Mary Taylor RK ron Kordalski CR Cheri Reynolds (2) JC Jane Clark RC Robert Croft RS Rich Schmidt  Nancy Katzberg <div style="border: 2px solid black; border-radius: 50%; padding: 5px; display: inline-block; margin-top: 10px;"> <span style="background-color: orange; color: white; padding: 2px 10px; border-radius: 15px;">Sign Up</span> <input style="width: 15px; height: 15px; margin-left: 5px;" type="checkbox"/> </div>
<b>10/02/2019</b> (Wed. 7:00pm - 9:00pm)	<b>Play List (20)</b>	<b>6 of 20 slots filled</b> TB Terri Birkholz CS Charles Sobiech 4147647876 MT Mary Taylor

Submit and Sign Up

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8. Click the small white box inside Orange Sign Up tab for the date of the event. **There may be more than one date showing.**
9. Then you will see a green box at the bottom of the page title "Submit and Signup". Click on this tab; see below;

Date (mm/dd/yyyy MST)	Available Slot <span style="float: right;"> Calendar View</span>	
<b>09/25/2019</b> (Wed. 7:00pm - 9:00pm)	<b>Play List (20)</b>	<b>10 of 20 slots filled</b> <div style="display: flex; flex-direction: column; gap: 5px;"> <div><span style="background-color: #e67e22; border-radius: 50%; padding: 2px 5px;">TB</span> Terri Birkholz</div> <div><span style="background-color: #e67e22; border-radius: 50%; padding: 2px 5px;">CS</span> Charles Sobiech</div> <div><span style="background-color: #e67e22; border-radius: 50%; padding: 2px 5px;">MT</span> Mary Taylor</div> <div><span style="background-color: #e67e22; border-radius: 50%; padding: 2px 5px;">RK</span> ron Kordalski</div> <div><span style="background-color: #e67e22; border-radius: 50%; padding: 2px 5px;">CR</span> Cheri Reynolds (2)</div> <div><span style="background-color: #e67e22; border-radius: 50%; padding: 2px 5px;">JC</span> Jane Clark</div> <div><span style="background-color: #e67e22; border-radius: 50%; padding: 2px 5px;">RC</span> Robert Croft</div> <div><span style="background-color: #e67e22; border-radius: 50%; padding: 2px 5px;">RS</span> Rich Schmidt</div> <div> Nancy Katzberg</div> </div> <div style="text-align: right; margin-top: 10px;"> <span style="background-color: #e67e22; color: white; padding: 5px 15px; border-radius: 5px;">Sign Up <input type="checkbox"/></span> </div>
<b>10/02/2019</b>	<b>Play List (20)</b>	<b>6 of 20 slots filled</b>

Submit and Sign Up

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10. You can then indicate you are signing up for more than one yourself
11. If you select “2”, put the other person's name in the comment field.
12. Then click on Submit and Sign Up. You will receive an email to your email on record that you've successfully signed up.
13. If you cannot attend, please cancel your signup.
14. Use the original link again, login to Sign-Up Genius, and then you will be able to delete your name.