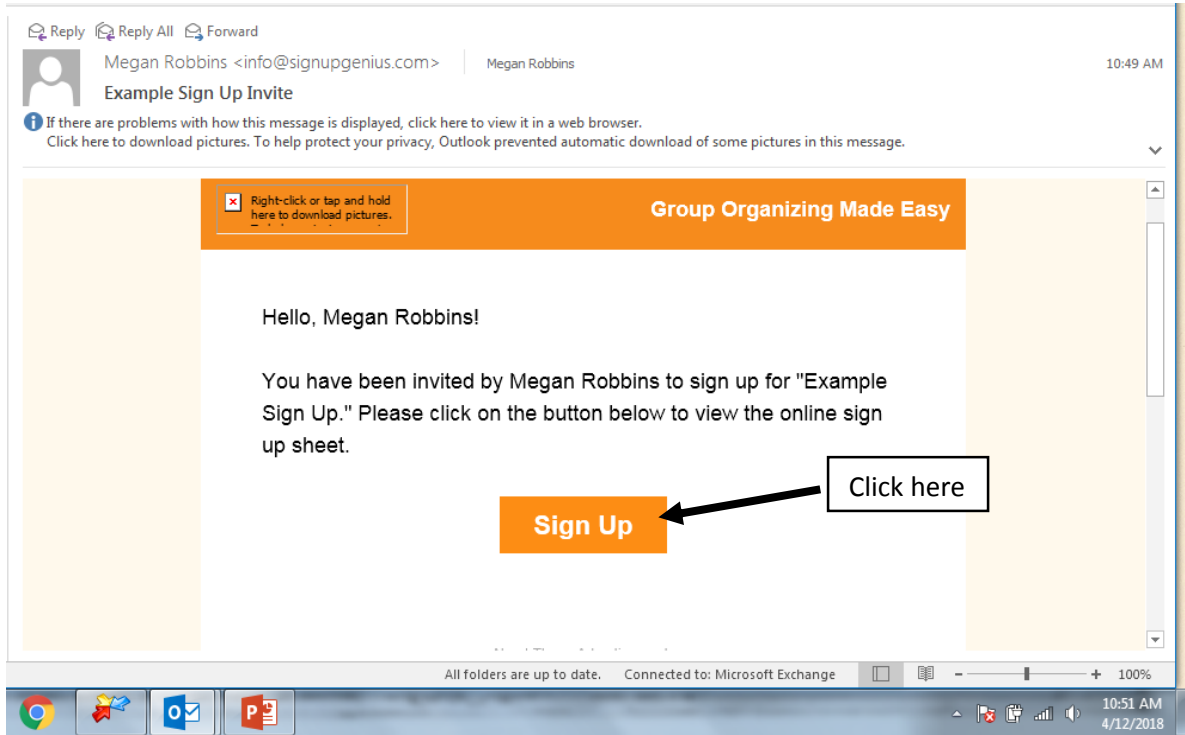
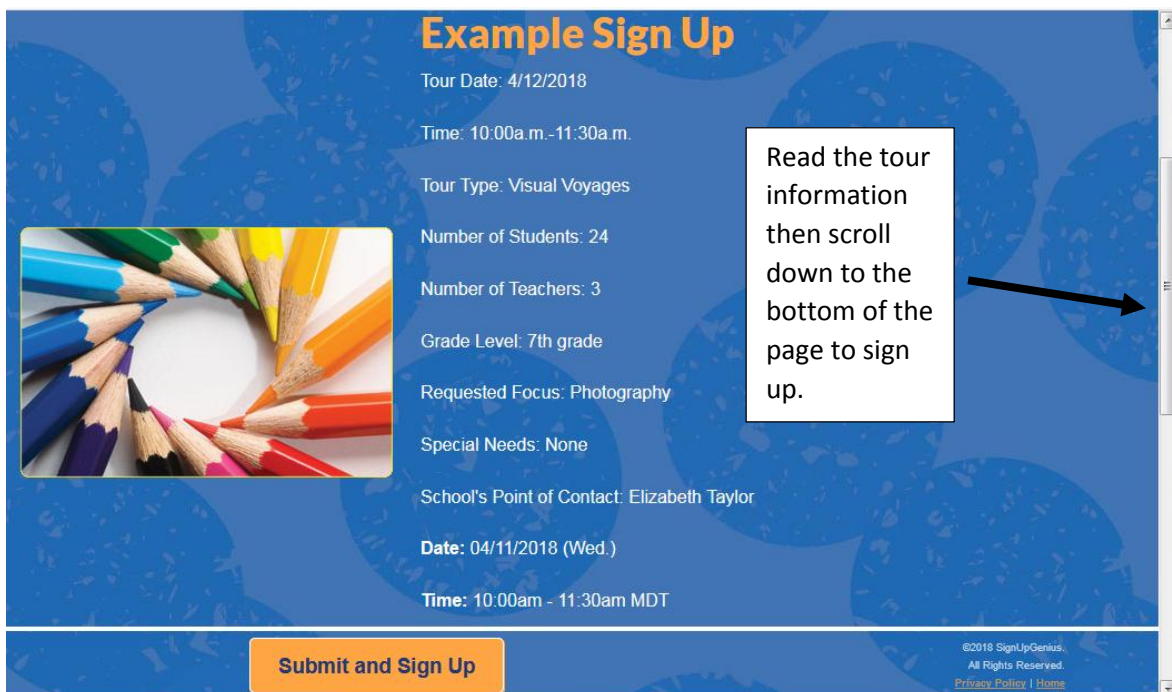


## How to Use Sign Up Genius

- 1) You will receive an invitation to sign up for a tour via email. Click the "Sign Up" button to proceed to the webpage.



- 2) Once at the website, you will see all of the logistical information for upcoming tour. Scroll down to the bottom of the page to select your sign up preference for the tour.



- 3) Choose an available slot if you are able to tour. If not, choose the unable to tour option. Then click the "Submit and Sign Up" button.

Available Slot	
Tour Docent	Sign Up <input checked="" type="checkbox"/>
Tour Docent	Sign Up <input type="checkbox"/>
Tour Docent	Sign Up <input type="checkbox"/>
Tour Docent	Sign Up <input type="checkbox"/>
Unable to tour	Sign Up <input type="checkbox"/>

**Submit and Sign Up**

©2018 SignUpGenius. All Rights Reserved. [Privacy Policy](#) | [Home](#)

- 4) You will be directed to a page which will give you a final chance to confirm your preference. Click the "Sign Up Now" button to confirm your choice.

[← Back to Example Sign Up](#)

## Sign Me Up

Available Slot	Date (mm/dd/yyyy - MDT)	Comment	Quantity
Tour Docent	Wed., 04/11/2018 10:00am - 11:30am	<input type="text"/>	1

Sign up as: **Megan Robbins** (mrobbins@coloradocollege.edu) - [This isn't me](#)

Display an alternate name on the sign up (like a child or spouse)

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

**Sign Up Now**

Click to submit your sign up

- 5) **You have successfully signed up to tour.** From this page you have the option of adding the tour to your personal calendar. Or, if needed, you can edit your sign up further. Or, you can choose to send an email to me if you have questions about the tour.

**Thank you, Megan!**  
You're all signed up for **Example Sign Up**.

A confirmation email with an attached iCalendar has been sent to you.

✓ **Tour Docent**  
Wed., 04/11/2018 10:00am - 11:30am MDT  
Location: Fine Arts Center

[Back to Sign Up](#)

This page gives you additional options.

[Add to Calendar](#) [Edit My Sign Up](#) [Share with Friends](#) [Contact Megan Robbins](#)

The image is a screenshot of a confirmation page with a blue background and circular patterns. It features a large orange checkmark icon next to the title 'Tour Docent'. Below the title, the date and time 'Wed., 04/11/2018 10:00am - 11:30am MDT' and the location 'Location: Fine Arts Center' are listed. A prominent orange button labeled 'Back to Sign Up' is positioned on the left. At the bottom, there are four orange links: 'Add to Calendar', 'Edit My Sign Up', 'Share with Friends', and 'Contact Megan Robbins'. A white text box with a black border contains the text 'This page gives you additional options.' with three black arrows pointing to the 'Add to Calendar', 'Edit My Sign Up', and 'Contact Megan Robbins' links.