

An Introduction to Sign-Up
Genius: the many benefits of
using a new scheduling system

Sign-up Genius Docent Benefits

- Simple to sign-up and operate
- Multiple and varied uses
- Maintains structure already in place
- Allows for easy group messaging
- Participation and Volunteer tracking

Simple to operate

NOTE: Tim King has already piloted site with theater ushers and has been using for over a year

- An invite is sent to possible participants via email
- Each participant has the autonomy to sign-up or to abstain
- Once a person has volunteered, the specific position shows as “filled” online and is no longer available for other volunteers to fill
- A reminder email is sent to those who have signed up prior a week prior to the tour date

Multiple and varied uses-

The website can be used to schedule all types of docent events, including, but not limited to:

- Tours
- Meetings
- Training Sessions

Additionally, specific “types” of positions can be designated for each event. For example, on an event invite, a docent could designate themselves as:

- Meeting attendee
- OR
- Snack provider

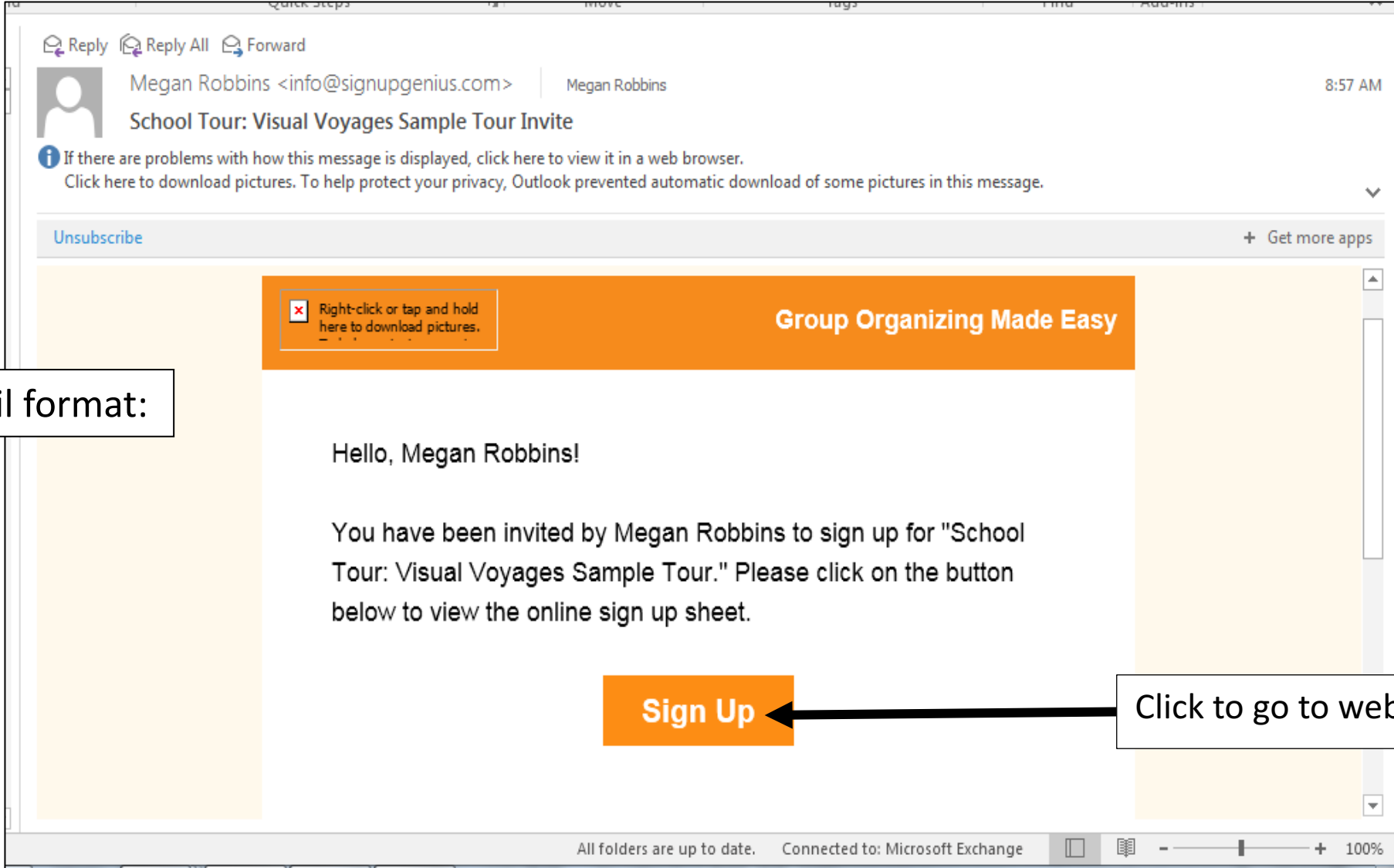
Can keep day-of-the-week/availability structure already in place

- Event invites can be sent to specific groups based on docent availability. Essentially, we are able to keep scheduling structures consistent
 - For example: Wednesday tour docents will receive signups for only Wednesdays while Friday tour docents will receive requests exclusively for Fridays. If vacancies remain on a scheduling date, we have the capability of sending sub requests to substitute docents for a particular day.

Note: Docents will maintain autonomy in choosing tour dates. If they are unavailable or unable to tour, they can choose not to sign up.

Group Messaging

- Each time a tour is requested or a meeting is scheduled an initial email requesting sign-up will be sent out
- After a docent has signed up to either attend a meeting or tour a week or so before the event, a reminder email is sent to participants
- If the event is changed or new information is received concerning a tour, update notifications can also be sent to all participating docents



Email format:

The link will bring docents to the tour or meeting page. It will look something like this...



Megan Robbins

School Tour: Visual Voyages Sample Tour

School: Penrose School Art Club

Number of Students: 25

Number of Adults: 6

Grade Level: 9th-12th

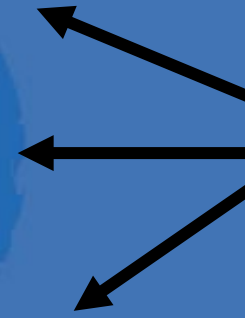
Special Needs: none

Point of Contact: Alice Bemis Taylor

Email: broadmoorartschool@gmail.com

Telephone number: 555.555.5555

All tour information can be found here



Scroll to the bottom of the page. Click preferred sign up slot. Click submit and sign up.

Location: Museum

Created by:  Megan Robbins 

Available Slot

Tour Docent 1

Sign Up 

Tour Docent 2

Sign Up

Submit and Sign Up

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Sign Me Up

Available Slot	Date (mm/dd/yyyy - MDT)	Comment	Quantity
Tour Docent 1	Thu., 04/05/2018 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

Cancel

Click the sign
up now
button



Thank you, Megan!

You're all signed up for **School Tour: Visual Voyages Sample Tour.**


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


✓ **Tour Docent 1**

Thu., 04/05/2018 10:00am - 11:30am MDT

Location: Museum

[Back to Sign Up](#)

 [Add to Calendar](#)

 [Edit My Sign Up](#)

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This page signals to you that the sign up was a success! If you would like, you can choose to add the sign up to your personal calendar.

Meeting Attendance and Tour Tracking

- Sign-Up Genius allows the tour coordinator to easily track meeting attendance and/or tour participation over a given period of time
- Reports can be pulled for any desired length of time for:
 - Tours led
 - Meetings attended
 - OR a combination of the two