

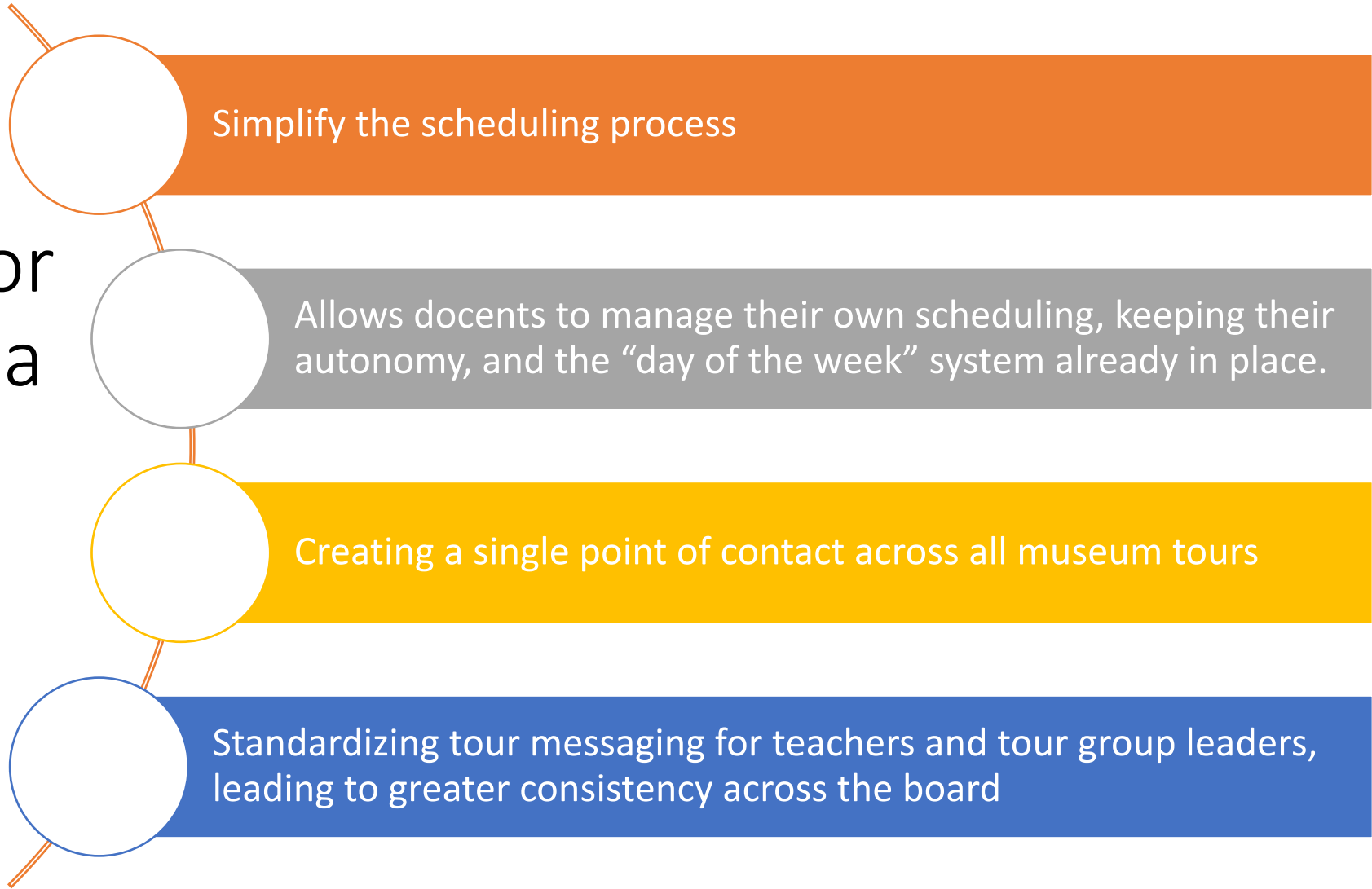
# An Introduction to Sign- Up Genius:

The Benefits of and Reasons for  
Using a New Scheduling System

# What will be covered in this presentation:

- Reasons for adopting a new scheduling system
- The benefits of using the new system
- A demonstration of how the system works
- Summary of Presentation and Time for questions

# 4 Key Reasons for Transitioning to a New Scheduling Process:



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

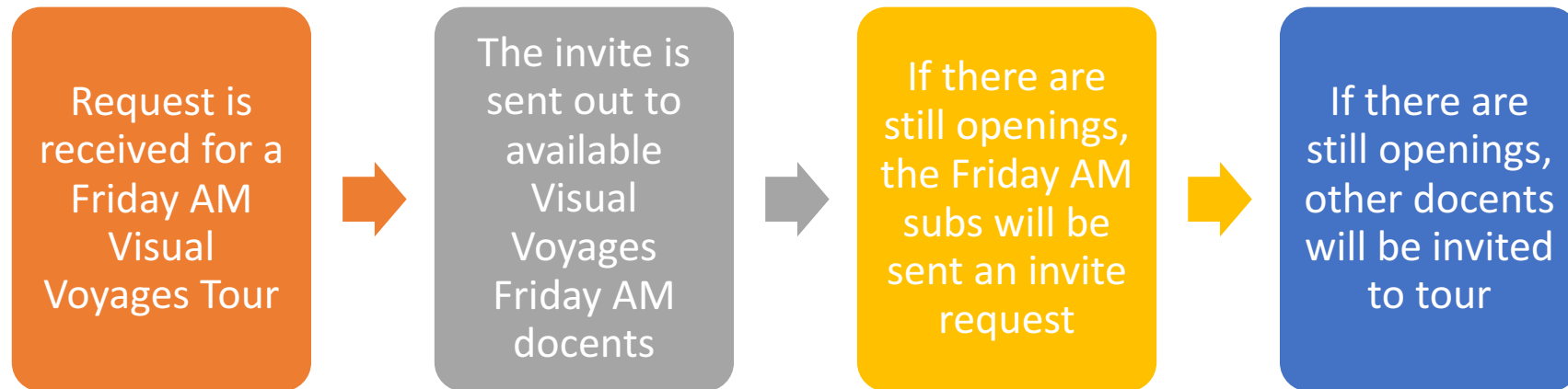
## Usher testimonials:

“Sign Up Genius is organized, user friendly, and very easy to navigate. It clearly provides the organization’s scheduled dates, immediately confirms your sign-up, and a reminder arrives several days in advance of your scheduled events. Dates of commitment are chronologically listed for the volunteer, and changes can be made at any time. As a volunteer, we have found this program to be extremely helpful and efficient.” – Ron and Tina Thomas

“I want to pass on how easy it is to sign up for shows with Sign Up Genius. You can go onto the site anytime to see where there is a need and sign up instantly. It also gives you the option to cancel [if needed.] I love the ease of it. Thank you for implementing this!” – Rosemary Calderaro

# The system allows us to 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:

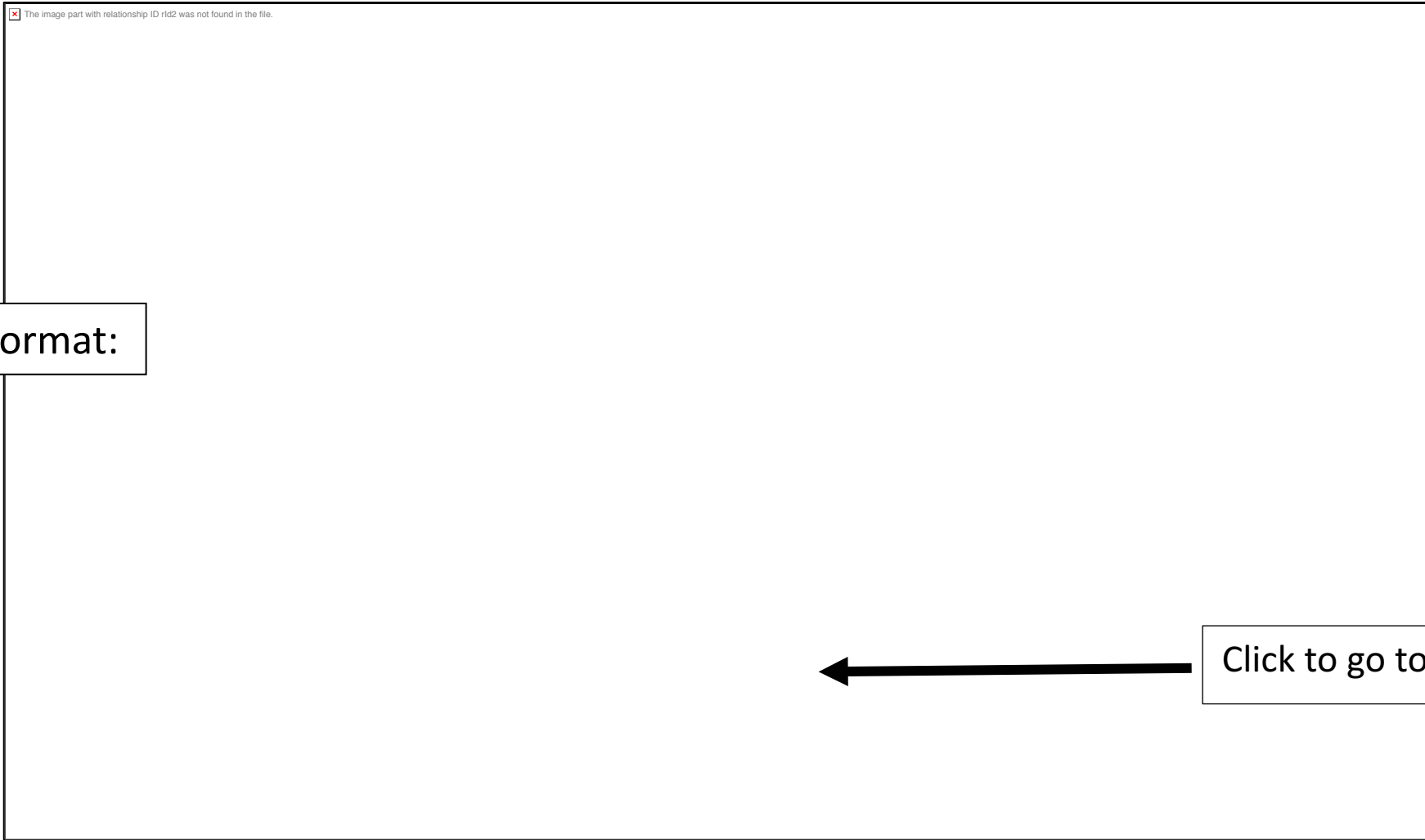


Note: Docents will maintain the ability to choose tour dates. If they are unavailable or unable to tour, they can choose not to sign up. Halfway through each month I will send out an email to all docents checking into their availability.

# It is simple to operate. 4 things to keep in mind:

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

# Step 1: Receive email and click “Sign Up” button



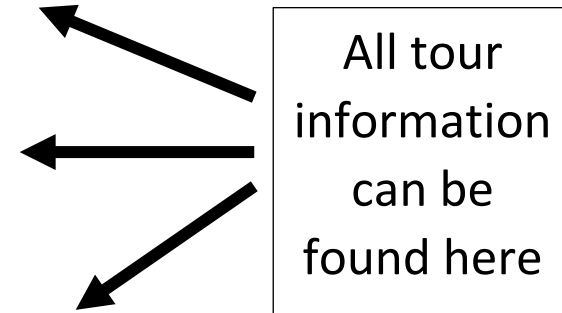
Email format:

Click to go to webpage



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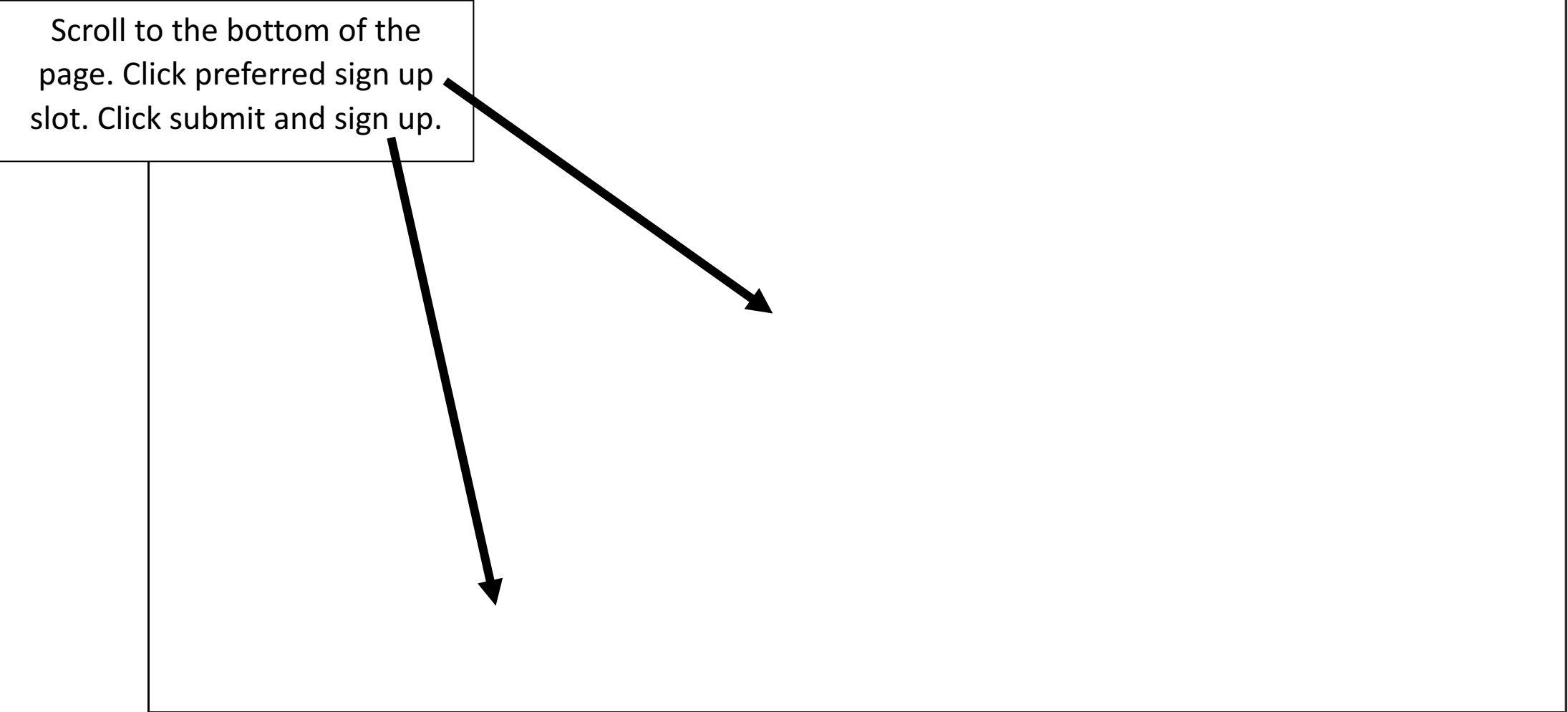
The link will bring docents to the tour or meeting page. It will look something like this...



## Steps 2: Click your preferred slot, then submit your sign up by clicking the “submit and sign up” button

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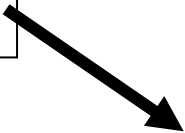
Scroll to the bottom of the page. Click preferred sign up slot. Click submit and sign up.



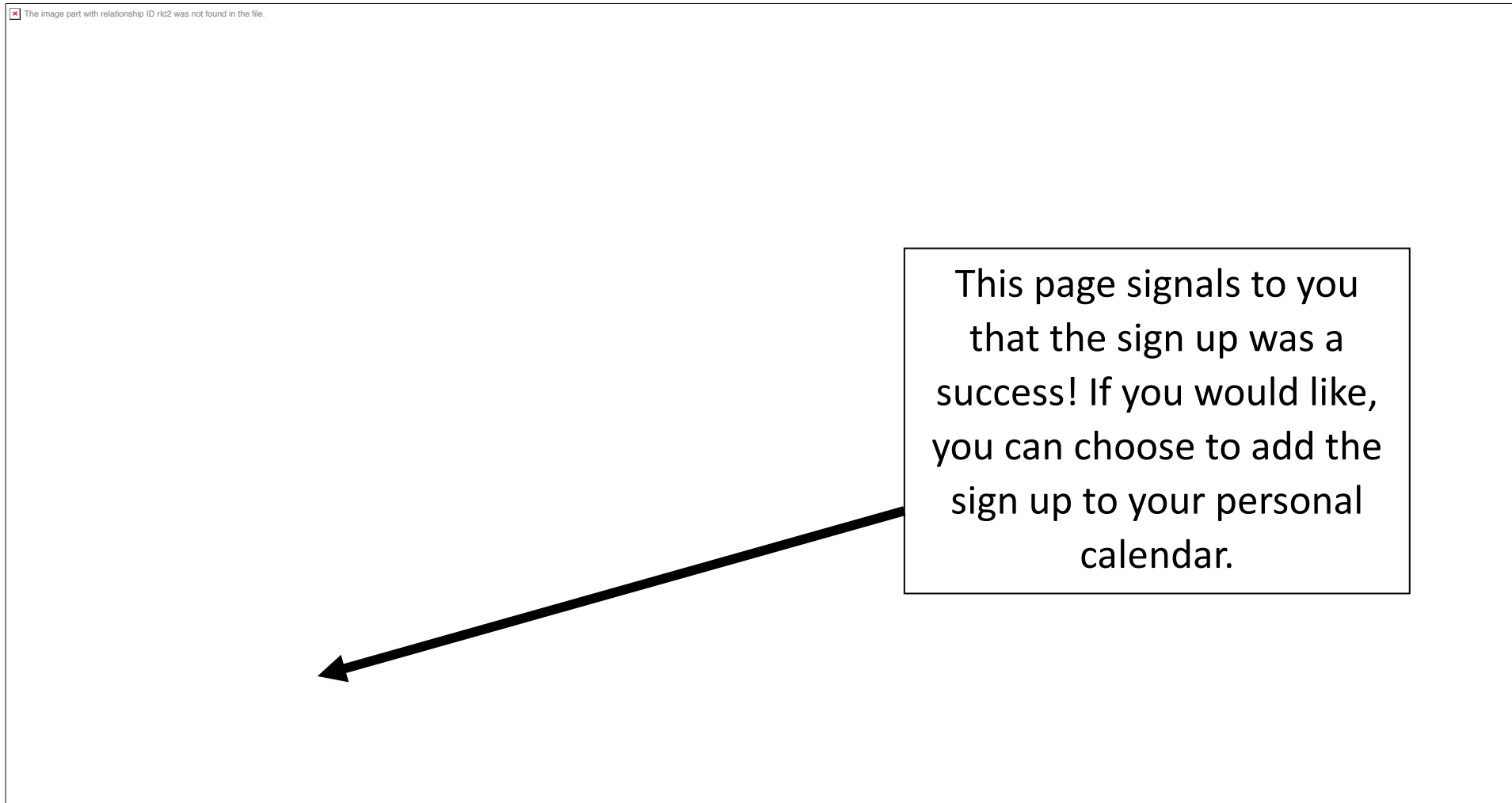
# Step 3: Add comments if you choose and confirm sign up by clicking the “sign up now button”



Click the  
“Sign Up  
Now” button



# Optional step 4: Choose to add the event to your personal calendar



# Final thoughts:

- My goal in my position: Tour coordinating in service of our docents and those touring our museum!
  - Scheduling should not be a burden for our volunteers. Less time spent coordinating schedules will free up time to focus on what is most important: giving tours.
  - Additionally, I would like to simplify the process for our touring teachers through single-stream messaging and one point of contact across all tours.
- If you feel you need help learning to navigate the system, please email or call me and I am happy to set up a one-on-one training session with you at your convenience. ([mrobbins@coloradocollege.edu](mailto:mrobbins@coloradocollege.edu) or 719.634.5392)
- Additionally, if you have questions which were not answered today but you would prefer to ask them in private, also feel free to call or email me.
- Questions?