

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

Sign-up Genius Docent Benefits:

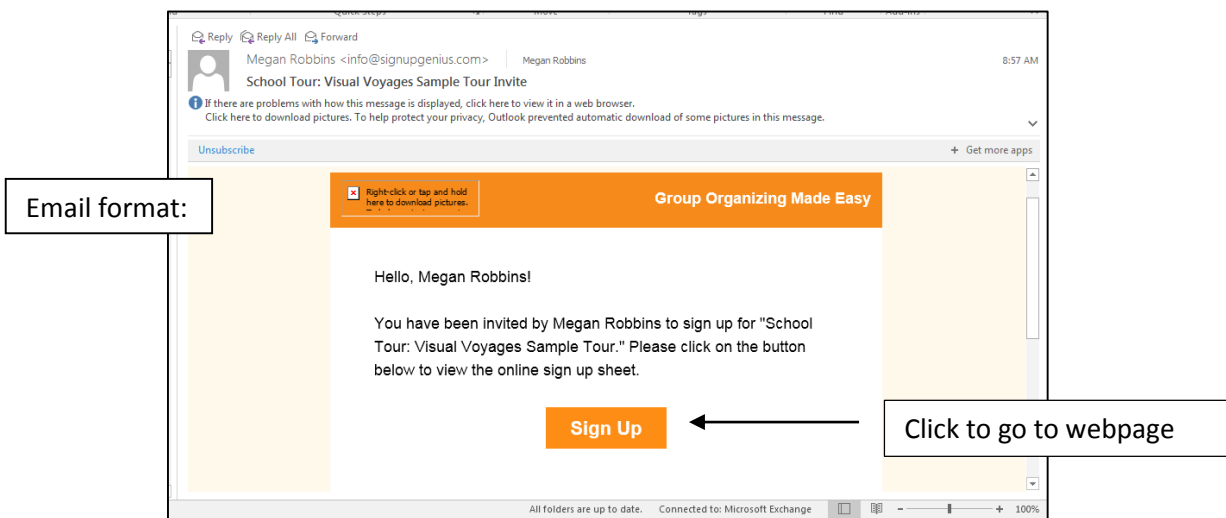
1. The system is simple to operate
2. Sign Up's uses are multiple and varied
3. The website maintains docent scheduling structures already in place
4. The site allows for easy group messaging and communication
5. Lastly, Sign Up Genius makes it easy to track docent hours!

1. Simple to operate:


NOTE: The FAC's house manager, Tim King, has already piloted the website with the theater's ushers, a group of 70 plus volunteers, and has been using it successfully for over a year! It very user friendly. Essentially, if a person is able to email and navigate the docent website, they will also be able to utilize Sign Up Genius.

The general sign-up process will work for our docents as follows:

- An invite is sent to all possible participants via email for either a meeting or a tour
- Each participant has the autonomy to sign-up or to abstain from any particular event or tour if it does not fit into their schedule. They pick a slot to volunteer for and submit their response.
- 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 two days prior to the tour or meeting date




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



The link will bring docents to the tour or meeting page.

All tour information can be found here

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

Location: Museum
 Created by:  Megan Robbins

Available Slot	
Tour Docent 1	<input checked="" type="checkbox"/> Sign Up
Tour Docent 2	<input type="checkbox"/> Sign Up

Submit and Sign Up

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Click the sign up now button

[Back to School Tour: Visual Voyages Sample Tour](#)

Sign Me Up

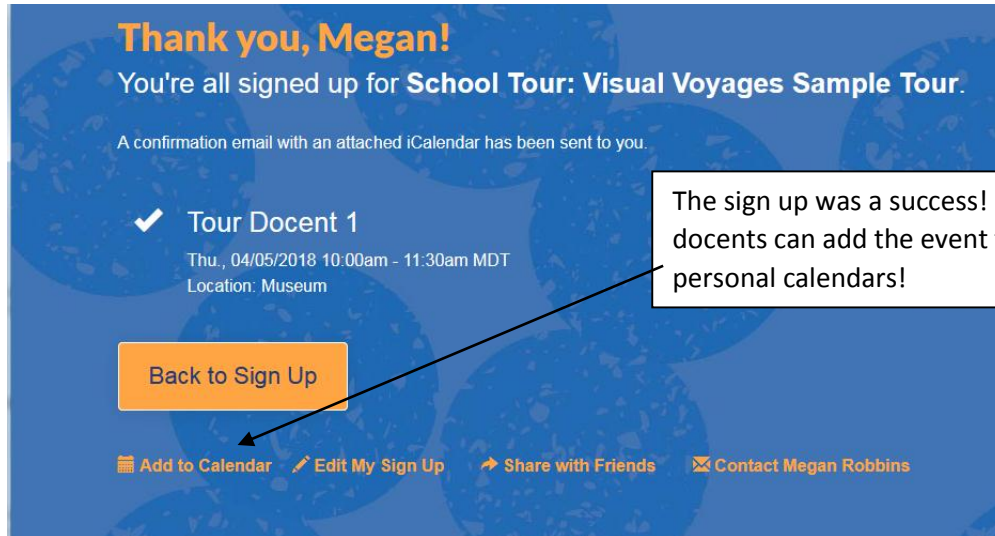
Available Slot	Date (mm/dd/yyyy - MDT)	Comment	Quantity
Tour Docent 1	Thu, 04/05/2018 10:00am - 11:30am	<input type="text"/>	1

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



2. 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

Available Slot	
Meeting Leader	Sign Up
Note Taker	Sign Up
Snack Provider	Sign Up
Meeting attendee	Sign Up

[Submit and Sign Up](#)

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3. Sign Up Genius allows us to keep the day-of-the-week/availability structure which is already in place:

Event invites can be sent to specific groups based on docent availability. Essentially, Sign Up Genius allows the docents to keep scheduling structures currently being used to schedule tours.

- 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.

My Groups ^{*} + Add New Group

Group Name ^	Members	Sign Ups				
All Docents	107	0				
ESA	3	0				
Friday AM Docents	3	0				
Megan Robbins	1	3				
Test Group	5	2				
Thursday AM Docents	3	0				
Tuesday AM Docents	3	0				
VV(add ons, limit 2/mo)	3	0				
Wednesday AM Docents	4	0				
Weekends, After 12 P.M., Custom Tours	3	0				

Groups can be updated as docents' schedules change or new docents join a day-of-the-week am tour group

Note: Docents will maintain the ability to choose their tour dates. If they are unavailable or unable to tour, they can choose **not** to sign up.

4. 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 reminder email is sent to participants two days before the event
- If the event is changed or new information is received concerning a tour, update notifications can also be sent to all participating docents

5. 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 regularly to ease the burden of tracking hours for each docent.
- Additionally, reports are malleable. Reports can track attendance in many different ways: they can be pulled for a specific month, they can be pulled for a whole year, or they can be pulled for a specific type of event (eg: meetings, visual voyages tours, educational trainings attended)

* Sign Ups with no Time Zone

First Name	Last Name	Email	Sign Up Slot (mm/dd/yyyy)
Claire	Ashmead	cashmead@ColoradoCollege.edu	03/29/2018 10:00AM-11:30AM - MDT Tour Docent 1 05/18/2018 1:00PM-2:30PM - MDT Docent 1
Frances	Huntington	mhuntington@coloradocollege.edu	03/29/2018 10:00AM-11:30AM - MDT Tour Docent 3 - testy
Frances	Huntington	mhuntington@coloradocollege.edu	06/15/2018 1:00PM-2:30PM - MDT Docent 3 - hello test
Tim	King	tking@coloradocollege.edu	03/29/2018 10:00AM-11:30AM - MDT Tour Docent 2 - Sorry, I can't make it. 05/18/2018 1:00PM-2:30PM - MDT Docent 5 07/20/2018 1:00PM-2:30PM - MDT Docent 5
Kris	Stanec	kstanec@coloradocollege.edu	03/29/2018 10:00AM-11:30AM - MDT Tour Captain - YAY I get to be the tour captain 05/18/2018 1:00PM-2:30PM - MDT Docent 2 - not sure what this space is for...?? 07/20/2018 1:00PM-2:30PM - MDT Docent 1 - what is this space for?

- Or docents could track their participation hours independently, printing off copies of their personal Sign Up Genius Calendars.