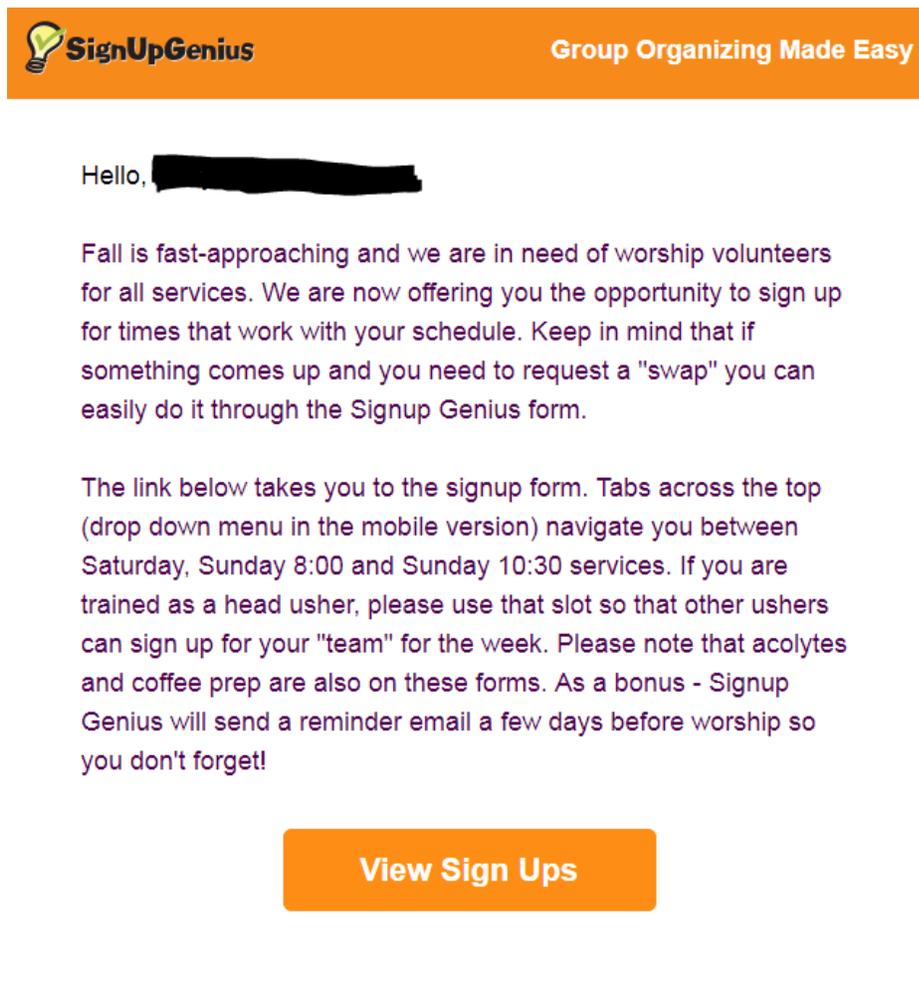


SignUp Genius FAQ

In an effort to streamline our worship volunteer scheduling process, as well as to improve our communication with worship volunteers, Trinity has purchased a subscription to SignUp Genius. This program allows members to choose the services they want to volunteer for, and also to find substitutes when a conflict arises. Many may have already used SignUp Genius through other organizations, but for those who are new, here are some of the basics.

How do I sign up for worship volunteer opportunities?

- When you receive an invite to a sign up, you can sign up with or without creating an account.
- If you receive an emailed invitation to sign up, click the “View Sign Ups” button in the email to access the sign up.



 **SignUpGenius** Group Organizing Made Easy

Hello, [REDACTED]

Fall is fast-approaching and we are in need of worship volunteers for all services. We are now offering you the opportunity to sign up for times that work with your schedule. Keep in mind that if something comes up and you need to request a "swap" you can easily do it through the Signup Genius form.

The link below takes you to the signup form. Tabs across the top (drop down menu in the mobile version) navigate you between Saturday, Sunday 8:00 and Sunday 10:30 services. If you are trained as a head usher, please use that slot so that other ushers can sign up for your "team" for the week. Please note that acolytes and coffee prep are also on these forms. As a bonus - Signup Genius will send a reminder email a few days before worship so you don't forget!

[View Sign Ups](#)

- Click the “Sign Up” button next to the slot(s) you want to sign up for.
- Scroll to the bottom of the page and click the “Submit & Sign Up” button.

11/18/2018 (Sun. 8:00am - 9:00am)	Greeter (2)	Sign Up
	Reader	Sign Up
	Usher - Head	Sign Up
	Usher (2)	Sign Up
	Communion Assistant (2)	Sign Up
	Acolyte (2)	Sign Up
	Make Coffee	Sign Up
	Bring cookies/treats (2)	Sign Up
11/25/2018 (Sun. 8:00am - 9:00am)	Greeter (2)	Sign Up
	Reader	Sign Up
	Usher - Head	Sign Up
	Usher (2)	Sign Up
	Acolyte (2)	Sign Up

Submit and Sign Up

- On the next page, enter your first and last name and email address. You do not need an account to sign up.
- Use the comment field to indicate if you need more training, or anything else you want the office to know.
- After you have completed the form fields, click “Sign Up Now” at the bottom of the page.

Sign Me Up

Available Slot	Date (mm/dd/yyyy - CDT)	Comment	Quantity
Greeter	Sun., 12/09/2018 10:30am - 11:30am	<input type="text"/>	1

Sign up as: - [This isn't me](#)

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

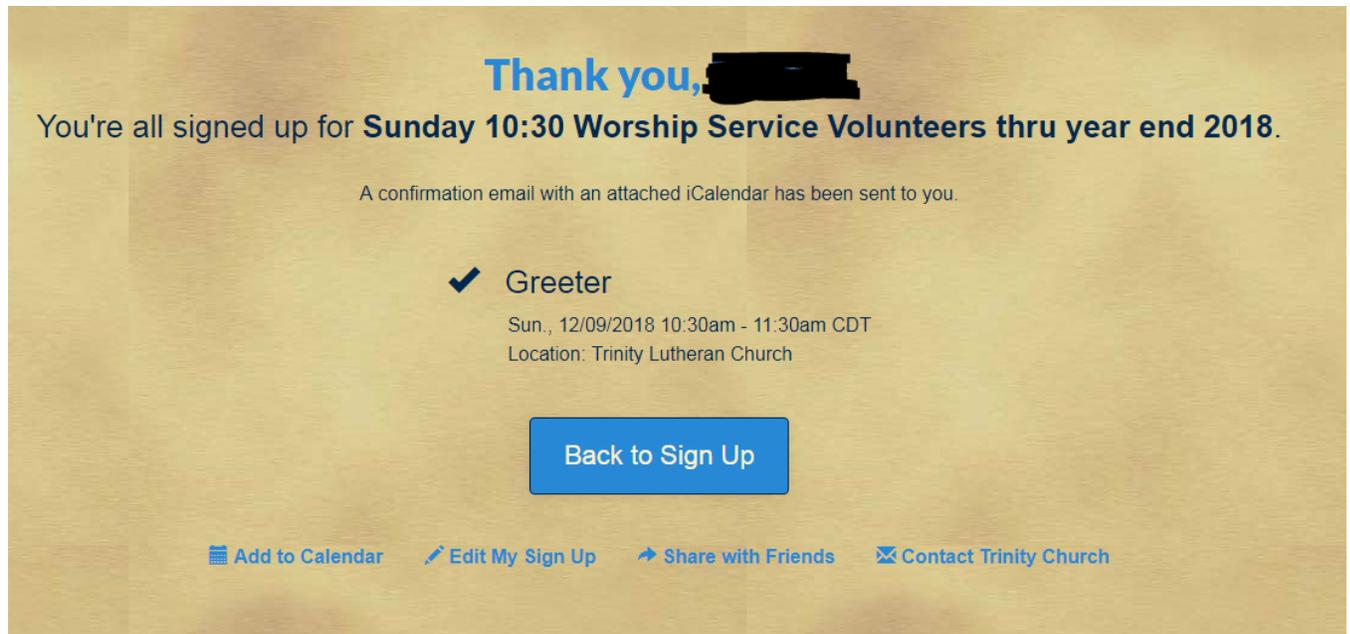
Phone: Mobile:

Save my contact info for use on future sign ups

By signing up, you agree to the SignUpGenius [Terms of Service](#) and [Privacy Policy](#).

Sign Up Now

- The “Thank You” page will display, indicating you have successfully completed the steps to sign up.
- You can click on a calendar icon to add the item to your digital calendar.
- When you enter your email address, you will also receive an automatic confirmation email. If you have an account, you can log in to your account at anytime to view your active and past sign ups.
- From this page, you can also click “Share with Friends” to spread the word through Facebook, Twitter or Pinterest.



How do I change my sign up?

If you signed up with an account (using an email and password), log in and click the “Invited To” tab on your account Sign Ups page. Click the pencil icon to the right of the sign up to edit any details. If you want to delete yourself from a sign-up slot, click the “X” under your name, and confirm on the next screen that you want to remove yourself. If you need to sign up for a different date/time, you can go back to the sign up and select a new one. If you need to swap with someone else, click the button with two circling arrows (next to the pencil icon) and follow the prompts. You will select several people from a list of possible substitutes. Signup Genius will send messages to everyone you select. The first person who confirms they can swap with you (via clicking through a link on an email message) will get your spot. Easy peasy!

What if I use a shared email address with my spouse? Or what if I want to sign up my child, who doesn't have an email address?

When you sign up for something, the system uses your account name by default. However, you can change the name that is displayed on the sign up so that it displays your child or spouse's name instead.

Log into your account, click on the sign up from the account Sign Ups page and choose the slot(s) you wish to sign up for. Once you click the "Submit and Sign Up" button, you will have the option to "Sign Up As" (and your name will be displayed) or you can check the box to display an alternate name to enter any other name. When you view the sign up, the alternate name will show up.

Should I create an account?

If you intend to sign up for more than one date as a volunteer, or to volunteer on another sign up (for example God's Work, Our Hands, church picnic, etc) it is best to create an account. By doing so, SignUp Genius will remember your name and settings, and you can easily see all of your SignUp Genius signups, including those from other organizations like schools or sports teams. You will NOT receive any spam messages from SignUp Genius.

I don't use my email address as much as my cell phone messaging. Is there a way to get my reminders via text too?

Absolutely! The SignUp Genius subscription that TLC purchased allows us to send reminders via text. To receive text notifications, you must sign up with an account first. Once you have an account, go to your account settings (menu bar at the top of the page, click on your initials or picture, then click on "settings"). On the "profile" tab, scroll down to "Optional Contact Information" and complete the fields for "mobile phone" and "carrier." Then go to the "notifications" tab. Select "Trinity Church" from the section that specifies the groups you are opting in for messaging. Select "send text reminders" a little further down the page and click "update settings." You are now set to receive text updates.

I haven't been getting any messages from SignUp Genius. Where are my invitations to the worship volunteer schedules?

There are two possible issues here. One – we don't have a valid email address on file for you. Please email the church office with the email address you would like to use and we will get you added to the volunteer bank. Two – the SignUp Genius messages may be going to your Spam folder. Please check there for any missed messages.

I liked the previous process. I prefer that I get scheduled for my job through the church office and see a regular schedule.

No problem! SignUp Genius allows the admins to manually add individuals who either don't have email addresses or would rather not bother with the online process. Paper sign ups will be available in the Narthex. Just indicate which dates you would like, and you will be added to the schedule. If you have an email address, please write it on the sign-up sheet, and a confirmation will be emailed to you. Otherwise, please indicate that you need a paper schedule and/or phone call instead.

I accidentally deleted the message with the link to the sign up. How do I find it?

The easiest way to find any sign up created by Trinity Lutheran Church is to

1. Go to www.signupgenius.com
2. Click the magnifying glass in the upper righthand corner of the page
3. Type "officetlcsm@sbcglobal.net" in the "search for a sign up" box
4. Click the "I'm not a robot" check box
5. Click on the "search" button.

A complete list of available sign ups will appear on the page. Additionally you can go to the home page of the church's website (www.tlcsm.org) and look for the individual sign up sheets.