



# SIGNUP.COM

*Everything you never wanted to  
know about SignUp.com and getting your parents to VOLUNTEER!*



# WHY DO I NEED THIS???

- . One of hardest jobs of chairing an event is finding parents willing to help....
- . The easier we make it for them to sign up, the better the chance of them committing (and actually showing up)....
- . By having all sign ups in one place, we increase traffic to ALL school sign ups!



# SO WHAT IS THIS???

## *BENEFITS OF SIGNUP.COM*

- . Allows entire school to have a PTA-wide group page for all active signups
- . Allows better hour tracking for historian (we need this for nationals)
- . Easier to use for both parents and chair organizer
- . Easy to pull reports, waivers, check-in, and communication with parents
- . Allows for custom URLs for your event
- . Increased traffic to your specific signup by having a school wide group page
- . Much more intuitive to use and has LOTS of tutorials

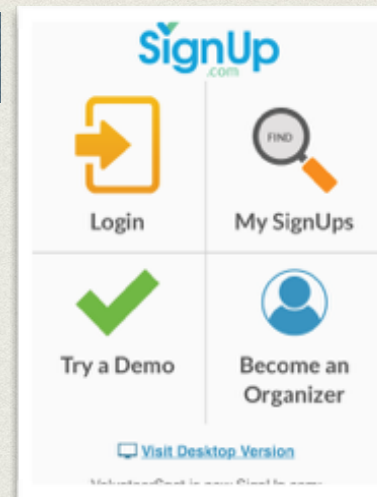


# OK, SO NOW WHAT?

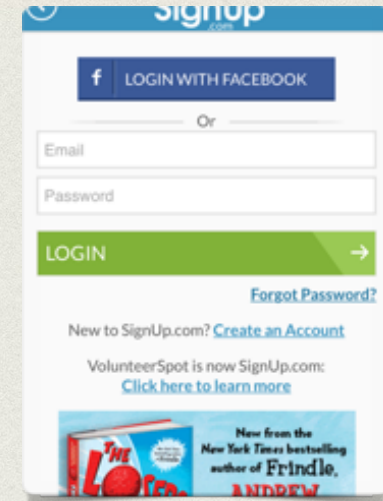
Create an account:

1. Go to [signup.com](http://signup.com) and click on Login button.
2. Click on the “Create an account” button.
3. Use your PTA email (ends in [csspta.com](http://csspta.com)) and create a password. Click “Register”.
4. Click on “Organizer” button

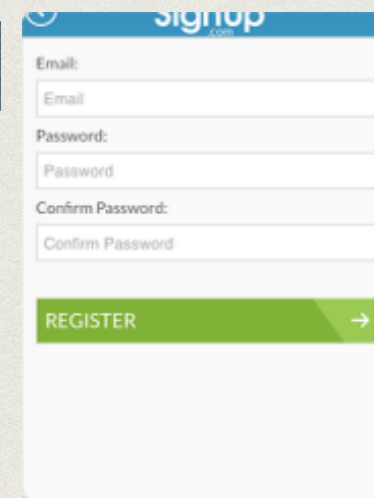
#1



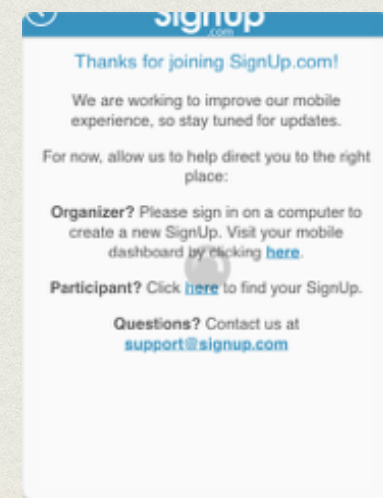
#2



#3



#4





# HOUSEKEEPING: UPGRADING YOUR ACCOUNT

1. To upgrade your account you need to enter the promo code: **T7EU82JN**
2. From the Dashboard, click on your name in the Rt corner
3. Click “Profile”: under account type select and enter the code above

#1



#2

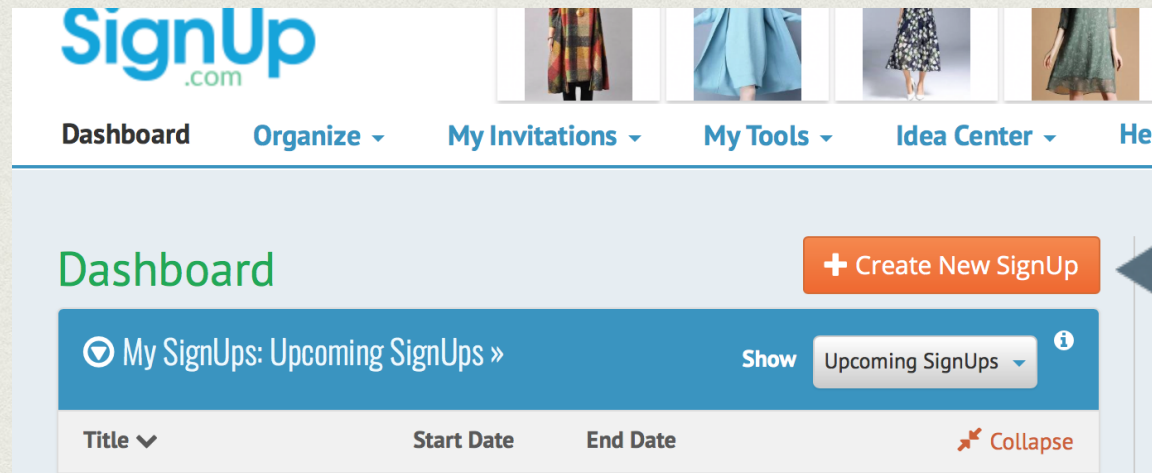


#3





# HOW TO CREATE A SIGN UP



If you've entered the PTA code at the beginning, then once your sign up is completed, you should have the option to have your signup roll up under the main CSS PTA Volunteer Link



# VOLUNTEER CHECK-IN

- . A cool feature to allow your volunteers to check in on their phones (or you can check them in on your phone!)
- . This is great for docents and other volunteers when you can't be on site.





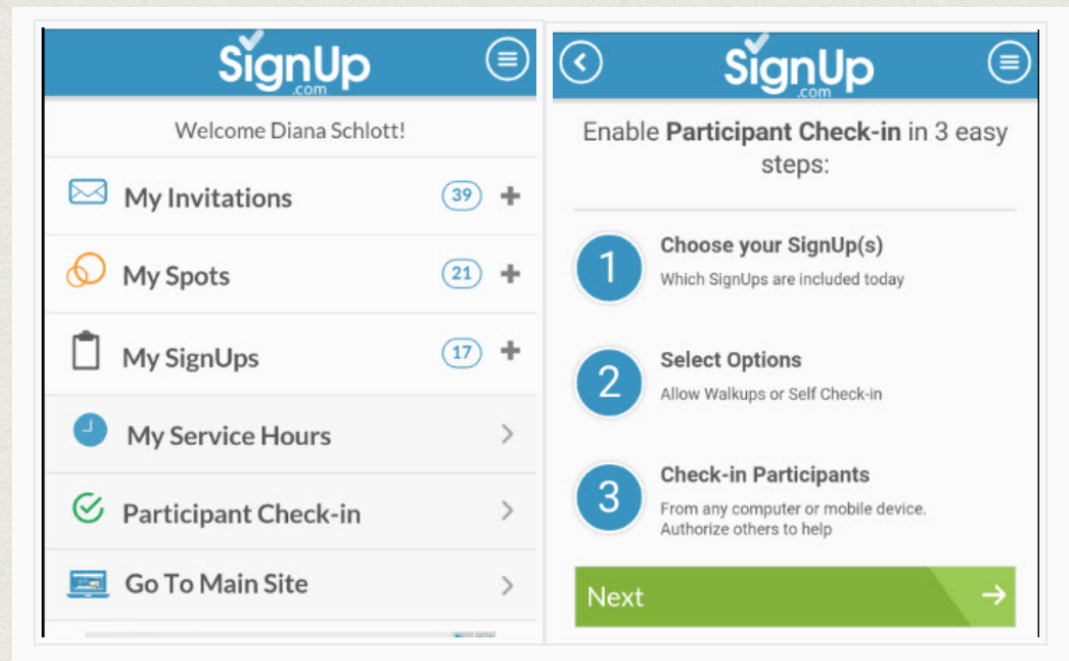
# IT'S 3 EASY STEPS:

1. Log In

2. Select the Sign Up you want to enable remote check in

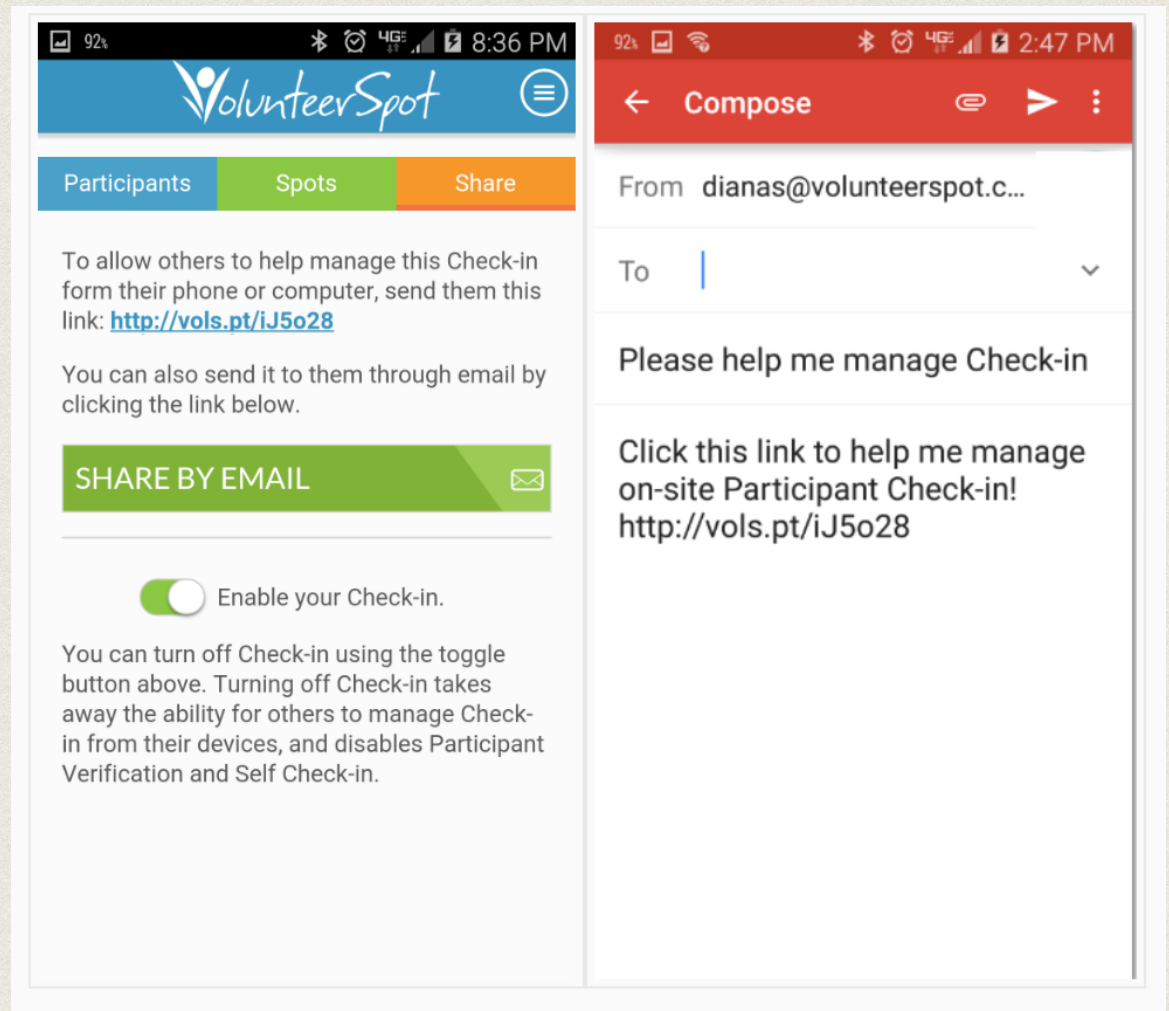
3. Click under “My Tools”

4. Click “Participant Check-In”





- You can also send an email reminder for volunteers to check in and send you their hours.
- This allows you to see if your docents & volunteers have completed assignments.





# HOW TO COPY LAST YEARS SIGNUP FOR THIS YEAR

(AND SAVE YOURSELF A TON OF EFFORT!)

- Pull up the old signup that you want to copy
- Click on 'Manage' and then 'Duplicate'

The screenshot shows the 'My SignUps' dashboard. At the top right is a '+ Create New Signup' button. Below it, a blue header bar contains 'My SignUps: All SignUps', a 'Show' button, and a dropdown menu set to 'All SignUps'. Below the header, there's a section for '0 items selected' with buttons for 'Transfer (0)', 'Publish (0)', 'Archive (0)', 'Lock (0)', and 'Unlock (0)'. The main table has columns for 'Title', 'Start Date', and 'End Date'. A red arrow points to the 'Manage' dropdown menu for the 'Center Street & Chevron Workday 2017' entry. The dropdown menu is open, showing options: 'Pass the Baton', 'Duplicate' (circled in red), and 'Archive'. Below the table, there's a circular progress indicator showing '52% Filled' and a description of the event: 'Come join in the fun of beautifying our local elementary school. Get ready to plant or pitch in some other productive way to make a big difference for 800 students in our community.'



## Duplicate the SignUp "Center Street & Chevron Workday 2017":



SignUp Dates: Oct 28, 2017

New SignUp Name \*

Copy of Center Street & Chevron Workday

☐ Duplicate All Spots

☒ Move Spots To New Start Date

Oct 27, 2018



### Note:

- Participant list and individual assign
  - You will be the Primary Organizer
  - Consider starting multi-day SignUp
- the original SignUp (Saturday).

Close

Calendar view for October 2018. The date 27 is selected.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Buttons: Today, Clear, Close

#2: Choose the new start date

#3: Duplicate the Signup

Duplicate

Once duplicated, you can go and adjust specific dates as needed.

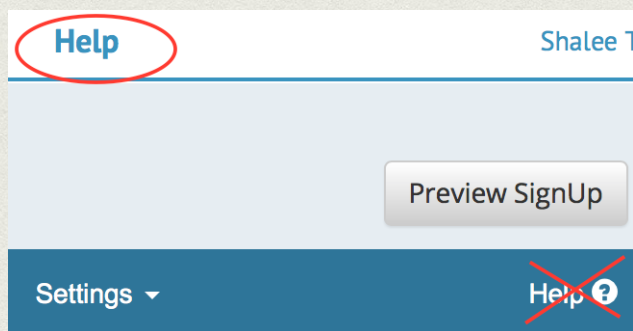
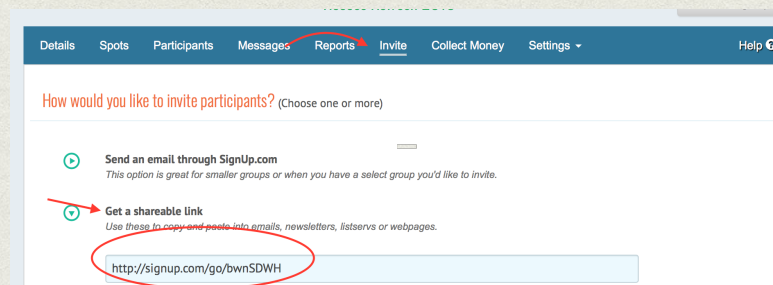


# CUSTOM URL

(SO YOUR SIGNUP IS EASIER TO GET TO)

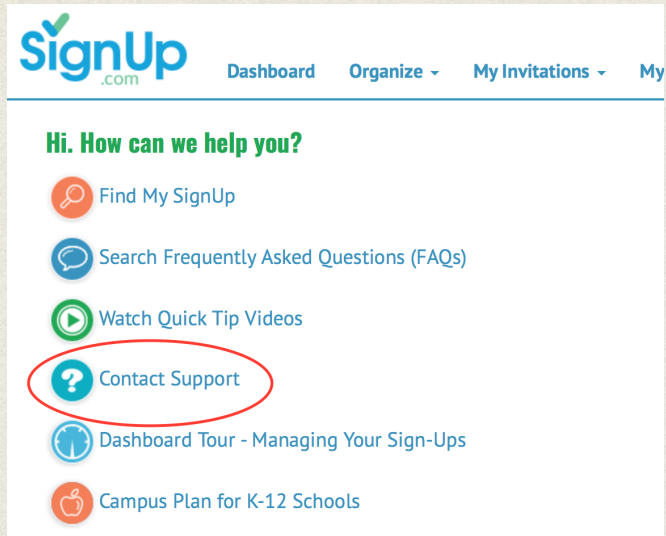
From Dashboard or Main Signup, click on 'Invite' and then "get shareable link"

Copy the URL found here



Click on 'HELP' at the top of the screen





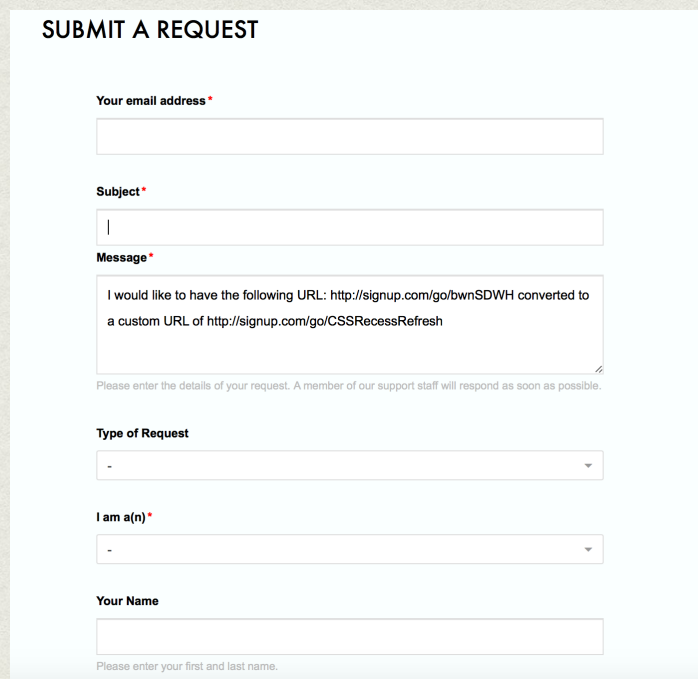
SignUp.com

Dashboard Organize ▾ My Invitations ▾ My

Hi. How can we help you?

- Find My SignUp
- Search Frequently Asked Questions (FAQs)
- Watch Quick Tip Videos
- Contact Support**
- Dashboard Tour - Managing Your Sign-Ups
- Campus Plan for K-12 Schools

Click on 'Contact Support'



SUBMIT A REQUEST

Your email address \*

Subject \*

Message \*

I would like to have the following URL: <http://signup.com/go/bwnSDWH> converted to a custom URL of <http://signup.com/go/CSSRecessRefresh>

Please enter the details of your request. A member of our support staff will respond as soon as possible.

Type of Request

I am a(n) \*

Your Name

Please enter your first and last name.

Then Submit a request by filling in the boxes. Under message you want to include the original URL that you copied and what you want the new URL to be.

***Remember*** - URL's are case sensitive and will take about 24 hrs to activate



# REPORTS

There are lots of reports you can pull to help with your event:

**Who's Coming - Overall summary**

**Check in Sheet**

**Roster & Hour Tracking**

**Export to Excel and play with file there**

SignUp  
.com

Shalee Tan  
shalee@csspta.com

## CHECK IN

CSS PTA Chair Orientation 2017 : Wed, September 6, 2017 - Thu, September 7, 2017

Date	Time	Task	Name	Email	Phone	Check-in status	Initial
Wed Sep 06	9:00 am - 11:00 am	PTA Chairperson Orientation	April Teets Bucknell	red [REDACTED]	24 [REDACTED]		
	9:00 am - 11:00 am	PTA Chairperson Orientation	Chrissy England	chr [REDACTED]	#		
	9:00 am - 11:00 am	PTA Chairperson Orientation	Grace Arroyo	gar [REDACTED]	31 [REDACTED]		
	9:00 am - 11:00 am	PTA Chairperson Orientation	Heather Sutherland	hea [REDACTED]m	71 [REDACTED]		
	9:00 am - 11:00 am	PTA Chairperson Orientation	Jen McCullough	day [REDACTED]	61 [REDACTED]		
	9:00 am - 11:00 am	PTA Chairperson Orientation	Jenny Thomas	jen [REDACTED]	70 [REDACTED]		
	9:00 am - 11:00 am	PTA Chairperson Orientation	Josette Murphy		31 [REDACTED]		
	9:00 am - 11:00 am	PTA Chairperson Orientation	Kathleen Kvittek	kat [REDACTED]	31 [REDACTED]		

SignUp  
.com

To print this page, press Ctrl+P (Mac: ⌘+P)  
Shalee Tan  
shalee@csspta.com

## HOURS

Participant Roster: CSS PTA Chair Orientation 2017

Name	Email	Phone Number	Status	Hours This Month	Hours Last Month	Hours Year to Date	Hours All time
Angela Damante	ad [REDACTED]	31 [REDACTED]	3 spots	0.50	0.00	0.50	0.50
April Teets Bucknell	red [REDACTED]	24 [REDACTED]	1 spots	2.00	0.00	2.00	2.00
Cheryl smith	ch [REDACTED]		Not signed up	0.00	0.00	0.00	0.00
Chrissy England	chr [REDACTED]	#	2 spots	2.50	0.00	2.50	2.50
Christine Wensman	sa [REDACTED]		Not signed up	0.00	0.00	0.00	0.00
Elizabeth Magana Goldfarb	ky [REDACTED]	31 [REDACTED]	1 spots	0.00	0.00	0.00	0.00
Grace Arroyo	gar [REDACTED]	31 [REDACTED]	1 spots	2.00	0.00	2.00	2.00
Heather Sutherland	he [REDACTED]om	71 [REDACTED]	2 spots	2.50	0.00	2.50	2.50
Heather Sutherland	membership@csspta.com	71 [REDACTED]	2 spots	0.00	0.00	0.00	0.00
Jen McCullough	day [REDACTED]	61 [REDACTED]	1 spots	2.00	0.00	2.00	2.00
Jenny Thomas	jen [REDACTED]	70 [REDACTED]	1 spots	2.00	0.00	2.00	2.00



# HOW DO I LINK IT TO THE MAIN GROUP PAGE?

- Open your sign up
- Look under the “**Setting**” tab
- Click on “**Publish to Group Page**”
- Click on “**CSS PTA Volunteer Opportunities**”



The screenshot shows the 'Invite' page on the SignUp.com interface. The top navigation bar includes links for Details, Spots, Participants, Messages, Reports, Invite (which is the active tab), Collect Money, Settings (with a dropdown arrow), and Help. Below the navigation bar, the main heading asks 'How would you like to invite participants? (Choose one or more)'. There are two options: 'Send an email through SignUp.com' and 'Get a shareable link'. The 'Settings' dropdown menu is open, showing options: Waiver, Email Preferences, Premium Locking, Publish to Group Page (circled in red), Themes, and Calendar Subscriptions. At the bottom, there is a text box containing the URL 'http://signup.com/go/bwnSDWH'.



# WHEN SHOULD I MAKE MY SIGN UP???

- **DON'T WAIT!!!**
- **The sooner the better** (No, seriously!)
- **At the start of the year (as in, now!)** You can create the sign up, get the URL and enter whatever basic information and slots you think you'll need. It's better to over estimate then under estimate.
- **Be Realistic** about your needs. Parent time slots should not exceed 90 minutes if possible. Student time slots can be 2-3 hours maximum.
- **As soon as you make your signup**, make sure that the Communications Chair ([communications@csspta.com](mailto:communications@csspta.com)) and Volunteer Chair ([volunteer@csspta.com](mailto:volunteer@csspta.com)) have the URL and the name of the sign up. They will help promote your needs and get it to the correct person for the student volunteers. While they will help promote it, **IT IS NOT THEIR JOB TO FILL THE SLOTS** (read that again...)
- This is why the sooner you get the sign up to them to promote, the better the chance you actually have volunteers to help. It is also **NOT** their job to manage the signup. They can help you, but you need to ask.



# HOW DO I 'ADD ORGANIZERS' OR 'PASS THE BATON'

**To Pass the Baton** (or put someone else in charge of your signup):

Dashboard

Dashboard

+ Create New SignUp

My SignUps: All SignUps » Filter By All SignUps

Title	Start Date	End Date		
2019 4th Grade Food Boot...	May 29, 2019	Jun 7, 2019	41/54   15/16	Manage   Tools
2019 Ice Cream Social - A...	May 30, 2019	Jun 7, 2019	180/223   14/14	Manage   Tools
2019 Ice Cream Social-St...	Jun 7, 2019		146/153	Manage   Tools
CSS Cougars Run 2nd to 5...	Sep 4, 2017	May 7, 2018	1/136	Manage   Tools
CSS Cougars Run 2nd to 5...	Oct 1, 2018	May 16, 2019	45/164	Manage   Tools
CSS PTA Chair Orientation...	Sep 3, 2019	Sep 4, 2019	0/50	Manage   Tools
Father Son Event OCT 2018	Oct 12, 2018		29/34	Manage   Tools

Pass the Baton

Duplicate

Archive

My Group Pages: Active Group Pages » Filter By Active Group Pages

**To Add Another Organizer:**

This can be done at the beginning or end when you need additional help or if you have a co-chair for an event. *Only* Organizers can edit and make changes to the signup.

☐ Affiliated With a School

Organizer Information

1. Open up the signup you want to add the organizer to  
2. Click on 'Details' and scroll to the bottom of the page  
3. In order to add an organizer, they must have already created a signup.com account

Primary Organizer: Shalee Tan, shalee@csspta.com

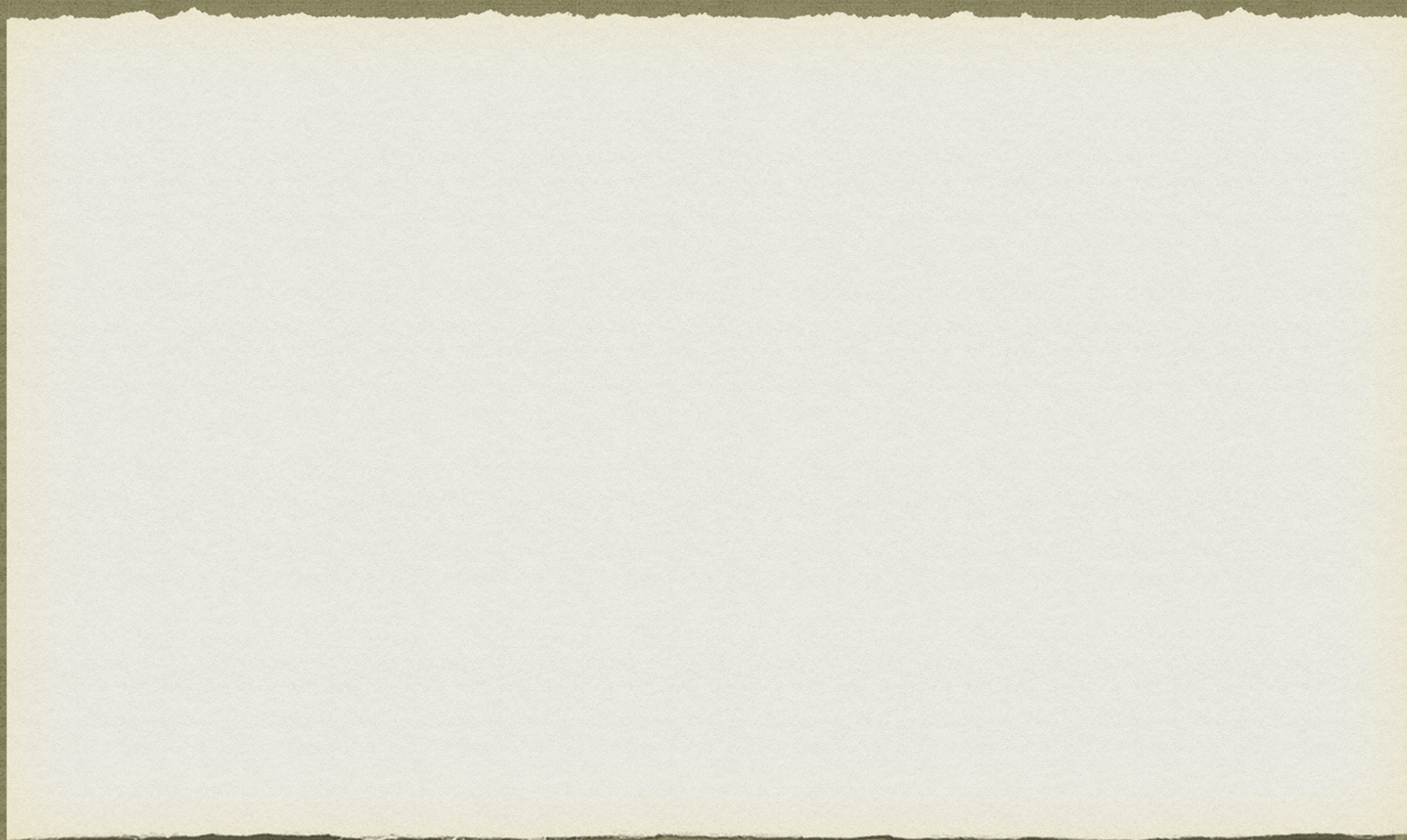
Email	Name	Phone Number	Title
shalee@csspta.com	Shalee Tan	Phone Number	Title
volunteer@csspta.com	Nicole Mahoney	Phone Number	Title

Total Assistant Organizers: 1

Want to add an assistant organizer?

You need to add volunteer@csspta.com and your VP as co-organizers as well







# CAN I??????

- . Add someone myself or do they have to do it themselves? **YES!** You can add someone, change their spot or update their info
- . Email Participants? **YES!** Both individually and as a group. You can also email by spot
- . Copy my signup from last year to this year's calendar? **YES!**
- . Get a custom URL? **YES!**
- . Have my co-chair be able to make changes too? **YES!**
- . Get a link that we can put on a FB page or a button for the website? **YES!** Under the "Invite" tab
- . Send a Thank You email after my event is over? **YES!**



REMEMBER:

YOU CAN ALWAYS EMAIL  
[VOLUNTEER@CSSPTA.COM](mailto:VOLUNTEER@CSSPTA.COM)  
FOR QUESTIONS OR MAKE THEM  
A  
CO-CHAIR ON YOUR SIGNUP SO  
THEY CAN MAKE CHANGES