



Hello Glenwood Event Leaders, Teachers and Staff!

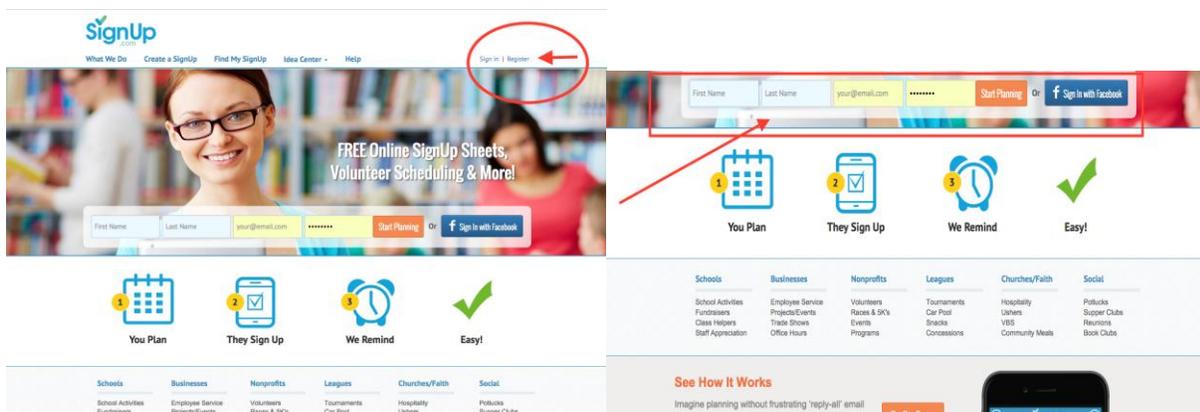
Thank you for helping out as part of the Volunteer Squad! This document will serve as a step by step guide to getting you set up on SignUp.com, our one stop shop for creating events and posting volunteer needs. There are just a few simple steps to take and you will be ready to go!

STEP 1:

Register your information on SignUp.com:

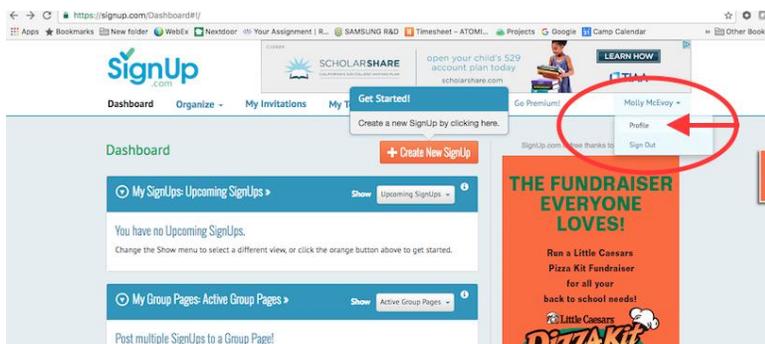
Go to: www.signup.com

Click the Register Button on the top right corner: Enter the required info and click “Start Planning”:



STEP 2:

Success You've Registered! Next click on the dropdown menu next to your name in the upper right corner and select “Profile”.

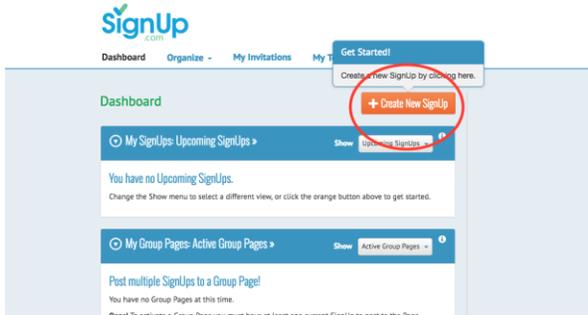


Scroll down to the “Additional Information” section and click the “Upgrade to Premium or Enter Promo Code” button. Here you will enter **Promo Code: DJ6V7U23** and click the orange “Upgrade” button at the bottom. You should now see a message that reads “Premium Upgrade Successful - Thank You!”



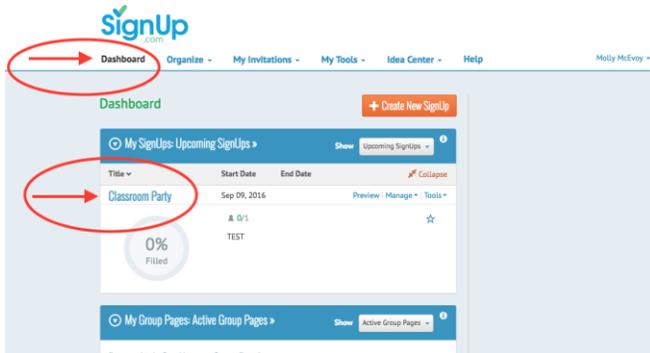
STEP 3:

If you are creating a new event, click on the orange “Create New SignUp” button and follow the step by step instructions from “1 Provide Details” through “4 Invite”.



STEP 4:

Once you’ve created your event and invited people to volunteer, you can monitor activity through the “Dashboard” link in the upper left of the homepage. Click on “Dashboard” and select your event by clicking on the event name within the “My SignUps” section.



From here you can edit your event details, invite people, run reports etc ...using the links within the upper, blue toolbar:





STEP 5:

You can manually add new participants by clicking on the “Spots” link, then clicking on “Assign” & clicking in the “search” field to choose “Add a New Participant”.

For additional information on navigating SignUp.com, check out their helpful tutorial videos found here: <https://signup.com/video/videtour?>

Always feel free to reach out to us for help using this program! We are here to help you!

Thank you for being a member of The Glenwood Volunteer Squad!

Sincerely,

Heather Woollen and Molly McEvoy
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