Camera Club Monitor Signup with SignUpGenius®

Contents

Initial Invitation

Initially, you will receive an invitation to sign up for the coming month's Monitoring Schedule via email. It will look similar to the following:
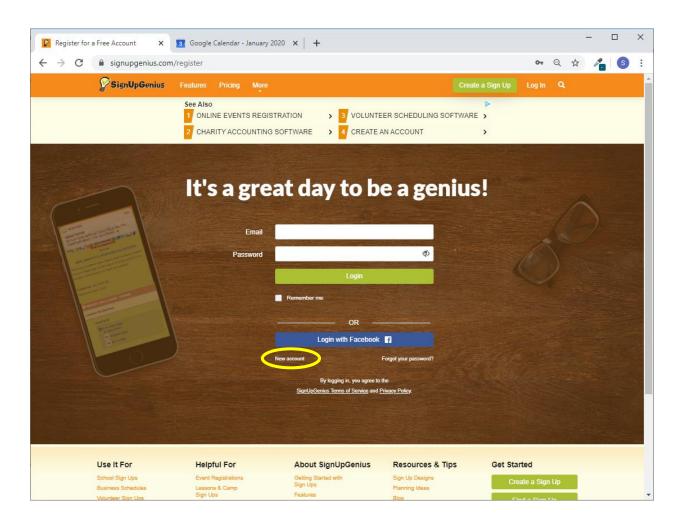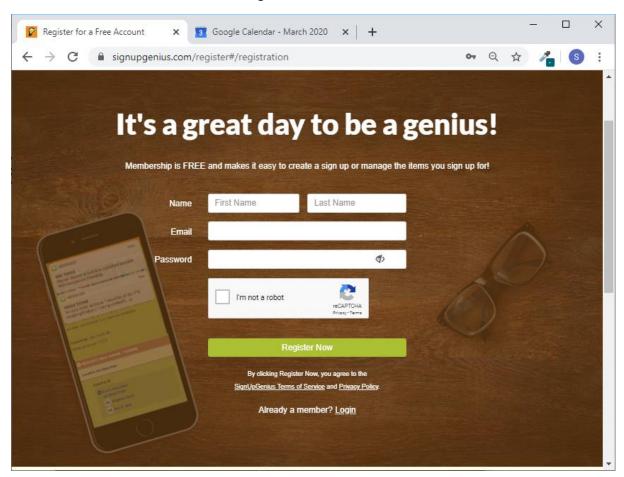

Click on the "Sign Up" button.

Signing Up for a SignUpGenius Account

If this is the first time you are using SignUpGenius, you will need to create an account. Signing up for an account is easy. Note that some members may already have SignUpGenius accounts. This applies, for example, to members of the Pickleball Club and Clay Studio. You do not need to do this step if you already have an account. If you have multiple email accounts, please be sure to use the account you use for the Camera Club.

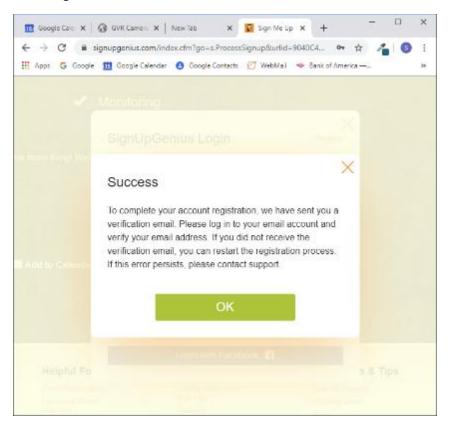Click on the link for a New Account in the lower left:
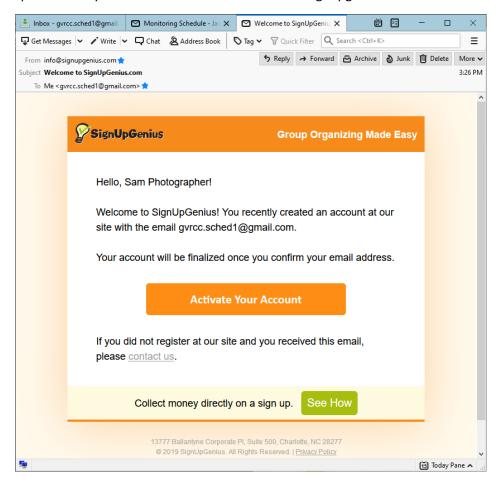
You will see a form similar to the following:

You need to select a password with at least 8 characters, including a number, symbol, upper, and lower case letter. And you need to tell the system you are not a robot.
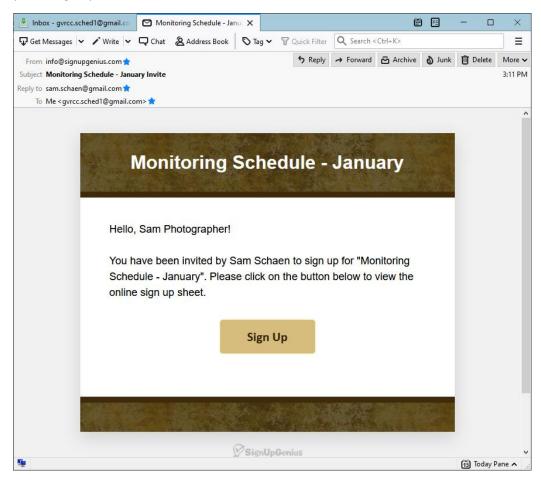
You will get a success screen.

And you will also receive an email asking you to verify and activate your account. Be sure to check your spam filter if you have one and allow email from signupgenius.com.
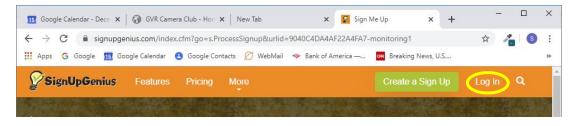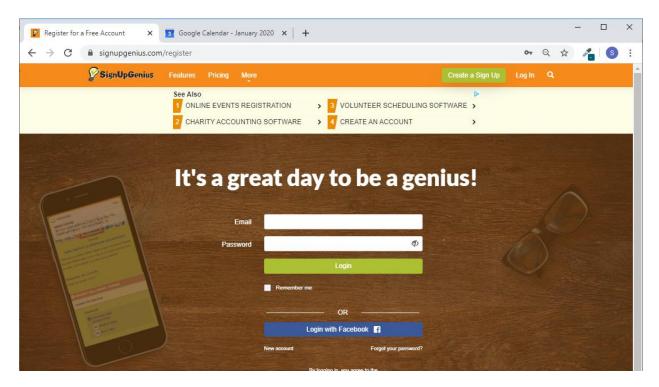
Signing Up for a Monitor Slot

After you have created a SignUpGenius account and activated it, find the original email you got inviting you to sign up.

Click on the "Sign Up" button again. Click on the "Login" link at the top right of the screen.
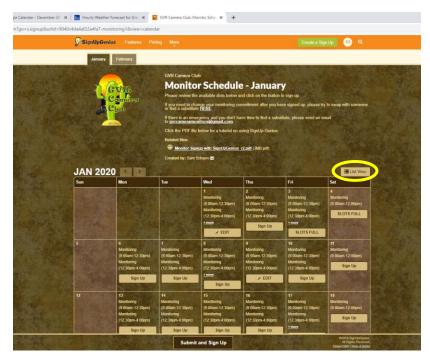
You will see a login screen.

Go ahead and fill in the requested information.

You will be presented with a calendar allowing you to sign up for one or more monitoring sessions during the month. You have a choice of two views. Below is the Calendar view.
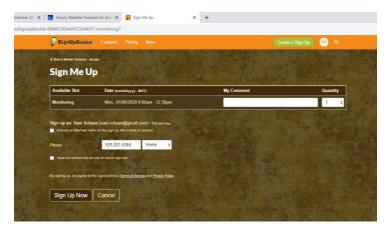

A button at the top right of the calendar switches to List view.

Some people may prefer List view which shows who has signed up for particular days and what slots on those days are available.
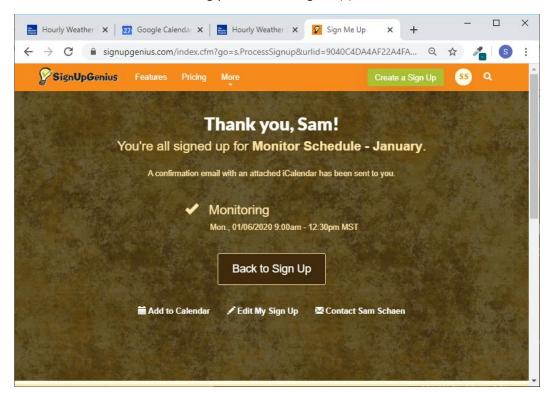

After selecting one or more time slots by checking the box next to "Sign Up", you need to press the "Submit and Sign Up" button.
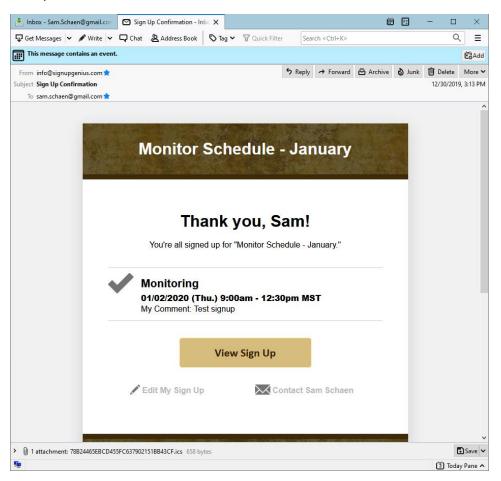
You will be taken to a second screen.

You can optionally add a phone number and comment. Then click "Sign Up Now".

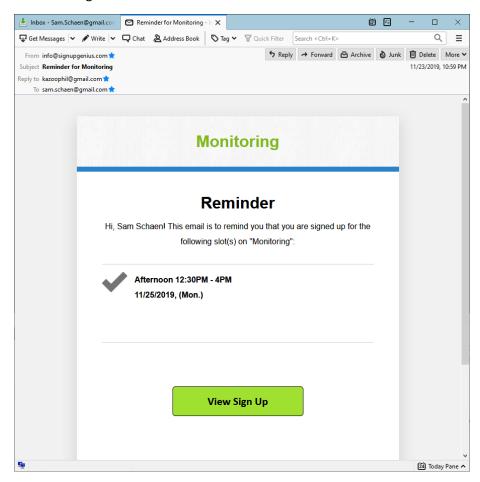You will see a confirmation listing your monitoring slot(s).

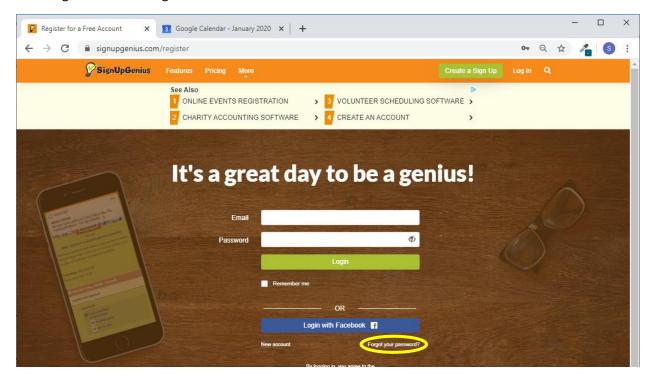Also, you will receive an email confirmation.

Monitoring Session Reminder

Two days prior to your scheduled monitoring assignment, you will receive an email reminder similar to the following:

Forgotten Password

It will happen - you will forget your password. When you do, click on "Forgot My Password" at the lower right side of the login screen.

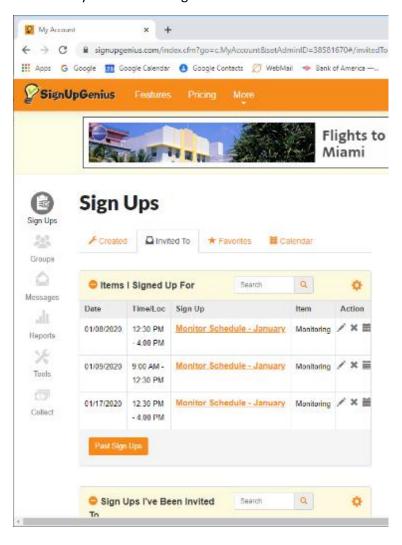You will see a screen similar to the following.

You will need to provide your email address and click on the "I am not a Robot" check box, then the "Reset Password" button. You will then receive an email message giving you the opportunity to reset your password.
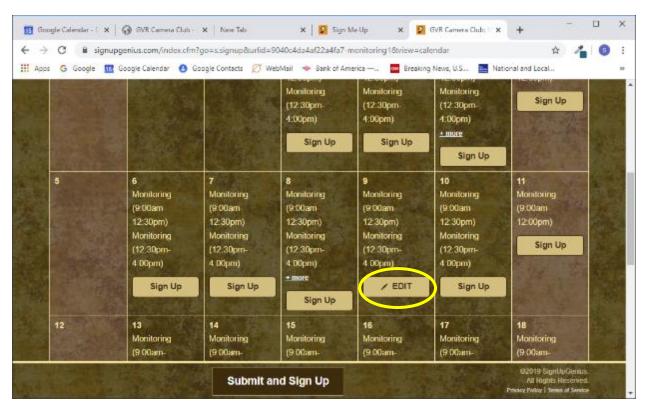
Making Changes to Your Schedule

If you need to make a change after you have signed up, SignUpGenius provides some useful tools. You can get back to your monitoring session sign-up by clicking the "View Sign Up" button in the email you received.
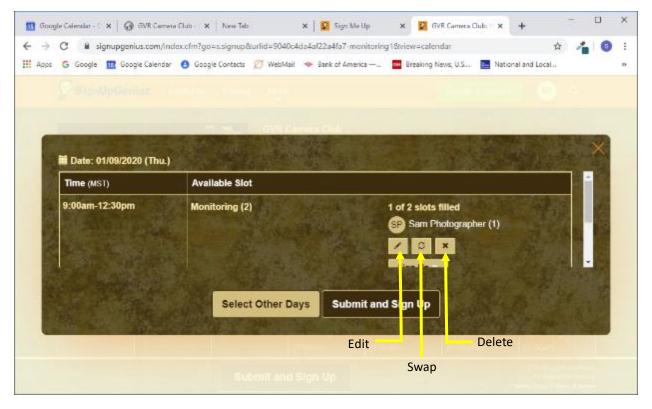
You can also go to SignUpGenius.com. After logging in, you will see a list of your upcoming sign ups. Click on the one you wish to change.

After clicking one of the sign-ups, you will see a view of the month. Any slots you have signed up for will show an "Edit" button.

After clicking the "Edit" button, you will be presented with the options to Edit, Swap, or Delete your monitoring session.
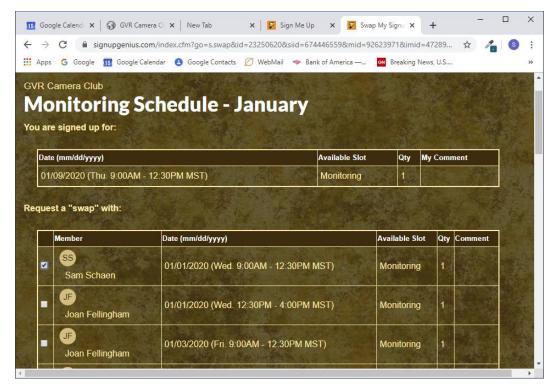

The "Edit" button isn't very useful. It permits you to change your name or phone number.
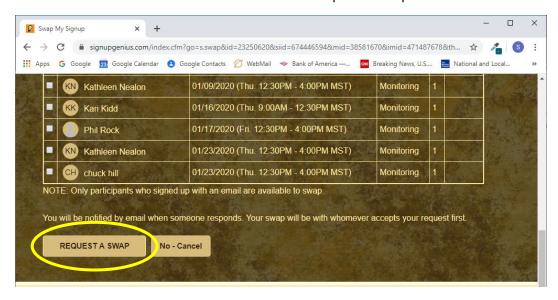
Swap

The swap button is a great SignUpGenius feature that offers the opportunity to contact several other monitors to see if they can swap sessions with you.
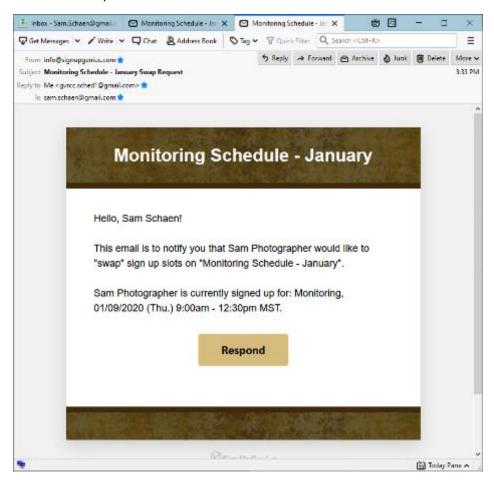
You will be presented with the screen shown below listing the session you've currently got as well as potential swap choices.

You can check one or more boxes. Then click the "Request A Swap" button at the bottom of the page.
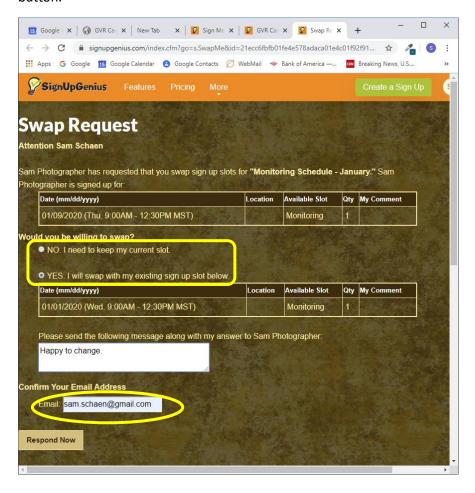
Each of the individuals whose slots you checked will receive an email similar to the following. They will be asked to respond.
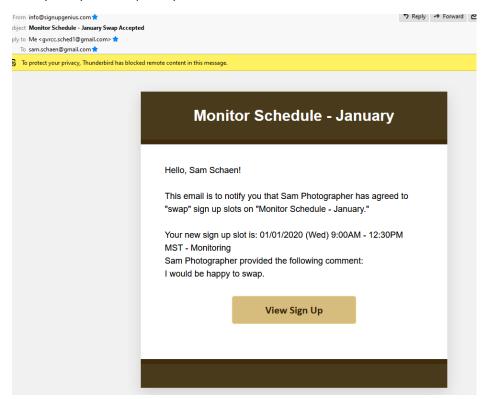
After clicking respond, the recipient will see a screen similar to the one shown below which asks the recipient to either accept or reject the request.
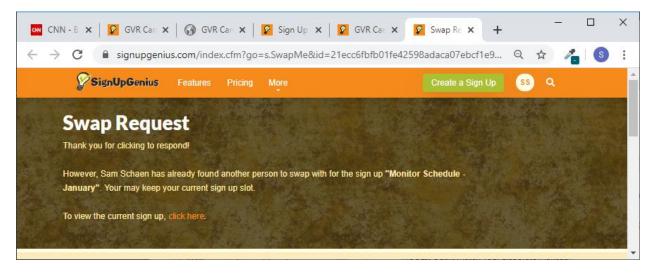
Note that the recipient will be asked to confirm their email address and click the "Respond Now" button.

If they accept the request, you will receive an email that looks similar to the following:

Your slot will be swapped on the calendar with whoever accepts first. No need to contact the Monitor Coordinators. After a swap is accepted, others attempting to accept the swap will be informed that a swap has already been accepted by another monitor.
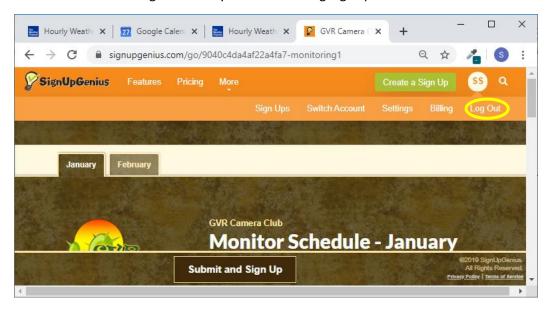

Delete

We ask that you not use the delete button. If you have tried to swap or have a true emergency and don't have time, please send an email to the Monitor Administrators at:

gvrcameramonitors@gmail.com

This will allow the administrators to attempt to find a replacement.

Log Out

Please remember to log out when you're done using SignUpGenius.

Note: you may need to click on the circle with your initials to see the menu.