SIGN-UP GENIUS GUIDELINES FOR 2019-2020

INITIAL SET-UP FOR SIGN UP GENIUS- COMPLETED BY MOTHERS' CLUB DATABASE COORDINATOR

- *Elizabeth McLoughlin-Garcia is the 2019-2020 coordinator. She completes all the steps in this section*
- Set up Volunteer Interest Form in Sign Up Genius (SUG) in May for all the Mothers' Club Committee Events for the current (2019-2020) school year.
- Create sign-up sheets for the Mothers' Club Welcome Brunch, held on the first day of Orientation.
- Distribute and collect all the sign-up sheets from the Welcome Brunch.
- After the Welcome Brunch all the sheets are collected and the volunteers' names are entered into the SUG Database and sorted by committee. *Note: in past years, there have been great challenges in trying to gather this information electronically.*
- An Excel report is then generated for each committee. In each report, the parent names are sorted in alphabetic order and sent to each committee.
- Reports will be run at least once a month and updated lists sent to each committee.
- IMPORTANT: The Database Coordinator takes the names from the spreadsheet and creates a GROUP list for each committee. For example, the Admission Support group will be called "2019-2020 Admission Support". The GROUPs are found and selected under the Design tab in SUG.

HOW TO SET UP SIGN UP GENIUS FOR YOUR COMMITTEE

- *One person from each committee is designated an Administrator to use the Sign-Up Genius system.*
- *Confirm with the database coordinator the name and email address of the contact for your committee.*
- The committees are responsible for setting up their own SUG. They can do this by either setting up a new SUG or duplicating one from the previous year and going into each tab to make the necessary changes.
- A screenshot of creating a Sign Up Genius is shown below.
  You will need to fill in the Design, Slots, Settings, View and Publish tabs to create a new SUG.
  In the Design Tab, it is imperative that your 2019-2020 GROUP be selected. For example, the Admission Support committee would want to select "2019-2020 Admission Support" in the Group section of the Design tab. This is to prevent using groups from past years that have the wrong list of names.
- Remember that the initial sign-up list of volunteers is just that – initial.
  When you publish your SUG it will go to the parents in your group first. Then you can have additional parents' sign-up by publishing your SUG in the weekly SJ parent Eblasts.
- The Database Coordinator is more than happy to help with the set-up, duplication, etc. for anyone that is unfamiliar with the process or has any questions.

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This is where you must select your correct 2019-2020 Group