

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

The screenshot shows the SignUpGenius web interface. At the top, the browser address bar displays the URL: <http://signupgenius.com/index.cfm?go-w.manageSignUp#/19569235/design/>. The page title is "Create a Sign Up — 2019-2020 Volunteer Interest Form". The navigation tabs include "Design", "Slots", "Settings", "Share", and "View". The "Design" tab is active. In the "Design" section, the "Title of Sign Up" is "2019-2020 Volunteer Interest Form" and the "Group" is "2019-2020 Mothers' Club Committee". A blue arrow points to the "Group" dropdown menu. Below the form fields, there is a preview of the sign-up form. The preview has a green background and features a "VOLUNTEER" sign on a brick wall. The text in the preview reads: "2019-2020 Mothers' Club Committee", "2019-2020 Volunteer Interest Form", "The Mothers' Club has many wonderful opportunities for you to get involved. There are volunteer jobs large and small. Get involved! You will make our Strake Jesuit community stronger and you will quickly feel a part of the school your son will call home.", "The list of committees below includes **year-round committees** which support multiple events during the year, and **annual event committees** which organize one event per school year. Near the bottom of the list you will find **charity-chair only opportunities** requiring one to three moms coordinate specific programs. When you sign up for one of the chair-only slots you are demonstrating your interest, but signing up does not guarantee a position as it is based on current needs or openings as determined by the Mothers' Club president.", and "List of Mothers' Club Committee Descriptions". At the bottom of the preview, it says "For more information about the committees, please click here to email Mothers' Club president." The Windows taskbar at the bottom shows the date and time as 9:28 AM on 8/17/2019.