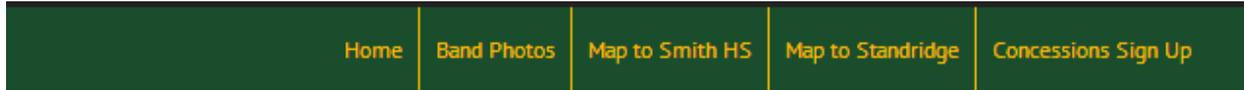


Using the NSABC Concession Sign-Up Genius System

We use the SignUp Genius web site to schedule all of our concessions events throughout the school year. What follows is a quick overview of just how easy it is to volunteer for Smith Band events.

Getting Started

1. The hyperlink to visit our current scheduling sessions changes twice a school year. The best way to find your way to the list of events and open spots is to visit our home page at <http://www.nshsband.org/> and click on the "Concessions Sign Up" link at the top right of the page.



2. Once on the SignUp Genius web site, you should see a list of the current needs and open spots in the schedule. The events closest to today will be at the top of the list.

Find the event you would like to sign up for and click the "Sign Up" button:

10/14/2011 (Fri. 7:30PM)	Ranchview vs. Polytech (Homecoming)	Early Adult (8) Report at 4:30	Sign Up
		Manager (2) Report at 6:00	Sign Up
		Regular Worker (20) Report at 6:00	Sign Up

3. ***If this is the first time you have signed up, you will be taken to a registration page.*** You will need to enter your name, email address, and a password.
4. If you have already registered for the site, select "I'm a SignUpGenius member" and use the email address and password you used the first time you used the site.

NOTE: PLEASE PUT YOUR CONTACT NUMBER IN THE "MY COMMENT" FIELD. ALSO, PLEASE NOT THE PERSON IS A STUDENT.

A registration form for NSABC Concessions. The form has a yellow background. At the top, it says "NSABC CONCESSIONS" in red. Below that, it says "Sign Me Up For:". There is a table with columns: Date, Available Slot, Qty, and My Comment. The first row has: 8/26/2011 (Fri. 7:30PM), Early Adult, 1, and an empty text box. Below the table, there are two radio buttons: "I'm a SignUpGenius member" (selected) and "I'm new to SignUpGenius". Below that, it says "We are as concerned about your privacy as you are. Read our [Privacy Policy](#)." There are five input fields: First Name *, Last Name *, Email *, Password *, and Password Confirm *. At the bottom, there are two buttons: "SIGN UP" and "Cancel". A red arrow points to the "My Comment" field in the table.

5. That's it! You've signed up for the event. Once you have created a login account, you only need to click on the "Sign Up" button to sign up for other events.

Keeping Track of Your Signups

When you return to the system and sign in (or you can click on the My Account tab) you will see the games you signed up for.

Click on the "Concessions" link under the chili dog photo to sign up for more games.

MY SIGNUPS

View My Calendar

Items I've Signed Up For				
Date	Time/Location	Item	Sign Up	Revise
09/09/11	7:30PM Ranchview vs. Aubrey	Manager, Report at 6:00 Visitor	Concessions	<input checked="" type="checkbox"/> <input type="checkbox"/>
10/08/11	11:00AM Ranchview vs. Wilmer Hutchins	Manager, Report at 9:30 a.m. Visitor	Concessions	<input checked="" type="checkbox"/> <input type="checkbox"/>
10/20/11	7:00PM Turner vs. Liberty	Manager, Report at 5:30 Visitor	Concessions	<input checked="" type="checkbox"/> <input type="checkbox"/>
10/27/11	7:00PM Ranchview vs. Roosevelt (Sr. Night)	Manager, Report at 5:30 Visitor	Concessions	<input checked="" type="checkbox"/> <input type="checkbox"/>

Sign Ups I've Been Invited To [Icon View](#) | [List View](#)

ORDER BY:

NSABC
[Concessions](#)

Notifications

You will receive an email two days prior to any game you signed up for. You also have the option of receiving a reminder via text message. To add your mobile number, click on the “My Profile” link on the My Account page.

You will be taken to a page where you can add your mobile number and make any changes to your profile if needed.

PLEASE NOTE: Your mobile phone number is not required and we will not call you or share your number with a third party. This information is for use in optional text message notifications to your phone.

Swapping

The system has a “swap” feature. If you find that you can’t work a day you are signed up for, you can use the system to ask someone to swap with you. Once the other person confirms the swap, the system will automatically make the swap.

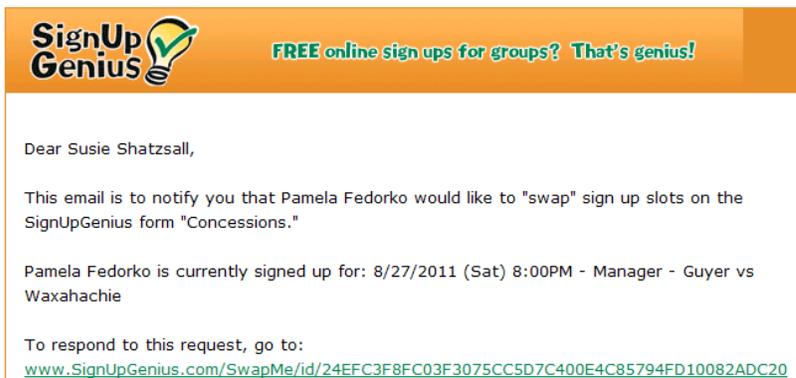
To swap:

1. Go to the main concession page and find the game you have signed up to work. Click on the “Swap” button

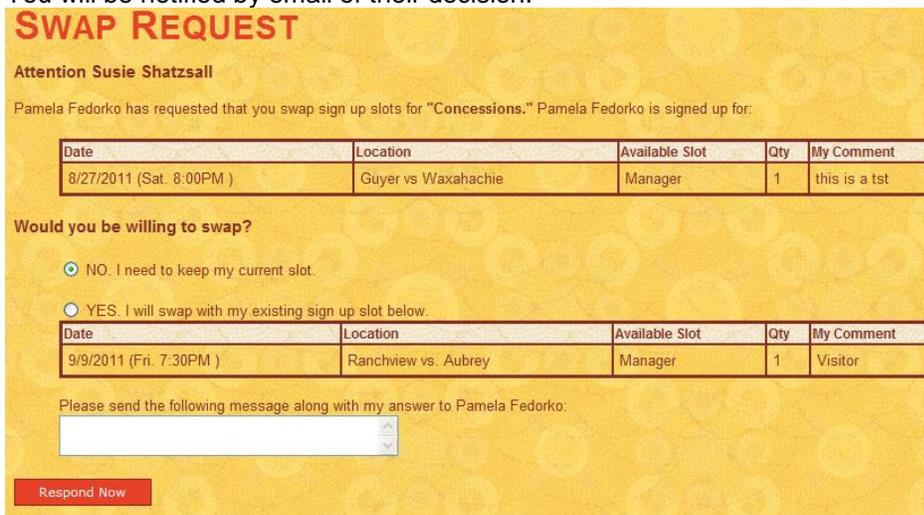
2. You will be taken to a page that shows all filled spots. Click next to the person’s name you would like to swap with. Then, click the “Request a swap” button at the bottom of the page.

<input type="checkbox"/>	Pamela Fedorko	8/27/2011 (Sat. 8:00PM)	Manager	1	this is a tst
<input type="checkbox"/>	Pamela Fedorko	8/31/2011 (Wed. 5:30PM)	Manager	1	
<input type="checkbox"/>		8/28/2011 (Fri. 7:00PM)	Early Adult	1	870-440-2005

- An email will be generated and sent to the person you are trying to swap with.



- The person you requested a swap with will click a link and choose to swap or keep the spot they signed up for. You will be notified by email of their decision.



Deleting a Sign Up

If for some reason you need to delete a sign up and can't find anyone to swap with you, click the "X" to the right of the sign up on your account page and complete the form. Please check the notification box so that we know a spot has opened up.



Questions?

If you have any further questions about games or signing up you can contact our current [Concessions Schedulers Chairs from the Booster Club found on the NSHS Band site.](#)