

Sign Up Genius instructions



1: Create an account. Make sure you use the email TSPC has on file.

2:login

3: click on Sign Ups/Invited to. You will see a list of sign-ups you have signed up for. (The date you see may be incorrect, but if you click on the individual sign up, the dates are right)

Click the little gear following “Items I have signed up for”.

Suggested settings are:

- do **not** click show sign-ups in the past,
 - sort by event start date,
 - direction ASC
 - items per page 30,
- Save

On this page you can click the pen and edit the sign up (i.e. change to one or two) or delete it, or add it to your calendar or Google calendar.

4: You can also click on Calendar at the top, and see all the sign ups by date and see who has signed up on that date.

If you click on your 2 initials at the top a menu appears Sign ups, Settings, Logout etc. You can change your password here, or change your settings to your individual needs.

Remember, there are 24 spots, but only THE FIRST 12 can come to the selected time. If there are more than 16 that sign up we will TRY to add another spot on that day. The City has to approve it, and we have to have time to email members after it is approved, so timing may eliminate the ability to add extra slots.

Sign up Genius Login URL- [Register for a Free Account \(signupgenius.com\)](https://signupgenius.com)

To delete a sign up, or edit it, just click on the pen to edit, or X to delete

It is mandatory that you arrive on time, and stay until the end. No one minds if there are byes and you leave early, but you cannot leave early if you are creating extra byes.

There are Android and Iphone apps in the playstore/app store.