

## Sign Up Genius instructions



1: Create your account making 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: Important: You can also click on Calendar at the top, and see all your sign ups by date which helps eliminate no shows.**

**5:Multi family members. It is preferable that only ONE family member sign up. If both husband and wife sign up, then you will not see the other spouse’s sign ups when logging in. If this occurs, it would be easy to miss a scheduled time.**

6: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.

7:There are 24 spots, 12 main and 12 wait list. Board members will move wait list members to main lists when spots become available, but it is important that you inform Johanne or Cathy to do so since they do not check it every day.

8:If there are more than 4 on the wait list Cathy and Johanne MAY be able to add a 2<sup>nd</sup> slot, so it is important to keep adding your name to the wait list if you wish to play.

**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.**