

Instructions for SignUp Genius

Add your name to the SignUp list

Click on the link to SignUp Genius in your email invite or from the main page of the LWV ABC website

On the main SignUp page

Click on the “SIGN UP” button for the time and date you want to sign up (a check mark appears)

Scroll to bottom of page and click on the “SAVE & CONTINUE” button

On the “Sign Me Up” page

Fill in your name, email address and phone (Note: only your name will appear on the website)

Click “SIGN UP NOW” button

On the “Thank You” Confirmation page

Click on the “BACK TO SIGN UP” button

On the main SignUp page

Check that your name appears for the slot you intended to sign up for

Remove Your Name from the SignUp list

Click on the link to SignUp Genius in your email invite or from the main page of the LWV ABC website

On the Main SignUp page

Just above the list, Click on “Change your sign up” (underlined text, not a button)

On the “Registration” page

Choose “I signed up without a SignUp Genius account” (choose this even if you have an account)

Fill in your email address

Click on the red “SEND ME AN EMAIL” button

Open the email

Click on “CLICK HERE TO EDIT” button

On the “Sign Me Up” page

Review the information on what you are signed up

Click the “DELETE” button for the signup you wish to delete

On the “Are you sure?” page

Check box to send a notification to LWV ABC

Click on “YES – DELETE” button

On the main SignUp page

Check that your name no longer appears

(You can sign up for a different time slot from this page)