**Administrator Instructions for SignUp Genius**

Login to SignUp Genius as [lwvabc@lwvmn.org](mailto:lwvabc@lwvmn.org)

**Add Someone to a SignUp**

Go to the SignUp form

Click on orange “ADD/EDIT/DELETE PEOPLE” at top of page

On the “Add/Edit/Delete People” page

Choose “SIGN SOMEONE UP”

On the Sign Someone Up page

Click on green “SELECT A PERSON FROM MY GROUPS” button under Step 1

On “Search Results” Popup

Order search by last name, first name or email using the buttons on the bottom left

Scroll through names or choose a letter on the top left

Check the name of person to add

(Note: Some people are not listed by name, only email. Those people have a SignUp Genius account and did not add their names. We can’t alter this)

On the Sign Someone Up page

Name you choose should be listed under Step 1

Click on white “ADD ITEMS” button under Step 2

On “Select Sign Items” popup

Click on the desired time slot

Click on green “SUBMIT AND CONTINUE” button

On the “Sign Someone Up” page

Choose “Yes, send an email with the following text” under Step 3

Click on the green “SAVE AND FINISH” button

**Remove Name from SignUp**

On the “Add/Edit/Delete People” page

Select the name and slot you want to remove

Click on white “DELETE SELECTED” button at top of list

On the “Delete People – Are You Sure?” page

Check box to “Send an email”

Click on green “YES – DELETE” button