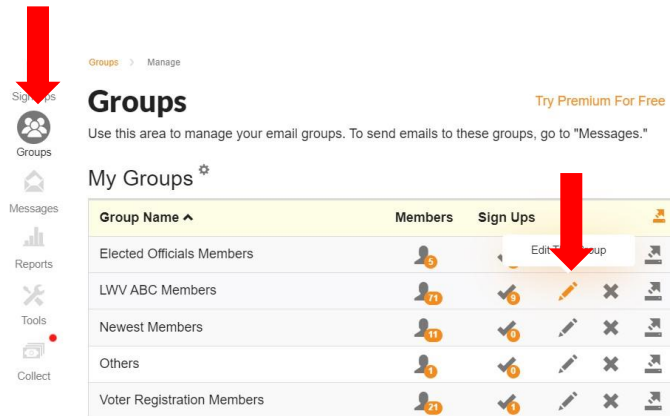


Add or Change Email in SignUp Genius Groups

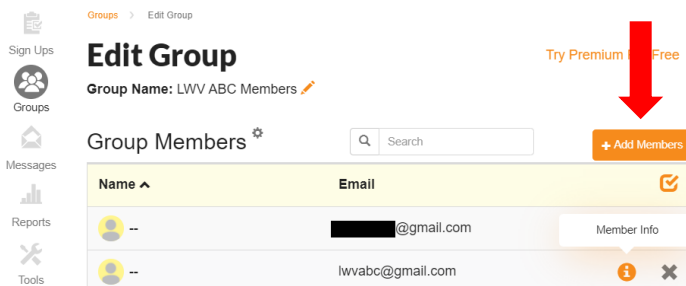
Login to SignUp Genius as lwvabc@lwvmn.org

Choose Groups – from Menu on left

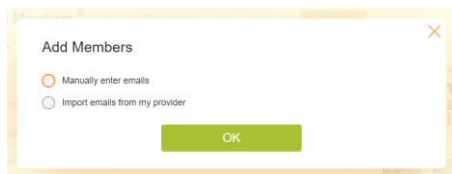
Click on Pencil Icon for Group you want to add email to



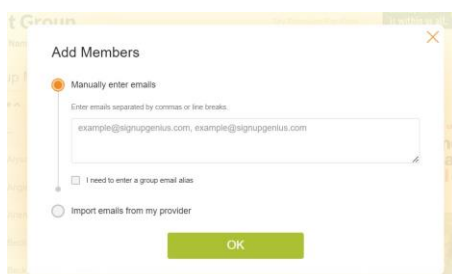
Click Add Member



Choose “Add manually” in Pop-Up Box
Then Click “OK” button



Copy and Paste email address(es) into box
Then Click “OK” button

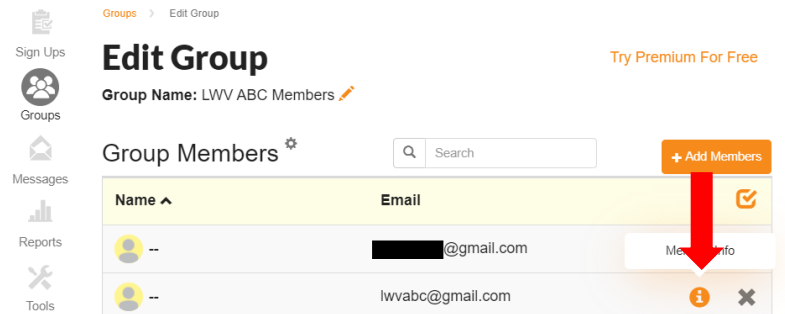


Check for email in list

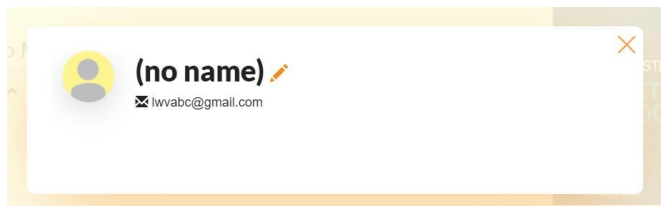
If email previously used in SignUp Genius, name will automatically be added by SignUp Genius and alphabetized in list by first name.

If email never previously used in SignUp Genius, email appears at top of list without a name.

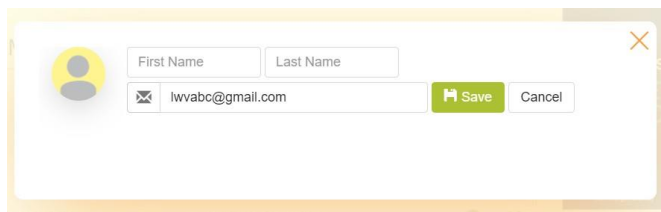
Add Name to email by Clicking on the “i” Icon to next to email



Click on Pencil Icon in Pop-Up Box



Add Name and Save



If email previously used in SignUp Genius, will be unable to alter the name field.

