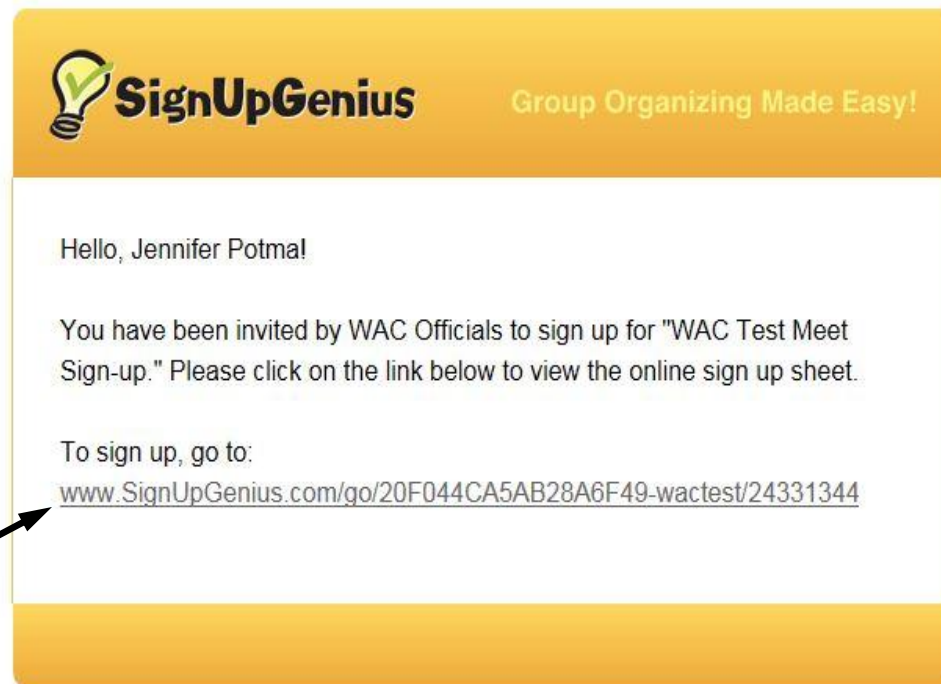


# Using Sign-Up Genius

A notification e-mail will be sent out to all registered WAC families when the signup positions are available on SignUpGenius allowing you sign up for positions to fulfill your family participation Requirements.

**Step 1** - Follow the link to [www.SignUpGenius.com](http://www.SignUpGenius.com) from the email you receive.



You will receive a new email for each swim meet WAC hosts when the sign-up is available (*Please ensure that we have your correct email address on the WAC website*)

**Step 2** - The link will bring you to the Sign-Up page.

Here you will find:

- Meet Information and the Contact person for Officials
- Carefully select the job or jobs that you or your family would like to do. **Please make sure that you are qualified for the job.**

Click **Submit and Sign Up**  
Once you have selected your sessions and positions.

Windsor Aquatic Club  
**WAC TEST MEET SIGN-UP**  
Thank-you for signing up for our WAC Test Meet. If you have any further questions please contact me.  
Jennifer Potma  
officials@windsoraquatic.com  
DATE: 09/28/2015 ( Mon 5:00PM - 6:00PM EST )  
LOCATION: WIATC  
CREATED BY: WAC Officials CONTACT


Available Slot
<b>Timekeeper</b> Please Enter Requests for Deck Evaluation or PTR <b>Sign Up</b> <input type="checkbox"/>

**Submit and Sign Up**

**Step 2+ -** For Meets with Multiple Sessions:  
Check off the positions in the available slots that you wish to sign-up for.

This page will also show you jobs that you have already committed too (*Note: that these may be edited & deleted by you until 5 days prior to the meet at which time you must email the Meet Manager &/or Chair of Officials to have your name removed*)

Click Submit and Sign Up Once you have selected your sessions and positions.



**WINDSOR AQUATIC CLUB**

Windsor Aquatic Club  
**WAC CUP TEST FILE 2**  
 This is multi session test file  
 CREATED BY: Jennifer Potma **CONTACT**

Date (mm/dd/yyyy)	Location	Time	Available Slot
07/31/2015 (Fri)	Windsor International Aquatic Training Centre	12:00PM - 4:00PM EST	Timekeeper (22) <input checked="" type="checkbox"/> Sign Up Strokes & Turns (10) <input type="checkbox"/> Sign Up CFJ/CJE <input type="checkbox"/> Sign Up <small>Must understand data import for Omega</small> Programs & Food <input type="checkbox"/> Sign Up
	WIATC	4:00PM - 8:00PM EST	Timekeeper (22) <input type="checkbox"/> Sign Up Strokes & Turns (10) <input type="checkbox"/> Sign Up CFJ/CJE <input type="checkbox"/> Sign Up <small>Must understand data import for Omega</small>
08/01/2015 (Sat)	WIATC	8:00AM - 1:00PM EST	Timekeeper (22) <b>1 of 22 slots filled</b> <b>Jennifer Potma</b> <input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="checkbox"/> Sign Up Strokes & Turns (10) <input type="checkbox"/> Sign Up CFJ/CJE <input type="checkbox"/> Sign Up

**Step 3** - You will be directed to log into your SignUpGenius member account or create a new one. If this is your first time using SignUpGenius create and account.

*(You can also create and account by following the instructions Using the Sign-Up Genius homepage)*

Then Sign Up for the Sessions and Official positions listed at the top by clicking

**SIGN UP NOW!**

Windsor Aquatic Club

## WAC TEST MEET SIGN-UP

Sign Me Up For:

Date (mm/dd/yyyy - EST)	Available Slot	Qty	My Comment
09/28/2015 (Mon) 5:00pm-6:00pm	Timekeeper	1	

☐ I'm a SignUpGenius member

☒ I do not have a SignUpGenius account

First Name \*

Last Name \*

Email \*

Re-enter Email \*

☐ Create an account at SignUpGenius so I can login and edit my items if I ever need to make a change.

☐ Send me a confirmation email with an iCalendar (.ics) file and a link that will allow me to edit this item later.

**SIGN UP NOW!** **Cancel**

Windsor Aquatic Club

## WAC TEST MEET SIGN-UP

Sign Me Up For:

Date (mm/dd/yyyy - EST)	Available Slot	Qty	My Comment
09/28/2015 (Mon) 5:00pm-6:00pm	Timekeeper	1	

You are logged in as: Jennifer Potma (This isn't me)

☐ Display an alternate name (like a child or spouse's name) on the sign up page.

☐ Send me a confirmation email with an iCalendar (.ics) file.

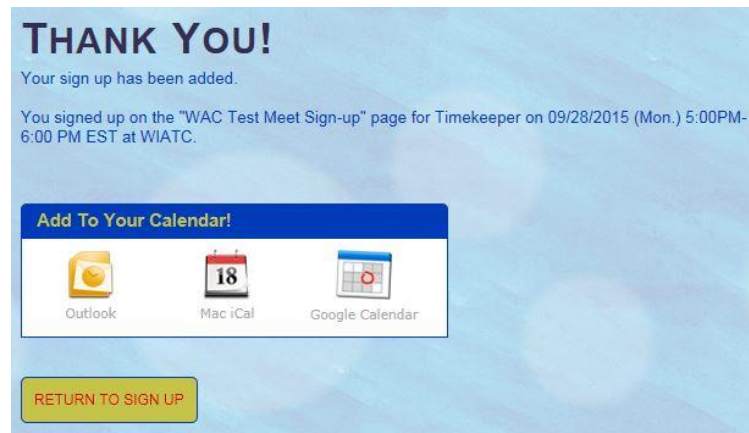
**SIGN UP NOW!** **Cancel**

**Step 4** - If you have a Special request fill in the "My Comment" box.

You can also insert the name of the family member doing the Job if it is not yourself



**Step 5** - Once your Sign-up has been added you will receive a Confirmation / Thank you



## You can Manage your Sign-Ups from your My Account Homepage

- Lists the different Meets and Sessions you have Signed Up
- Lists any Special Requests that you have for the Meet (i.e. Deck Evaluations)
- Lists the Sign-ups that you have been invited to

Pricing Resources Help Create a Sign Up **My Account**

**Sign Ups** Welcome, Jennifer Potma! View My Calendar

**Items I've Signed Up For**

Date (mm/dd/yyyy)	Time(EDT)/Location	Item	Sign Up	Action
09/28/2015	6:00PM - 7:00PM WIATC	Timekeeper	WAC Test Meet Sign-up	
12/05/2015	1:00PM - 4:00PM WIATC	Head Lane Timer Requesting Deck Evaluation/Sign-off	Short Course Winter Invitational	
12/06/2015	8:00AM - 1:00PM WIATC	Timekeeper	Short Course Winter Invitational	

**Sign Ups I've Been Invited To**

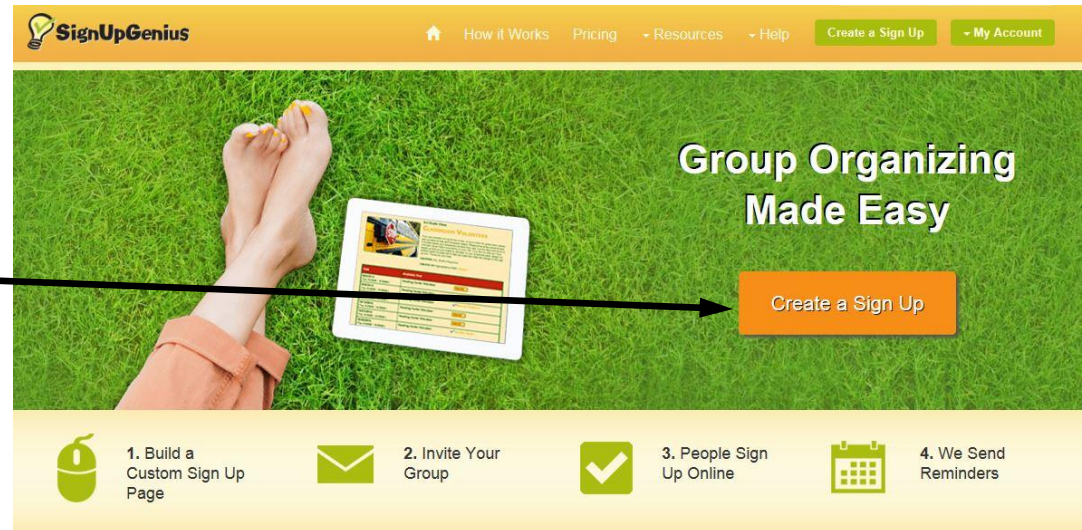
ORDER BY: Title (Ascending) ☒ Go

Windsor Aquatic Club  
Short Course Winter Invitational

Windsor Aquatic Club  
WAC Test Meet Sign-up

# Creating an account Using the Sign-Up Genius Homepage

You can also create an account from the Sign-Up Genius homepage. Click the Create a Sign In The window shown



If this is your first time to Sign-Up Genius fill in the required information to create your account.

OR

If you already a registered as a Member use the Member Login to enter the site

First, we need some basic info to setup your account.

First Name *	<input type="text"/>
Last Name *	<input type="text"/>
Email *	<input type="text"/>
Re-enter Email *	<input type="text"/>
Choose a Password *	<input type="password"/>

**Already a Member?**

**Member Login**

Email: *	<input type="text"/>
Password: *	<input type="password"/>

☐ Remember me on this computer

[Forget your password?](#)

# Finding a Swim Meet Hosted by Another Club Using Sign-Up Genius

Clubs looking for Officials from invited clubs may choose to use Sign-Up Genius. Clubs like WAC will place a contact email address for outside officials to search for in Meet Packages . Finding a Swim Meet can easily be done through your personal **My Account** homepage.



Search using the email address provided to you either in the Meet Package or given to you by the Chair of Officials

### Find A Signup

For privacy reasons, our sign ups are not publicly listed. To find a sign up, you can:

#### Receive an Email Invite

Sign up participants should receive an email invite from the sign up creator with a simple link to the page.

If you did not receive an email, check your email spam folder to make sure it was not accidentally classified as junk. If you cannot find an email invite, contact the sign up creator or organization in charge of the event to request an email invite.

#### Search by Email

If you know the person that created the sign up, enter his/her email address below:

Enter the random text below:

8 Y W M 6 C

Search

#### Login to SignUpGenius

SignUpGenius members can find links to all the sign ups they've been invited to on their 'My Account' page.

If you have a SignUpGenius account, login to access your sign ups.

Login Now

The Meet will then appear as Available Sign Ups

