

Instructions to sign up:

<http://www.signupgenius.com/go/10c0545ada629a0fd0-viking1>

Go to the link above. If you have trouble getting to the site, you can access it through the bertrandvikings.org website, send us your email and we will invite you to sign up, or you can go to signupgenius.com and search for lisa.mason@bertrandvikings.org.

Once at the sign-up page, you will have the option of which time slots you would like to sign up for.



Click on the time slot you would like to choose. This will bring you to a new page that looks like this....



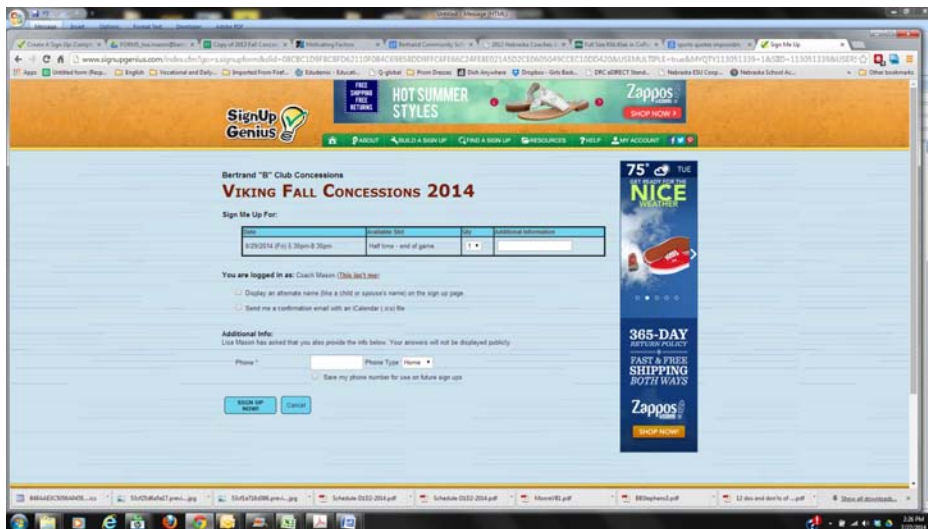
Once here you can either log in if you

are already a registered member, or you can simply type in your name and email address. Under this there will be a check box that says:

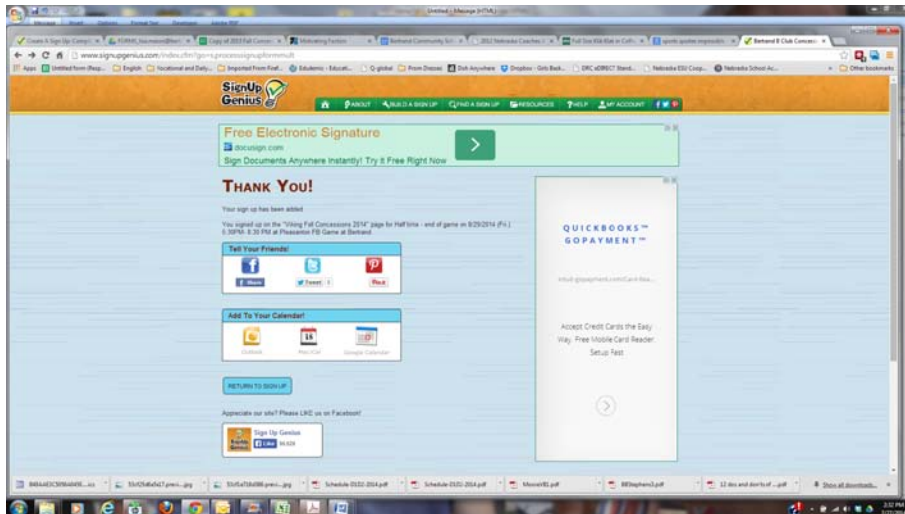
- Create an account at SignUpGenius so I can login and edit my items if I ever need to make a change.
- Send me a confirmation email with an iCalendar (.ics) file and a link that will allow me to edit this item later.

Creating an account will allow you to receive updates and reminders of your scheduled dates. Send a confirmation email with an .ics file will allow you to add this activity to your online or electronic calendar..

If you do not wish to do this simply do not check the boxes. From here you should go to a page that looks like this...



It will tell you who you are logged in as and the time slot you are signing up for. It will also ask if this is you or if this is someone else like your spouse. It will also ask you again about the calendar and for your phone number (which is for our information). Below that it will ask you to sign up now. Click the sign up now to submit your preferred time. You will get a page that looks like this....



Click on the return to sign up to select a second time slot.

To sign up your spouse, click on the return to sign up button. Choose a time slot, but this time click on the "display an alternate name" check box. This will allow you to enter in the name of your spouse. If your spouse wishes to have his or her own account, they may skip this part and just log in with their own email address and create their own account.

Once you have submitted your time choice and return to the sign up page, you will notice that you have the option of edit, swap, or delete under your name. This will allow you to make changes to your chosen time slot in case you make a mistake or need to make a change.

That's all there is to it. If you have trouble, there is a help menu on the site that will answer frequently asked questions, or you can contact Lisa Mason at the school for assistance.