

Scheduling your Art Gallery Sitting

1. Go to <http://southbostonartsassoc.org/>
2. Select **Gallery** from the top of the page



3. On the right side of the Gallery page select **SignUpGenus** where you will see the current month's calendar



If you are **NOT** using this for the first time **GO TO NUMBER 8.**

4. **If you are new to the site and need to set up an account** click on the envelope next to Pat Steiner's name to request an invitation. You will need that invite the first time you register.



5. Once you have the link, go to the page:
 - a. Click on **Join**



SignUpGenus Login

Member Login **New Member Registration**

Email:

Password:

Remember me [Forget your password?](#)

LOGIN

- b. This will bring you to a new page, click on **New Member Registration** You will be asked to enter your First Name, Last Name, and a password. **PLEASE REMEMBER TO WRITE YOUR PASSWORD DOWN SINCE YOU WILL NEED IT EACH TIME YOU RETURN TO THE SITE.**

Member Login **New Member Registration**

Membership is FREE and makes it easy to create a sign up or manage the items you sign up for!

First Name:

Last Name:

Email:

Re-Enter Email: f54f7682@opayq.com

Password:

REGISTER NOW

SAFE SIGN UP GUARANTEE

After you have joined SignUpGenius you will need to click on **Member Login** (see above) each time you return to the site. 6. Type in your email and your password to log in

SignUpGenius Login

Member Login **New Member Registration**

Email:

Password:

Remember me [Forgot your password?](#)

LOGIN

7. Select **Art Gallery Coverage** from page **Sign Ups**

Created Invited To Favorites Calendar

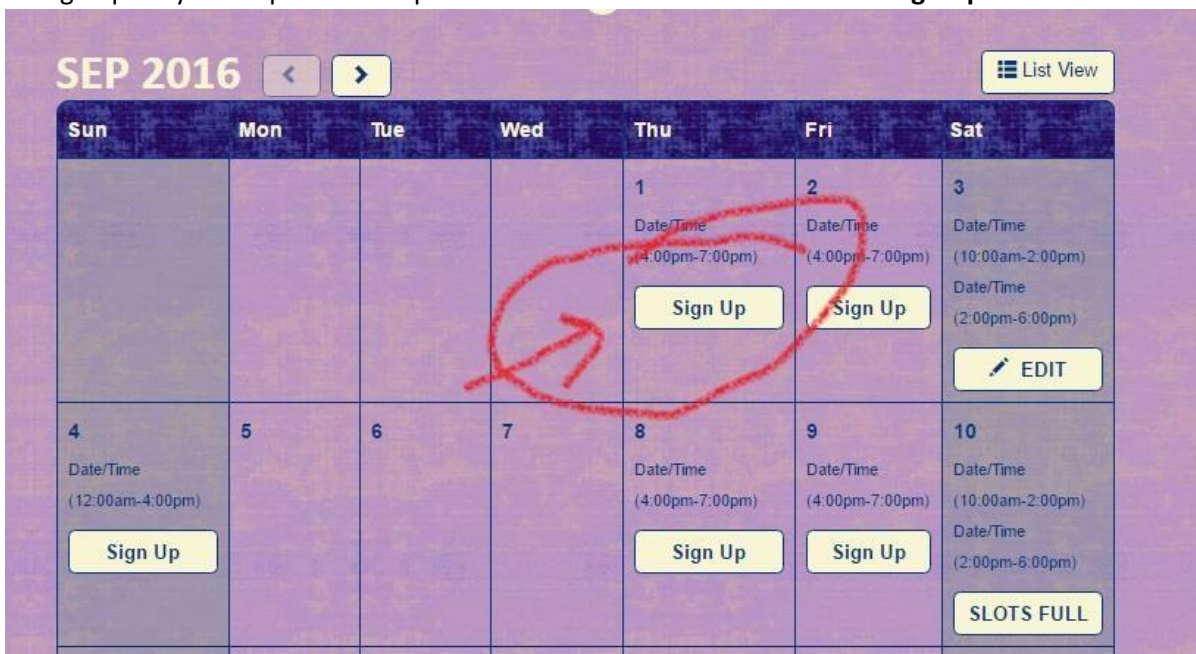
Items I Signed Up For Search

Date	Time/Loc	Sign Up	Item	Action
09/03/2016	10:00 AM - 2:00 PM SBAA	Art Gallery Coverage	Date/Time	

Sign Ups I've Been Invited To Search

	South Boston Art Association Art Gallery Coverage	09/01/2016 12/30/2016	Patricia Steiner	
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8. To sign up for your required time: pick a date on the calendar and click on **Sign Up**



9. When you click a date to sign up, you will be brought to another screen where you will see the date with a sign up next to it with a small square. Click the square and click submit.
Notice: If it says **EDIT** that is your sign-up and it allows you to make changes. If it says **SLOTS FULL** you may not sign up for that time. It is already taken by another volunteer.
10. Selecting **Sign Up** will take you to a confirmation page where you will also be asked for a phone number. After entering your phone number click on **SIGN UP NOW!** To confirm your selection.

Congratulations! You are now scheduled for your Gallery coverage.