

## 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**
  - 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.**

AFTER YOU HAVE JOINED SIGNUPGENUS 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
7. Select **Art Gallery Coverage** from page
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.