

F.A.Q.'s

1. How do I start?

Go to www.signupgenius.com and register using your name and email. Create a password to manage your account.

Then go to the PTA website (insert here) and click on the volunteer duty that you would like to sign up for.

Or go directly to the PTA website and click on the volunteer duty that you would like to sign up for. Follow the prompts to register prior to signing up.

2. How will I know I signed up successfully?

Within minutes of signing up, you will receive an email (or text) confirming any activity of your account. You will also receive an automatic reminder email every time you sign up for a duty.

3. What if I need to cancel?

You can either “swap” with another person by clicking on the “swap” icon and clicking on the name of any other volunteers. All of the names that you select will receive an email asking them to swap with you. You will automatically be emailed if anyone accepts your request.

Or you can find a replacement and cancel your duty. The replacement should then enter themselves into the schedule.

4. What are the privacy policies of Sign Up Genius?

Sign Up Genius states that they will not sell your email address. For more information of their privacy policies, please refer to <http://signupgenius.com/about/privacy.cfm>

5. What if I am not comfortable using Sign Up Genius, but still want to volunteer?

Contact the volunteer coordinator listed on the PTA website for the activity you want to volunteer for. They will be able to help sign you up and provide you with further instructions.

6. I still have questions....help!

Feel free to contact Stacey Pigott with any other questions or suggestions at shylandpig@yahoo.com