

Rip 'n' Sew Club

Introduction to Sign Up Genius (SUG)

Rip 'n' Sew Club is using SignUp Genius for monitoring starting April 1, 2022. You can use your computer, iPad, or SignUpGenius app on your cell phone, or you can use the dedicated club laptop.

- I. Click on this link <https://www.signupgenius.com/go/10c0e4cacao23a4f5c61-monitoring>
- II. Set up an account (you only need to do this one time)
 - a. Click on login > new account (lower left) > fill in your name, email, & password.
 - b. Click "I'm not a robot" and "register now". This will bring you to the Sign Ups page
 - c. Pick a password that you will remember or be sure to record it.

Password must be at least 8 digits long, have an upper case letter, lower case letter, number and symbol. Example of one that meets all the rules: Luv2Sew!

- III. Sign up from the Sign Ups page. (If you are not already logged in, click Log in) If you belong to multiple groups scroll down until you see RipNSew in the alphabetical listing
- IV. Click on RipNSew Monitor **Monitoring**.
- V. In the list view, scroll down to see available dates. Click on the desired date or dates > click on "submit and sign up"
- VI. Clicking on Back to Sign up brings you back to the sign up page. VII. You will receive an email confirming your sign up
- VIII. If you need to cancel monitoring
 - a. You **MUST** cancel your slot in SUG no less than 2 days before your monitoring shift
 - b. In your confirmatory email, click on "View Sign Up" > X > Sign Up > Yes, Delete. You will get a confirmatory email.



Contact one of these folks

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