

SignUp Genius Procedures

SignUp Genius Opens: April 29, 2015 @ 5:00 a.m.

Service Session Sign-Ups

Below are the instructions to sign up for your required service sessions on SignUp Genius. (See Parents as Partners on your Holy Rosary School Contract.)

Families are required to sign up for 3 service sessions (2 service sessions for single parent families). **IF YOU SIGN UP FOR A “CORE POSITION”, THAT FULFILLS YOUR SERVICE REQUIREMENTS** as these positions meet or exceed the number of sessions/hours required.

SignUp Genius Instructions

1. Go to the SignUp Genius website at www.signupgenius.com.
2. Click on “LOG IN / JOIN” on the menu bar.
3. If you are “Already a Member”, log in. If you are “New to SignUp Genius”, register.
4. Click on “Help” on the menu bar and scroll down to “Find a Sign Up”.
5. In the “Search by Email” box, enter administration@holyrosarycatholicschool.org and then enter the random letters/numbers (captcha authentication) and click on the “Search” button.
6. Find the session you want to sign up for and click on the image.
7. Click on the “sign up” button - you may need to scroll down the page. (If there is not a “sign up” button, that session is full. Go back to Step 4.)
8. Enter your phone number and click “SIGN UP”.
9. Your sign up is complete (THANK YOU).
10. Repeat Steps 4 through 9 until you have signed up for the required number of sessions then proceed to Step 11.
11. Print your sign ups:
 - a) Click on “My Account” on the menu bar.
 - b) Print this screen and attach to your Contract paperwork.
(The screen should be your “My SignUps” page. Your sessions will be listed under “Items I've Signed Up For”.)
12. Questions? Call the school office at (925) 757-1270.

