



SignUpGenius Directions – Video Calls

How to sign up for an appointment and create an account along the way

Things to know before visiting SignUpGenius.com

- You can use the SignUpGenius mobile app to easily manage your appointments. To download, search for SignUpGenius in the Apple App Store or Google Play.
- Family members will need to coordinate their planned appointments amongst themselves to avoid booking more than one appointment in a day. Names of family members or residents will not be visible on the website.
- Calls **cannot** be rescheduled to another time the same day of an appointment. If a family or resident is not able to participate on the call at the scheduled time, the appointment should be cancelled and rescheduled for the following week, subject to availability.

Links to Sign Up Page

Visit the SignUpGenius webpage in order to view and sign up for appointments. Both links go to the same webpage. The Bitly link was created in order for it to be easier to remember. Please bookmark one of these links for easy reference.

Video Calls for IL and AL

<https://www.signupgenius.com/go/HHvideocalls>

<http://bit.ly/HHvideocalls>

How to sign up for an appointment and SignUpGenius account

1. On the sign-up page, there is important information at the top of the page. Please read those instructions and reminders before signing up. A little further down the page, you will see a teal grid that has the date, location, time, and available appointments listed. Available appointments are noted by the green “Sign Up” button on the far right-hand side. In this screenshot, all of these appointments are available.

Date (mm/dd/yyyy)	Location	Time (CDT)	Available Slot	Calendar View
10/21/2020 (Wed.)	Video Call	9:00am - 9:30am	Video Call	Sign Up
		10:00am - 10:30am	Video Call	Sign Up
		11:00am - 11:30am	Video Call	Sign Up
		12:00pm - 12:30pm	Video Call	Sign Up

An appointment is not available if “Already filled” is in the right-hand column.

10/28/2020 (Wed.)	Video Call	9:00am - 9:30am	Video Call	Already filled
		10:00am - 10:30am	Video Call	Sign Up <input type="checkbox"/>

2. To sign up for a specific appointment, click the “Sign Up” box to the right of the appointment option.

Video Call	Sign Up <input checked="" type="checkbox"/>
Video Call	Sign Up <input type="checkbox"/>

3. After selecting the appointment, click the large “Submit and Sign Up” at the very bottom of your screen/page.

		11:00am - 11:30am	Video Call	Sign Up <input type="checkbox"/>
		12:00pm - 12:30pm	Video Call	Sign Up <input type="checkbox"/>
		1:00pm - 1:30pm	Video Call	Sign Up <input type="checkbox"/>
		2:00pm - 2:30pm	Video Call	Sign Up <input type="checkbox"/>
		3:00pm - 3:00pm	Video Call	Sign Up <input type="checkbox"/>

Submit and Sign Up

[Privacy Policy](#) | [Terms of Sa](#)

4. You will be prompted to create a SignUpGenius account at this point. This process has a few steps, but it is very easy and only takes a few minutes to complete. Fill in all the fields, confirm you are not a robot, and click “Register Now.” **If you already have a SignUpGenius account, you can login from this window and continue to Step 6.**

The image shows a 'Account Registration' window with a close button (X) in the top right corner. The text inside reads: 'For added security, the sign up creator requires you to have an account at SignUpGenius to sign up. Login or register below to continue.' Below this, it says 'Membership is FREE and makes it easy to create a sign up or manage the items you sign up for!'. The form includes fields for 'Name' (split into 'First' and 'Last'), 'Email', and 'Password'. There is a checkbox for 'I'm not a robot' with a reCAPTCHA logo and 'Privacy - Terms' link. A green 'Register Now' button is circled in red. Below the button, it says 'By clicking Register Now, you agree to the SignUpGenius Terms of Service and Privacy Policy.' At the bottom, there is a link 'Already a member? Login' which is also circled in red. On the left side of the form, four red arrows point to the Name, Email, Password, and 'I'm not a robot' fields.

5. After clicking “Register Now,” you will see the Success window below and you will need to verify the email address used to create the account.

The image shows a 'Success' window with a close button (X) in the top right corner. The text inside reads: 'To complete your account registration, we have sent you a verification email. Please log in to your email account and verify your email address. If you did not receive the verification email, you can restart the registration process. If this error persists, please contact support.' At the bottom, there is a green 'OK' button.

You should receive the verification email immediately. Open the email, click the “Activate Your Account” button, and then you will be able to login to your account to complete your appointment signup. **If you do not complete this step, you will not be able to log into your account and complete your sign up!**




SignUpGenius

To:

5:22 PM

Welcome to SignUpGenius.com

Group Organizing Made Easy

Hello, Amy Ward!

Welcome to SignUpGenius! You recently created an account at our site with the email youremailaddress@hollyhall.org.

Your account will be finalized once you confirm your email address.

[Activate Your Account](#)

If you did not register at our site and you received this email, please [contact us](#).

New to SignUpGenius? Check out our Starter Kit.

[View Now](#)

8008 Corporate Center Dr. Suite 410, Charlotte, NC 28226
© 2020 SignUpGenius. All Rights Reserved. | [Privacy Policy](#)

6. Once you log in, you will see a teal grid with the appointment you selected. You must fill in all of the requested information on this page. As you saw in Step 1, this information is not visible to the public. You must fill in the **“Type of Call”** field. If you are making the appointment for a family member (i.e. not yourself), please check the box for “Display an alternate name” so that we will know who will be at the appointment.

Sign me up for:

Available Slot	Date (mm/dd/yyyy - CDT)	Type of Call (FaceTime, Skype, Zoom, etc.)?	Quantity
Video Call	Wed., 10/28/2020 9:00am - 9:30am	FaceTime	1

Sign up as: Amy Ward (youremail@hollyhall.org) - [This isn't me](#)

Display an alternate name on the sign up (like a child or spouse)

Name

Cousin Joe

Doe

Make this my default member name

Phone

713-410-9082

Mobile

Save my contact info for use on future sign ups

What is the first and last name of the resident you will call?

Jane Doe

At what email, phone number, or user name should we contact you?

If a Zoom call, please email the Zoom invitation to wellness@hollyhall.org

713-410-9082

By signing up, you agree to the SignUpGenius [Terms of Service](#) and [Privacy Policy](#).

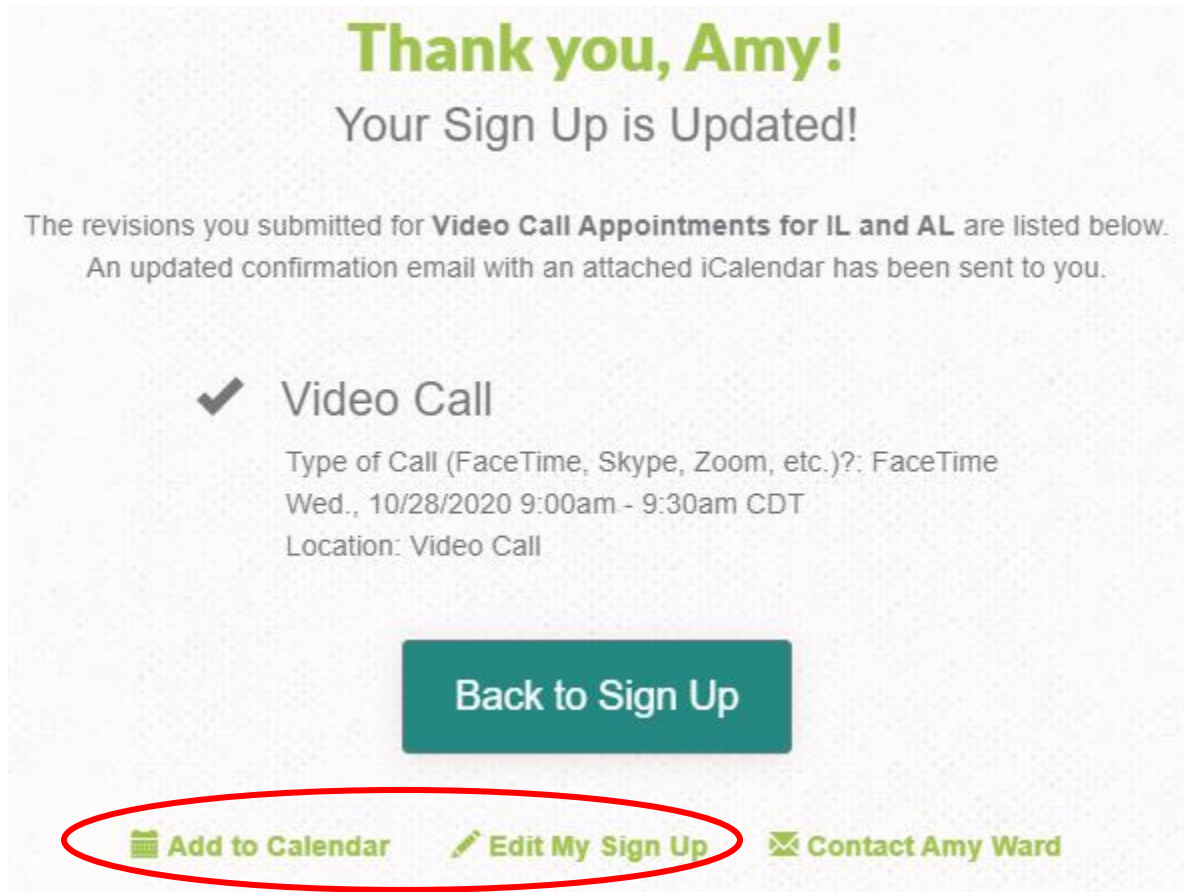
Sign Up Now

Cancel

If making an appointment on behalf of another person, please fill in this section.

Please use your mobile number for easier and quicker communications about your appointment.

7. After clicking “Sign Up Now,” you will see this Confirmation page. On this page, you can edit your appointment and add it to your calendar.



You will also receive a Confirmation email that will have the same options as this page plus additional information about your appointment. You can use this email for easy access to manage your appointment.

8. Should you need to edit or cancel your appointment more than 24 hours in advance, you can do so by clicking on the “Edit my sign up” link in your Confirmation email or by logging into your SignUpGenius account. When you log into your account, you will see your appointment(s) on this page.




To **edit your appointment**, click the pencil in the Action column on the far right. Editing your appointment allows you to make changes to the information you supplied when you signed up for the appointment (see image in section #6).

To **cancel your appointment**, click the X in the Action column on the far right. This cannot be undone and will make this appointment time available for someone else.

Sign Ups

Created Invited To Favorites Calendar

Items I Signed Up For

Date	Time/Loc	Sign Up	Item	Action
10/28/2020	10:00 AM - 10:30 AM Video Call	Video Call Appointments for IL...	Video Call	  

Past Sign Ups

Appointment Reminders, Confirmations, and Cancellations

- You will receive an appointment reminder email and/or text from SignUpGenius the day before the appointment.
- **If you need to cancel within 24 hours of your appointment**, you must contact the Wellness Department at 713-799-9031 or wellness@hollyhall.org to do so. You will not have access to edit your appointment the day before. Please call us as soon as you know you need to cancel.

Have questions about SignUpGenius? Please call us at 713-799-9031.