SIGN UP GENIUS SIGNUPGenius INSTRUCTIONS GREATER CAPITAL DISTRICT AL-ANON

CREATING A SIGN UP

Creating a SignUp is very easy, with the SignUpGenius website offering intuitive instructions along the way, "Resources and Tips" under the "More" tab and a Search function for specific questions.

The best way to tests the functionality is to <u>create an account using an email address and password</u>. Once this is done, create a "sample" SignUp, inviting people to a "potential" District event, a community outreach opportunity or call for volunteers for a specific need.

Note that the email address one uses to create a SignUpGenius account will be sent messages from SignUpGenius – confirming invitations sent, messages confirming individuals have signed up, etc.

INVITING PEOPLE TO A SIGN UP / EMAILS

After a SignUp is created, invitations can be sent to individuals by adding email addresses to a specific message. SignUpGenius will generate a simple, generic message using the basic information entered for that specific SignUp event.

Alternatively, a unique message can be drafted and tailored with new and/or updated information needing to be shared. All previously entered email addresses become part of the SignUpGenius account's "address book" and can be selected en masse, or individual email addresses can be selected as needed.

Remember, if the email address used to create the SignUpGenius account is one assigned to a specific District – for example <u>dist8-dr@al-anon-8ny.org</u> for "District 8 DR" – any emails sent out from SignUpGenius will be relayed via a notification to the Webmail account of the "District 8 DR" at <u>dist8-dr@al-anon-8ny.org</u>.

APPLICATIONS / NEW WEBSITE

There are 400 plus SignUp Design Themes available with the basic, free version of SignUpGenius, with many different ways to format SignUps, which can be used for things like:

Public Information / Outreach Events
Literature Distribution – to Institutions, Groups, etc.
District Volunteer / Service Opportunities
Answering Service Coverage
Anniversary / Speaker Meetings
Annual Day of Sharing
Annual Picnic
Potluck Gatherings
Alkathons