How to sign up for Parent Volunteer Service Sessions online via SignUpGenius

SignUpGenius goes live @ 7:00pm on Monday, April 22, 2019

* Families are required to sign up for a total of 2 session credits.

* HRS Core indicates a CHAIR position and fulfills your service session requirements. One CORE per family, please. If you sign up for a CORE, do not sign up for any other sessions.

* HRS Session indicates event support. Some event sessions are 1 session credit and some are 2 session credits. Your session sign ups should total 2 session credits.

SignUpGenius Instructions

2. Click “Log In” at the top menu bar.
3. Log in with your email and password if you are already registered or click “New Account” if you need to register.
4. Scroll down to the bottom of the page and click “Find a Sign Up” under Get Started.
5. Search for a Sign Up:
   a. Enter administration@holyrosarycatholicschool.org in the box “Search for a Sign Up by sign up creator’s email”.
   b. Click the box "I'm not a robot".
   c. Click on the “Search” button.
6. Find the session you want to sign up for and click on the image.
7. Click the “sign up” box under Available Slot and then click “Submit and Sign Up” (you may need to scroll down the page). If there is not a “sign up” button under Available Slot, that session is either full or locked and you need to choose another session.
8. Enter your “Oldest Student’s Name” and your contact “Phone” number (both are required) and click “SIGN UP NOW!”
9. Your sign up is complete (THANK YOU!).
10. Repeat the process for your second session then proceed to Step 11. (Start at Step 4.)
11. Click on your initials at the upper right and then click “Sign Ups”.
12. Fill in your session information on the Addendum page of your contract packet.
13. Questions? Call the school office at (925) 757-1270.