

Eucharistic Ministry SignUpGenius Scheduling Guide

Sign Up Process

- EM Administrator (St Max EM) will send out email invitations for a specific month or Mass Event
- Click Sign Up button in email to open SignUp Form
- Click on an open EM position for the date you want to sign up for, then click Submit and Sign Up
- **If you don't have a SignUpGenius account**, the Sign Me Up page will return requesting you enter your First/Last Name plus an email. Failure to enter email information will result in an error message being returned. Then click on Sign Up Now.
- Screen returned Thanking you for signing up. Position, date and time will also show. You are given an option to go back to the Sign Up Form, Add the event to your calendar or send a message to the St. Max EM Administrator.
- **If you have a registered account**, click on the LogIn option on the Sign Me Up page. Enter your SignUpGenius email LogIn information and password. On the returned screen, you'll see your account information confirmed. Continue with the remaining Sign Up steps.

Creating A SignUpGenius Account

- After Clicking the Create a Sign Up button usually found in the upper right portion of the screen, a screen should return asking for First Name, Last Name, Email and a Password. Finish by clicking the Register Now button.

Registered Account Users

- Creating an Account allows you the flexibility of managing all of your SignUpGenius information in one place.
- On the initial Log In page, you'll see a section on the left starting with Sign Ups, Groups, Messages, etc. Most people will just use the Sign Ups option, although, the others can be used once you become familiar with the application.

- **Under Sign Ups** you'll see:
 - **Created**-Sign Ups you've created with your specific email address
 - **Invited to**-Here you'll Masses that you have already Signed Up For and Sign Ups You've been invited to. It's here where you might see a Sign Up that has been created but no official email invitation from the EM administrator might have been sent yet. You are able to click on these Sign Ups and select a position.
 - **Favorites**-This tab isn't one that most people will use.
 - **Calendar**-Shows you by month Items you've Signed up for, Sign Ups you've been invited to and Sign Ups you've created
- **Groups**-You have the capability to create groups to whom you might want to send messages to. This may be helpful for Mass Leaders or all EM's if they want to send out a mass email looking for a sub or announcing that positions are still open for the upcoming Saturday/Sunday Mass.
- **Messages**-Shows any message sent, Ability to compose a message, drafts & templates and messages sent. Remember, these would all be under your SignUpGenius email account.
- **Settings**-Allows you to update account information, change your password, identify the groups you are associated with under notifications.
- **Sign Ups**-Default settings should you want to create Sign Ups for your personal use.
- **Other**-Date Format/Time Zone Settings

Changes, Substitutions/Swaps or Deletions to Sign Up Form

- Log into your SignUpGenius Account and select the Sign Up Form you want to modify; Select the pencil to edit, arrow to swap positions with someone or the X to delete yourself from that date/position.
- If you haven't created an account, find the email confirming the Sign Up you want to modify; You can make the change by either selecting Edit My Sign Up or by clicking on View Sign Up and selecting the Change Your Sign Up link found at the beginning of the form. Instructions will lead you through the process. The preferred method to correct the Sign Up would be

to Create an Account or Send yourself an email link that will allow you to edit your sign up item.

- It is still the Eucharistic Minister's responsibility to find a replacement if they are unable to serve at the Mass they are signed up for.
 - Reach out to your EM group or an individual EM via SignUpGenius or your individual email account
 - Use the Swap option on the Sign Up Form if you can switch dates.
 - If you can't find a replacement by the day before your Mass serving date, **notify your Mass Leader** and delete your name from the Sign Up Form.
 - If something comes up on the day you're scheduled and you won't be at Mass, **notify your Mass Leader** via text or email.

Remember to Log Out after viewing any SignUpGenius information since the page will not automatically kick you out.

Links to all created Eucharistic Minister Mass SignUps and the SignUpGenius Scheduling guide can be found on the St. Max Web site under Worship and Eucharistic Ministers. This would be where you'd go to if you wanted to view or SignUp for a Mass for which you're normally not grouped with.