

SignUp—Electronic/Online Scheduling!

Why an online calendar?

1. Makes it easier for leads to manage from home for things like notifying folks about closure due to bad weather or finding folks to fill vacant slots.
2. Makes it easier to manage your own schedule without having to go into the Co-Op. You can see open slots, schedule a slot, cancel scheduled slots, etc.

Do I have to have an account with SignUp.com?

No. You only need to sign in with your email, facebook, or google if you want to use the calendar from home.

What if I don't have a computer?

No problem. You will just sign up on the calendar at the Co-Op, similar to what you have been doing with the paper calendar. The online calendar will be available on the Co-Op computer. The lead can add you for any slots you want.

Does my email and phone number have to be entered?

No. If the lead enters your name (and it can be just a first name and initial) for a slot, a default email (either the lead's or the co-op's) will be used. Each lead has access to a secured volunteer database with phone numbers if they need to contact you in case of closure.

How do I schedule myself?

1. The first time, when ready to schedule:
 - a. Go to <https://signup.com/go/YruGYqX> and locate the date and time you want to volunteer.
 - b. Click "Sign Up" and a sign in window will appear.
 - c. Sign in with your desired method.
 - d. The site will show scheduling details. If there is more than one slot available, there will be an option to add another participant. Only add someone else if they have asked you to. Otherwise, click "save and done."
2. Subsequent times:
 - a. Go to <https://signup.com> and sign in.
 - b. Scroll down to "My Invitations" and select Countryside Food Co-Op.
 - c. Repeat the scheduling procedure from above.

How do I see or edit my schedule?

1. Sign in.
2. Scroll down to "My Invitations" and select Countryside Food Co-Op.
3. Click "Show My Spots"
4. Click on "My Spots" for the slot you want to edit or delete.
5. Make changes and save.

Questions or problems? Contact Kim Olson at quilting.gnome@gmail.com or 907-382-0473.