

Instructions for Sign Up Genius
(Electronically sign up for conferences, classroom parties and skating)

Website: www.signupgenius.com

Click "find a sign up"

Enter the following email address mspananton@sunmandearborn.k12.in.us

Enter the "your answer" response then hit "search"

**PARTIES: PLEASE REMEMBER YOU CANNOT SIGN UP TO ATTEND 2 PARTIES IN ONE DAY
YOU MUST HAVE AT LEAST A LIMITED BACKGROUND CHECK ON FILE IN ORDER TO ATTEND THE PARTY**

Click on the party you want to sign up for (Halloween, Christmas, Valentine)

Another window will open up, scroll down to the class you want to sign up for, choose the item you would like to provide then click "sign up"

Enter your student's name

Choose "I do not have a Sign Up Genius account"

Enter your first and last name and phone number

Click "sign up"

Click the **RED X** in the upper right corner to return to the menu

You will receive a reminder from school as it gets closer to the party.

CONFERENCES:

Click on your students teacher to sign up for a conference time

Another window will open up, scroll down to the time you want and click "sign up" then click "submit and sign up"

Enter your student's name

Choose "I do not have a Sign Up Genius account"

Enter your first and last name and phone number

Click "sign up"

Click the **RED X** in the upper right corner to return to the menu

SKATING: YOU MUST HAVE AT LEAST A LIMITED BACKGROUND CHECK ON FILE IN ORDER TO HELP

Click on "skating volunteers"

Scroll down to the day/time you want to sign up for and click "sign up" (there are 4 spots available for each classroom)

Enter your student's name

Choose "I do not have a Sign Up Genius account"

Enter your first and last name and phone number

Click "sign up"

Click the **RED X** in the upper right corner to return to the menu

IF YOU HAVE ANY QUESTIONS OR NEED TO CONFIRM YOUR BACKGROUND CHECK PLEASE CONTACT MRS. SPANTON AT 812-623-2235 EXT 15904.