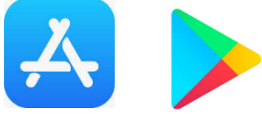

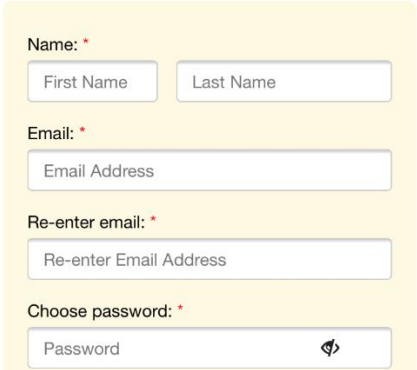


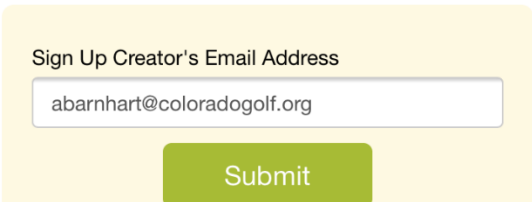







SIGN-UP GENIUS: INITIAL SET-UP (MOBILE APP)

1.	Access the App Store (iOS) or Google Play Store (Android).	
2.	Search for Sign Up Genius and download—it's free.	
3.	<p>Open the App. Select "Register", complete the form and click the "Register Now" button.</p> <p><i>Your password must include a minimum of 8 characters, a number, a symbol, an Upper case letter and a lower case letter.</i></p> <p>You will now be required to activate your account through your e-mail.</p>	
4.	Open your e-mail account in a separate App. Find the Sign-Up Genius e-mail. Click "Activate Your Account".	<p>Account will be finalized once you confirm your e-mail address.</p> 
5.	Go back to the Sign-Up Genius App, select "Login" and enter your e-mail and password.	
6.	Select the "Menu" icon which has three dashes or lines, then click "Find a Sign Up".	
7.	Enter: abarnhart@coloradogolf.org and click "Submit".	<p>enter the email address of the sign up creator below:</p> 
8.	<p>Click "2021 CGA Volunteer Sign-Up".</p> <p>From here you can select the checkbox next to the events you'd like to work. Ensure you sign-up in the proper volunteer category.</p>	

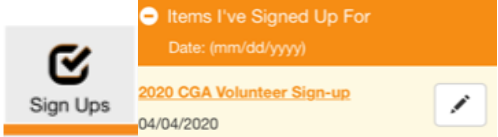
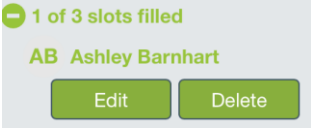
My Log In E-mail: _____

My Password: _____

HOW TO SIGN-UP (MOBILE APP)

1.	Open the Sign-Up Genius App. If you can not see the CGA Sign-Up, repeat steps 6-8 of the Initial Set-Up (see reverse).	
2.	Select the check box next to the events you'd like to work. Ensure you sign-up in the proper volunteer category (Rules Captain, Rules Volunteer, etc.).	<p>Rules Volunteer (3)</p> <p>Sign Up <input checked="" type="checkbox"/></p>
3.	Click "Submit & Sign Up".	
4.	Here you may enter a comment if you choose (use for ride alongs). You are required to enter your phone number.	<p>7018588888 <input type="text"/></p> <p>Mobile <input type="text"/></p>
5.	You will receive a Thank You! page showing what you signed up for.	<p>You successfully signed up on the "202 Sign-up" page.</p> <ul style="list-style-type: none"> Rules Volunteer on 04/04/2020 a
6.	Optional: You can automatically add these events to your phone calendar. Click "Add to Calendar".	
7.	You can see a complete list of events you are registered for by clicking "Sign Ups" from the home page of the app.	

Edit or Delete an Event (Mobile App)

1.	From the Sign-Ups page, under "Items I've Signed Up For", click the pencil icon.	
2.	Selecting "Edit" will only allow you to add a comment. Selecting "Delete" will remove your sign-up. This notifies the CGA automatically.	


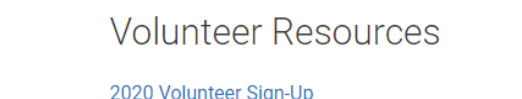
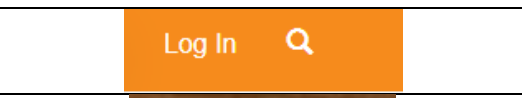

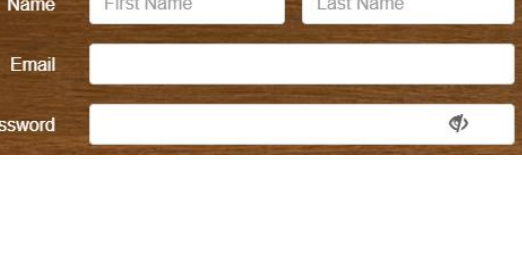
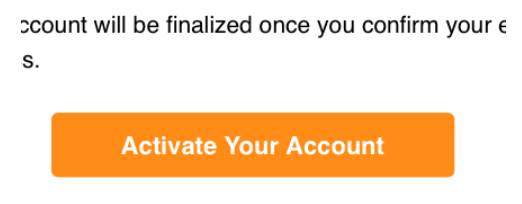
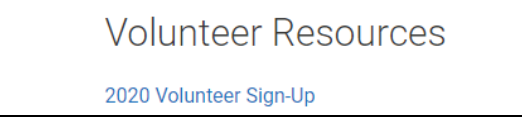


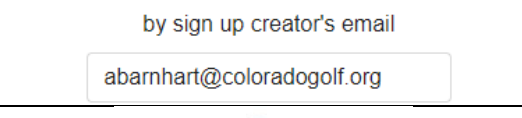

Hints and Help

Help	If you need further assistance, contact Kate.	kmoore@coloradogolf.org 303-974-2114
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My Log In E-mail: _____

My Password: _____

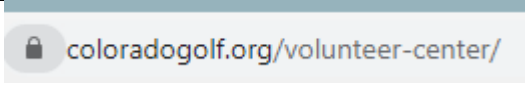
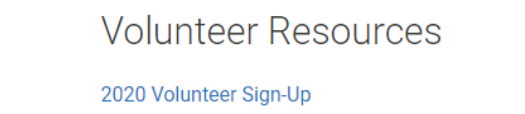

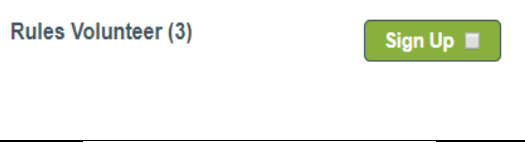




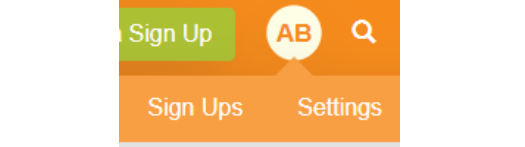
SIGN-UP GENIUS: INITIAL SET-UP (DESKTOP)

1.	Access the CGA Volunteer Center. coloradogolf.org > Membership > Volunteer Center	
2.	Under Volunteer Resources, click "Sign-Up".	
3.	Click "Log In" on the top right.	
4.	Click "New account".	
5.	<p>Enter your Name, E-mail and password. Click "Register Now".</p> <p><i>Your password must include a minimum of 8 characters, a number, a symbol, an Upper case letter and a lower case letter.</i></p> <p>You will now be required to activate your account through your e-mail.</p>	
6.	Open your e-mail in a separate window. Find the Sign-Up Genius e-mail. Click "Activate Your Account".	<p>Account will be finalized once you confirm your e-mails.</p> 
7.	Go back to the CGA Volunteer Center and click the "Sign-Up" link.	
8.	Click "Log In" on the top right. Enter your e-mail and password. Click "Login".	
9.	Select the magnifying glass.	
10.	Search for a Sign Up using abarnhart@coloradogolf.org and click "Search".	
11.	<p>Click "2021 CGA Volunteer Sign-Up".</p> <p>From here you can select the checkbox next to the events you'd like to work. Ensure you sign-up in the proper volunteer category.</p>	



My Log In E-mail: _____

My Password: _____

HOW TO SIGN-UP (DESKTOP)

1.	Access the CGA Volunteer Center. coloradogolf.org > Membership > Volunteer Center	
2.	Under Volunteer Resources, click "Sign-Up".	
3.	If you are not logged in, do so in the top right.	
4.	Select the check box next to the events you'd like to work. Ensure you sign-up in the proper volunteer category (Rules Captain, Rules Volunteer, etc.).	
5.	Click "Submit & Sign Up".	
6.	Here you may enter a comment if you choose (use for ride alongs). You are required to enter your phone number. Click "Sign Up Now".	
7.	You will receive a Thank You! page showing what you signed up for.	
8.	Optional: You can automatically add these events to your phone calendar. Click "Add to Calendar".	
9.	You can see a complete list of events you are registered for by clicking "Sign Ups" under your initials at the top of the page.	

Edit or Delete an Event (Mobile App)

1.	From the Sign-Ups page, under "Items I've Signed Up For", click the pencil icon. This will only allow you to add a comment.	
2.	From the Sign-Ups page, under "Items I've Signed Up For", click the X icon. This will remove your sign-up. Confirm by clicking YES-DELETE. This notifies the CGA automatically.	

Hints and Help

Help	If you need further assistance, contact Kate.	kmoore@coloradogolf.org 303-974-2114
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My Log In E-mail: _____

My Password: _____