



# SignupGenius Tutorial

For GCWG

When you click and the sign-up button on the WEB site or in emails you will end up on this screen

The screenshot shows a web browser window with the URL `signupgenius.com/tabs/13577D604A4C3ECC2A09-grandwilderness#/?`. The page title is "Grand County Wilderness Group". The main heading is "Junco Cabin Ambassador Sign Up". A circular logo for "GRAND TRAILS - GRAND EXPERIENCES" and "GRAND COUNTY WILDERNESS GROUP" is on the left. The page includes a "Sign up Coordinator" section with a "Contact" button, a "Already signed up?" section with a "Change" button, and a "Thank you for your help with our sign up." message. At the bottom, there is a table of available slots and a "Sign Up" button.

**1** Create an account and sign in




**2** Select which Sign-Up you would like

**3** Select Calendar

Available Slot at Junco	Date	Location	Time	Sign Up
GCWG Ambassadors	06/24/2024 Monday	Junco Lake Cabin	9:00am - 4:00pm	Sign Up

# Select Date and slot

Thank you for your help with cabin hosting! Please review the available slots below and click on the button to sign up.

Share   

< July 2024 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	<b>1</b> 9:00am-4:00pm GCWG Ambassadors  <a href="#">Sign Up</a>	<b>2</b> 9:00am-4:00pm Ambassadors  <a href="#">Sign Up</a>	<b>3</b> 9:00am-4:00pm GCWG Ambassadors  <a href="#">Sign Up</a>	<b>4</b> 9:00am-4:00pm GCWG Ambassadors  <a href="#">Sign Up</a>	<b>5</b> 9:00am-4:00pm HTA Ambassador Ambassadors +1 More  <a href="#">Sign Up</a>	<b>6</b> 9:00am-4:00pm HTA Ambassador Ambassadors +1 More  <a href="#">Sign Up</a>
<b>7</b> 9:00am-4:00pm HTA Ambassador 9:00am-4:00pm HTA Ambassador Ambassadors +1 More  <a href="#">Sign Up</a>	<b>8</b> 9:00am-4:00pm GCWG Ambassadors  <a href="#">Sign Up</a>	<b>9</b> 9:00am-4:00pm Ambassadors  <a href="#">Sign Up</a>	<b>10</b> 9:00am-4:00pm GCWG Ambassadors  <a href="#">Sign Up</a>	<b>11</b> 9:00am-4:00pm GCWG Ambassadors  <a href="#">Sign Up</a>	<b>12</b> 9:00am-4:00pm HTA Ambassador  <a href="#">Sign Up</a>	<b>13</b> 9:00am-4:00pm HTA Ambassador  <a href="#">Sign Up</a>
<b>14</b> 9:00am-4:00pm  <a href="#">Sign Up</a>	<b>15</b> 9:00am-4:00pm  <a href="#">Sign Up</a>	<b>16</b> 9:00am-4:00pm  <a href="#">Sign Up</a>	<b>17</b> 9:00am-4:00pm  <a href="#">Sign Up</a>	<b>18</b> 9:00am-4:00pm  <a href="#">Sign Up</a>	<b>19</b> 9:00am-4:00pm  <a href="#">Sign Up</a>	<b>20</b> 9:00am-4:00pm  <a href="#">Sign Up</a>

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Select a slot  
labeled GCWG  
Ambassador

# Slot you are signing up for

Thank you for your help with cabin hosting! Please review the available slots below and click on the button to sign up.

Share

07/04/2024 (Thursday)  
Dates shown as mm/dd/yyyy MDT

Location	Time	Available Slot
Junco Lake Cabin	9:00am-4:00pm	GCWG Ambassadors 2 of 3 slots filled GCWG Priority Days Jim Magill JM Elizabeth Collins EC

Sign Up

Select Other Days Save & Continue

Sign Up Sign Up Sign Up Sign Up Sign Up Sign Up Sign Up

14 9:00am-4:00pm 15 9:00am-4:00pm 16 9:00am-4:00pm 17 9:00am-4:00pm 18 9:00am-4:00pm 19 9:00am-4:00pm 20 9:00am-4:00pm

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Select Sign Up

Others already signed up

Select one to continue

I selected "Save and Continue"

The screenshot shows a web browser window with the URL `signupgenius.com/go/10C0C44AEAD23A2F9CE9-49200242-monarch#/form/Standard`. The page title is "Sign Me Up" and it is for "GCWG Ambassadors". The form includes a table with columns for "Available Slot", "Date (mm/dd/yyyy - MDT)", "My Comment", and "Quantity". The "Quantity" column has a dropdown menu currently set to "1". A red box with the number "6" is next to the dropdown, and an arrow points to it from a text box. Below the table, there is a "Sign up as:" section with a radio button selected for "HTA Coordinator (ambassadors@headwatertrails.org) This isn't me" and an option to "Display an alternate name on the sign up (like a child or spouse)". At the bottom, there are "Sign Up Now" and "Cancel" buttons. A red box with the number "7" is next to the "Sign Up Now" button, and an arrow points to it from a text box.

Available Slot	Date (mm/dd/yyyy - MDT)	My Comment	Quantity
GCWG Ambassadors	Thu., 05/23/2024 9:00am - 4:00pm	<input type="text"/>	1

Sign up as: HTA Coordinator (ambassadors@headwatertrails.org) This isn't me  
 Display an alternate name on the sign up (like a child or spouse)

By signing up, you agree to the SignUpGenius [Terms of Service](#) and [Privacy Policy](#).

**6**

**7**

Save your sign up

You can change the number of slots. Suggest you keep it at 1 and sign up separately for each additional person.