

Signing up to attend Meeting for Worship

1. Visit <https://redcedarfriends.org/hybrid-meeting-for-worship/>
2. Click on the “Sign Up” image (note that these screens look different depending on your screen size, for example, a laptop versus a cell phone).
3. You will see a list of dates and each date has time “slots”.



The green circle below **indicates the date you are signing up for.**



The blue circle below **indicates Attenders**, up to 15.

4. Click on the box that says “Sign up” to the right of Attender.

10/07/2021 (Thu. 10:00am - 12:00pm)	Greeter	GF George Fox Welcome, Friends!
	Clean/Sanitizer	Sign Up ■
	Tech/Zoom admin	Sign Up ■
	Laptop (2)	Sign Up ■
	Attender (15)	Sign Up ■
10/08/2021 (Fri. 10:00am - 12:00pm)	Greeter	Sign Up ■
	Clean/Sanitizer	Sign Up ■
	Tech/Zoom admin	Sign Up ■
	Laptop (2)	Sign Up ■
	Attender (15)	Sign Up ■

5. Underneath, click on Submit and Sign up


Attender (15)	Sign Up <input checked="" type="checkbox"/>
Submit and Sign Up	


6. Step 1 - Fill in your name (first name, last initial) and email address (optional if you want to receive a reminder two days beforehand and also handy if you need to cancel).
7. Step 2 – Click on Sign Up Now

Sign Me Up

Sign me up for:

Available Slot	Date (mm/dd/yyyy - EDT)	My Comment	Quantity
Attender	Thu., 10/07/2021 10:00am - 12:00pm	<input type="text"/>	1 ▾

Name  First Last

Email 

Already have a SignUpGenius account? [Login](#)

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



8. If you choose to enter an email address, you will receive an email confirming that you are signed up, and a reminder 2 days beforehand.

You're all signed up for Test RCF SignUp.

A confirmation email with an attached iCalendar has been sent to you.

✓ **Attender**

Thu., 10/07/2021 10:00am - 12:00pm EDT
Location: RCF

 [Add to Calendar](#)  [Share with Friends](#)

9. Click on “Back to Sign Up” to verify that your slot now has your name.

10. Note that now, the sign-up page says that 1 of 15 slots have been filled.

10/07/2021 (Thu. 10:00am - 12:00pm)	Greeter	GF George Fox Welcome, Friends!
	Clean/Sanitizer	Sign Up ■
	Tech/Zoom admin	Sign Up ■
	Laptop (2)	Sign Up ■
	Attender (15)	1 of 15 slots filled JQ Joseph Q Sign Up ■

11. Due to the pandemic coronavirus and the size of our meeting room, we have room for no more than 15 attenders and three volunteers. If all 15 slots are filled, you are welcome to join the virtual gathering via Zoom. If you do not have the Zoom link, [contact us for further information](#).

Cancelling your sign-up

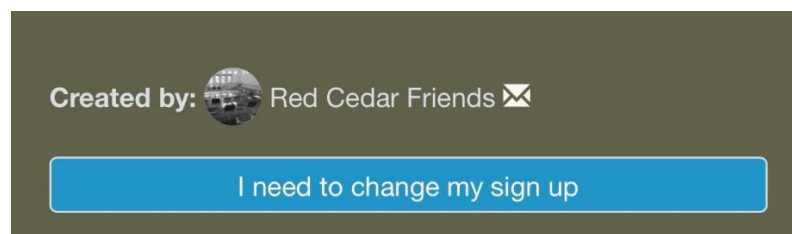
If you are signed up but can't attend, please cancel your slot so another person might take the slot.

1. If you **signed up and created a SignUpGenius account**, it's pretty easy to remove your name or make other changes to your sign up.

Log into SignUpGenius.com and click on the Invited To tab. You will see Items I've Signed Up For. To remove your name, click the X to the right of the item. To edit other information related to your sign up, click the pencil icon to the right of the item. If you are selecting a different date and time, you will need to delete your name from the date/time selected initially and then sign up for a new date/time/item.

2. If you **signed up without an account** (using name and email address only), you can access the sign up by following the link provided in the email invite or confirmation/reminder emails.

When you view the sign up, you will see text that reads, I need to change my sign up. Click that option and follow the instructions.



3. If you **still cannot locate the sign up**, you may need to [contact an administrator](#) by clicking on the envelope in the confirmation email (see image above).