All members will receive an email invitation for special and holiday shows. Click "Sign Up" button.



The SignUpGenius website will open the sign up and list available spaces.

Structure       Structure         Structure		Beta Testing Group			
Since sees         THIS THE THIRD BETA TEST ARRANGED BY JASON. THERE IS NO SATURDAY SHOW on 4.15.17. THIS IS FOR TESTING AND DEMONSTRATION PURPOSES ONLY.         Welcome to the registration system for the 4.15.17 holiday show.         Registration should be open during the 4.9.17 holiday show.         Registration should be open during the 4.9.17 boliday show.         Registration should be open during the 4.9.17 boliday show.         Registration should be open during the 4.9.17 boliday show.         Registration should be open during the 4.9.17 space Assignment Meeting).         Please note that members may only register for a SINGLE SPACE. If multiple spaces are selected, the system will reject the registration causing a delay in registering and potentially losing the space you're interested in.         Registrations cannot be altered or deleted after they're made - contact the Arts & Crafts Show office at 805-897-2519 if there are any changes needed after registration is completed.         Date: 04/15/2017 (Sat.)         Time: 10.00am - 6.00pm PDT         Location: Chase Paim Park         Related files:                Sign Up =                Startday Space Assignment Map.pdf (450KB pdf)         Created by: Santa Barbara Arts and Crafts Show 2                Sign Up =                Sign Up =                Sign Up =                Sign Up =               Sign Up =		Holiday Show Space Assignment Demonstration			
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Sign Up  Click this button to	113-116 (15 feet)	Sign Up 🔳			
Click this button to	116-120 (20 feet)	Sign Up 🔳			

Members who have already registered will be listed next their space reservation.

116-120 (20 feet)	Sign Up 🔳
120-123 (15 feet)	Sign Up 🔳
123-126 (15 feet)	Sign Up 🔳
126-130 (20 feet) reserved spaces	LB Lisa Brown
130-133 (15 feet)	Sign Up 🔳
133-136 (15 feet)	Sign Up 🔳
136-139 (15 feet) - ends at sidewalk to skate park	Sign Up 🔳
140-143 (15 feet) - begins at sidewalk to skate park	Sign Up 🔳
1/3 1/7 (20 foot)	

Select the space you want by checking the box in the "Sign Up" button.

1	

Click SIGN UP NOW button.

If another member confirms the space reservation before you, you will see the message below. If this happens, click the CANCEL button. You will be taken back to the list of available spaces.

Your submission had the following problems:

• Sorry, but the total quantity for '102-106 (20 feet)' has already been signed up for. Someone else must have been submitting this form at almost the same time as you were and signed up moments before you. Please click cancel and return to the form to pick another item.

## training group TRAINING Saturday 7-1-17 Holiday Show Sign-Up

Sign Me Up For:

Date (mm/dd/yyyy - PDT)	Available Slot	Qty	Optional Comment
07/01/2017 (Sat) 10:00am-7:00pm	102-106 (20 feet)	•	

You are logged in as: Jason Bryan (This isn't me)

Display an alternate name (like a child or spouse's name) on the sign up page.

Note: A confirmation email will be sent to the email address associated with the account.





You can click the "View Sign Up" button at any time to see the list updated with new members who reserved spaces, but you will not be able to make changes to your reservation.

## Instructions on changing a space in SignUpGenius after a space is already registered

- 1. Open your browser to <u>www.signupgenius.com</u> and login with your username and password. Note that you must have a SignUpGenius account to change your space; if you do not have an account, contact staff for assistance.
- 2. Once you login to your account, you will see any spaces you have been signed up for. Click the title of the sign-up to view that sign-up list.

Sign Ups	Sign	Ups				
*	🗡 Created	Invited To	🛧 Favorites 🛛 🗮 Ca	llendar		
Groups						
Messages	🗢 Items	I Signed Up Fo	or	Search	٩	\$
. In	Date	Time/Loc	Sign Up	Item		Action
Reports	10/25/2020	10:00 AM - 5:00 PM Chase Palm Park	Sunday 10/25/20 Show S	East/C	rafts 78-82 (20 feet)	✓ × =
Collect	Past Sign	Ups				

a. If you do not see the item you're signed up for, click your initials in the orange bar at the top of the screen then click "Sign Ups".



3. Find your name on the sign-up list and click the "x" button to delete your sign up.

East/Crafts 68-71 (15 feet)	Sign Up 🔳
East/Crafts 71-73 (10 feet)	JB Jason Bryan ✔ 💌
East/Crafts 73-75 (10 feet)	Sign Up 🔳

4. Click the "YES-DELETE" confirmation button. There is no need to send a notification to staff, but you can if you would like.

This sign up will be permanently removed. There is no undo.

□ Send notification to the sign up administrator (Jason Bryan) with the following comment:



5. Register for a new space