



Welcome Back!

I'm sure it will take a while to get used to the new normal and registering for Mass is part of that. For those unfamiliar with Sign Up Genius, we've put together some instructions on how to reserve your seat at Mass and other church events. The links will be on our parish website, as well as emailed or sent via flocknote for your convenience.

## How to Register for Mass and Other Events

1. Click on the SignUp Genius link to sign up for Mass. A new page will open with a picture of our two worship sites. The Sign Up will have the specific dates, letting you know you're signing up for the correct weekend Mass or event. The top portion of the Sign Up will have some general instructions. Please read them carefully.

**Sign Up for Mass - July 25 & 26**

Instructions: **Please arrive 15-20 in early to check in.**

- Check your temperature before you leave home. If you have a temperature or feel sick please stay home.
- You **MUST** wear a face mask at all times both inside and outside of the church.
- Enter through the main entrance **ONLY**.
- Greeters will be on hand to check you in and sanitize your hands.
- Greeters / Ushers will direct you where you can sit. Do

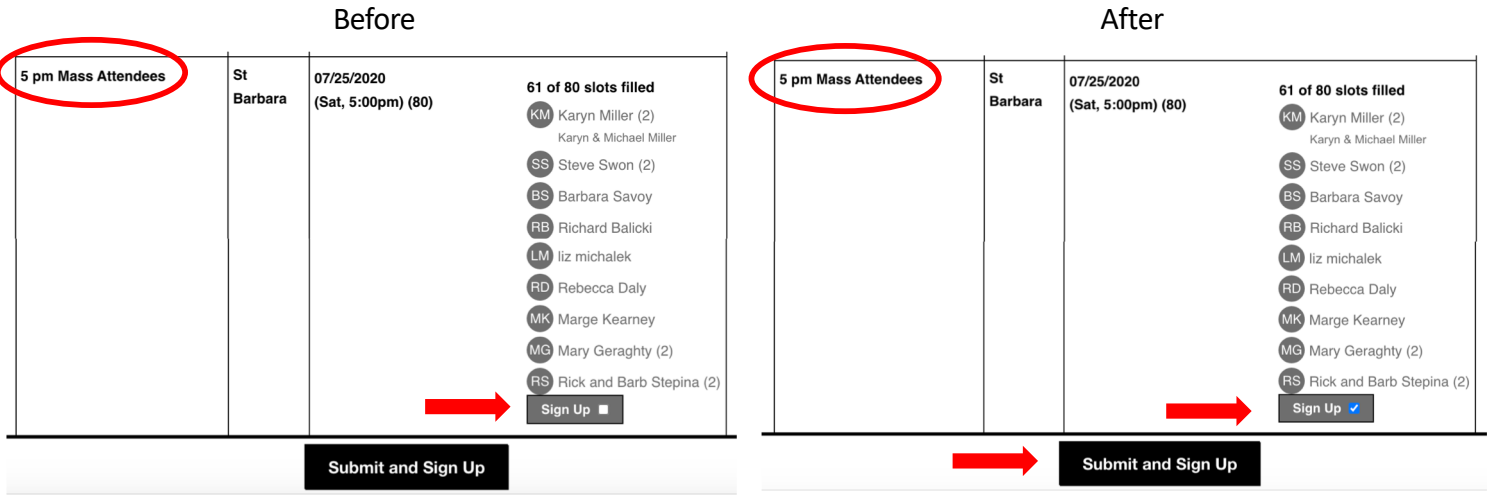
2. Scroll down to the Mass time you wish to attend. In this example, I am signing up to attend the 5pm Mass. Note that the Presiders and Ministers are listed first. Please only sign up for one of these spots if you are fulfilling one of these particular roles.

Presiders & Ministers

Available Slot	Location	Date (mm/dd/yyyy CDT)	Calendar View
Priest at 5pm	St Barbara	07/25/2020 (Sat, 5:00pm)	RP Rev David Pavlik
Deacon at 5pm	St Barbara	07/25/2020 (Sat, 5:00pm)	DB David Brencic
Musicians at 5pm	St Barbara	07/25/2020 (Sat, 5:00pm) (3)	<p><b>All slots filled</b></p> <p>JH Jim Harrold</p> <p>RH Ruth Hroncich</p> <p>JB Jim Boyle</p>
Lectors at 5pm	St. Barbara	07/25/2020 (Sat, 5:00pm) (2)	<p><b>All slots filled</b></p> <p>VH Veronica Hiltischer</p> <p>MM Michael Miller</p> <p>Veronica pm me to let me know which reading you prefer.</p>
EM at 5pm	St Barbara	07/25/2020 (Sat, 5:00pm)	AB Amanda Blanchard

**Submit and Sign Up**

3. Continue to scroll down past the presiders and ministers to where it says Mass Attendees. Click on the white box that says "Sign Up" and a check mark will appear. Then go to the bottom of the page and click on "Submit and Sign Up."



4. A new page will appear. You will be asked to enter your name, email, phone and the number of seats you are reserving. Note there is a drop down menu for the type of phone number you are entering. Click on the down arrow to see the various options. You may also check the box to save your information for future sign ups. This will save your contact information but you will still need to sign up for Mass each week. When done, scroll to the bottom of the page and click on the button that says "Sign Up Now."

The image shows the SignUpGenius "Sign Me Up" page. At the top, there is a navigation bar with "SignUpGenius", "Features", "Pricing", and "More". Below the navigation bar, there is a link "Back to Sign Up for Mass - July 25 & 26". The main heading is "Sign Me Up". Below the heading, it says "Sign me up for:". There is a table with the following columns: "Available Slot", "Date (mm/dd/yyyy - CDT)", "My Comment", and "Quantity". The table has one row with the following data: "5 pm Mass Attendees", "Sat., 07/25/2020 5:00pm", an empty text box, and a dropdown menu with "1" selected. Below the table, there are input fields for "Name", "Email", and "Phone". The "Name" field has "Delia" and "Porras" entered. The "Email" field has "dlporras@yahoo.com" entered. Below the "Email" field, there is a link "Already have a SignUpGenius account? Login". The "Phone" field has "708-485-2900" and "Work" selected. At the bottom, there are two buttons: "Sign Up Now" and "Cancel".

5. A new page will appear thanking you for signing up for the Mass. If you have signed up more than one person the quantity will appear next to the word "Attendees." By default no number means only one person is signed up. Check that you have signed up for the correct date, time and number of people. Then click on the button that says "Back to Sign Up."

### Reservation for 1 seat



## Thank you, Delia!

You're all signed up for **Sign Up for Mass - July 25 & 26.**

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

✓ 5 pm Mass Attendees

Sat., 07/25/2020 5:00pm CDT  
Location: St Barbara

Add to Calendar Edit My Sign Up Share with Friends Contact Delia Porras

Back to Sign Up

### Reservation for 2 seats



## Thank you, Delia!

Your Sign Up is Updated!

The revisions you submitted for **Sign Up for Mass - July 25 & 26** are listed below. An updated confirmation email with an attached iCalendar has been sent to you.

✓ 5 pm Mass Attendees (2)

Sat., 07/25/2020 5:00pm CDT  
Location: St Barbara

Add to Calendar Edit My Sign Up Share with Friends Contact Delia Porras

Back to Sign Up

6. When you go back to the Sign Up will now see your name added to the bottom of the list of the attendees for that particular Mass. Similarly, if you have reserved one seat just your name will appear. If you have reserved 2 seats the number "(2)" will appear next to your name.

### Reservation for 1 seat

5 pm Mass Attendees	St Barbara	07/25/2020 (Sat, 5:00pm) (80)	<p>65 of 80 slots filled</p> <ul style="list-style-type: none"> <li>KM Karyn Miller (2) Karyn &amp; Michael Miller</li> <li>SS Steve Swon (2)</li> <li>BS Barbara Savoy</li> <li>DP Delia Porras</li> </ul> <p>Sign Up</p>
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Submit and Sign Up

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### Reservation for 2 seats

5 pm Mass Attendees	St Barbara	07/25/2020 (Sat, 5:00pm) (80)	<p>65 of 80 slots filled</p> <ul style="list-style-type: none"> <li>KM Karyn Miller (2) Karyn &amp; Michael Miller</li> <li>SS Steve Swon (2)</li> <li>BS Barbara Savoy</li> <li>DP Delia Porras (2)</li> </ul> <p>Sign Up</p>
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Submit and Sign Up

You're Done!

# Frequently Asked Questions

## 1. How do I sign up as a Lector, Musician or Eucharistic Minister?

The procedure is the same as signing up for Mass except you will be checking the box for your particular ministry. Remember the ministries are listed just above the attendees for each Mass. Make sure you are signing up for the correct Mass time. In this example I am signing up to be a Eucharistic Minister at the 9:30am Mass.

<b>EM at 9:30am</b>	<b>St Barbara</b>	<b>07/26/2020 (Sun, 9:30am)</b>	<b>Sign Up</b>
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## 2. How do I delete or edit my reservation (change the number of attendees)?

To edit or delete your reservation you must sign up for a free account and be logged into your account to be able to modify your reservation. When logged in to your account and you have signed up for an event you will see additional icons below your name. The “pencil” icon allows you to edit your reservation. For example, you can increase or decrease the number of attendees. The “circular arrows” icon allows you to request a swap with someone. The “x” icon allows you to delete your reservation.

		  <b>Sign Up</b>
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## 3. How do I change the number of attendees?

Once you are logged into your free account you will see the “pencil” icon below your name where you signed up. Clicking the pencil icon will take to a previous screen where you can change the QTY or other information. Make sure to hit the “Update My Sign Up” button at the bottom of the page when done to record your changes. The Thank You Page will appear. Review your changes and hit the “Back to the Sign Up” button to make sure the changes are updated on the sign up.

### Sign Me Up

### Make your changes

Sign me up for:

Available Slot	Date (mm/dd/yyyy - CDT)	My Comment	Quantity
5 pm Mass Attendees	Sat., 07/25/2020 5:00pm		1

Sign up as: Delia Porras (diporras@yahoo.com) - This isn't me

Display an alternate name on the sign up (like a child or spouse)

Phone

Save my contact info for use on future sign ups

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

**Update My Sign Up**

[Features](#) [Pricing](#) [More](#)

## Thank you, Delia!

Your Sign Up is Updated!

The revisions you submitted for **Sign Up for Mass - July 25 & 26** are listed below. An updated confirmation email with an attached iCalendar has been sent to you.

✓ **5 pm Mass Attendees (3)**  
Sat., 07/25/2020 5:00pm CDT  
Location: St Barbara

Add to Calendar Edit My Sign Up Share with Friends Contact Delia Porras

**Back to Sign Up**

4. **How do I create my free account?**

Google "Sign Up Genius" and go to their home page. Click on "New Account" at the bottom of the page. You will be taken to a new page and prompted for your name, email and to create password. You must check the "I am not a robot box" and follow the prompts.

