

These instructions may be used to set up the holiday Salvation Army Bell ringing online using the website [www.signup.com](http://www.signup.com). There is no charge for the basic service, which is completely adequate for our purposes. A printed report (instructions below) can easily be made and used at a Rotary meeting for people to sign up for open timeslots.

### **How to create an online bell ringing signup**

Go to [www.signup.com](http://www.signup.com) and click on the "Free Get Started" button to create your account.

Enter your email address and name, click the "not a robot" box and continue on.

When you get the "Thanks for joining Signup" window, click on the "Start Planning" button, which takes you to your dashboard from which you can create a new signup sheet for Bell Ringing.

Follow these steps to create a Bell Ringing signup. You can create a practice signup, test it, and delete it (instructions below) before you do it for real:

1. Click on the "Create New Signup" button

In the details section:

2. Choose Single or Multiple days as the Sign-Up kind.

4. Pick a Category (probably non-profit).

5. Fill in the name box e.g. "Bell Ringing 2022".

6. Provide a welcome message. This is the first message folks will see when they come to sign up, so put instructions here. For example:

"Please choose the time and location when you can do bell ringing. Note there is more than one date; please sign up for both (you may have to scroll down to see all the openings)".

7. In the location box, indicate where this will be, for example: "Ryans, Walmart and Tops".

8. Choose which boxes to check. Include the first, second, and fourth for sure.

9. Click on the expander arrow by "Organizer Information" and add an Organizer Title and phone number.

10. Leave the "Custom Participant Information as-is.

11. Ignore the "Limit Spots per participant" section and click the "Next" button.

12 Click the Calendar view button, then the "Create New Spot" button.

13. Replace the text in the box on the right with the location of this Spot, for example: "Ryans" so it reads like "I would like 1 person to do or attend Ryans".

14. Select the time range for this Spot, for example 9:00 am to 10:00 a.m.

15. From the calendar, select the months and dates for this spot. You can choose several dates.

16. Then proceed to click "Add another" , change the times to the next hour, don't forget to add "Ryans", and repeat until all the hours for the day have been added. Then click Save.

17. Now to add a different Spot (say Walmart) click "Create New Spot" and follow the same steps starting at 13 where you put "Walmart" where you previously had "Ryans".

When you have finished adding the Spots and their times, click next. You can choose to upload an image or just skip the Choose Theme page. On the next page choose "Create a Link", and copy the link address (you will need it later, to include in any email you send out to the club

members, and also the link should be put on the home page of our website). Your link will look something like:

<https://signup.com/go/TyDvJSb>

At this point you can click "Preview Signup". You can also paste the link in your browser and test out what you have done by adding some signups.

### **Printing a signup sheet showing open spots**

After your site has gone live and people have taken some spots, follow these steps to print a report that can be taken to a club meeting so people can sign up for open spots.

1. Go to <https://signup.com/login/signin/> and sign in to your account. That takes you to a page that shows your dashboard.
2. Click on the title of your bell ringing Signup.
3. Click on "Reports" in the menu at top.
4. Click on "Signup / Check-in Sheet.
5. Make your choices (try just the "All Time" and sort by "First Name") and click the "View and Print" button (ignore the upgrade opportunity that is offered; it is not needed).

### **To delete a practice Signup**

NOTES: To delete a practice Signup, sign in to [www.signup.com](http://www.signup.com), go to My Signups / Tools / Archive to archive the Signup you wish to delete. Then in the MySignups: All Signups window click the down arrow, choose archived signups, check the select box and click the orange delete.