

# SignUpGenius Quick Guide

The HCS Parents' Club Board uses SignUpGenius as our official platform for organizing and managing volunteer opportunities throughout the school year. Whether it's helping at events or supporting school programs, you'll find all available volunteer slots posted on SignUpGenius. It's quick and easy to sign up, and we appreciate every helping hand!

## Open the SignUp Link:

• Click the link provided by the PCB to access the sign-up form. The link will bring you to a page that has several tabs along the top. Each tab has various volunteer opportunities for different groups, events and committees.

On your **desktop**, click the "More" box in the upper right corner to view and/or click on the remaining sign-up forms.



On your **mobile device**, you'll use the drop-down menu instead of tabs.

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2024-2025 Pa	ent Volunteer Opportunities		2024-2025 Parent Volunteer Opportunit	ies
SignUps: All School S	upport 0	Go SignUp	✓ All School Support	Go
-	1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1		Elementary	
1	Hudsonville Christian S	chool	School Support	hool
HUDSONVILLE CHRISTIAN SCHOOL	2024-2025 SCHOOL SUPPORT	HUD	Middle School Support	100
		12	Elementary Playground	100
Thank you for choosing to help our school through volunteering! With almost 2 000 available volunteer		ough Thank	Monitors	ugh
positions that support over 40 functions, you are sure		are sure positio	Robotics	ne sure
to find a volunteering	slot that you will enjoy!	to find	TDID	
Viev	/ Full Description	1.1.1	TRIP	-
Created by: Hudsonville Christian School		Cmate	Golf Outing	
Contract by: House			Clay Shoot	
Theed t	o change my sign up		Septemberfest	
Available Slot		Available	Harvest Family Fun	
Box Top & Coke Rewards Co-Lead - 25 Points (2)		nts Box Top (2)	Grandparents Day	s
25 Points - The Leads for this fundraiser promote the program		program 25 Points	Love Bazaar	ogram



#### View the Available Slots:

- The page is a list view with available dates, times, and opportunities.
- Scroll through the options to find the one you want.

#### Select a Slot:

• Click the checkbox next to the slot you want.

### Click "Submit and Sign Up":

• After selecting your slot(s) click the **"Submit and Sign Up"** button at the bottom of the page.

#### Enter Your Information:

• Sign into your SignUp Genius account or Fill in your name, email address, and any other required info.

## **Confirm Your Sign-Up:**

- Click the **"Sign Up Now"** button.
- You will receive a confirmation email.