



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!

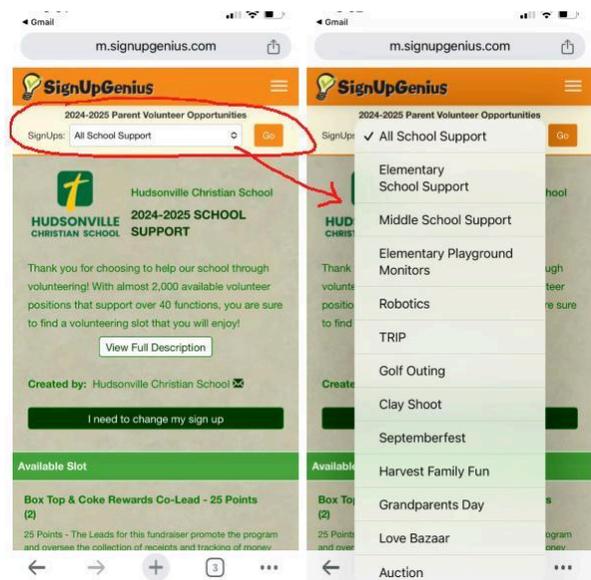
Open the SignUp Link:

- 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.





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.