

Instructions for Sign-Up Genius

Everyone needs to register for their assigned times/days in
Sign-Up Genius.

This is important because our division must keep a log of hours of service provided. Using Sign-up Genius is a way of providing documentation of these hours.

1. **Log on to:** www.VillagesTaxaide.com
2. **Select:** D45 CF Resource Page
3. **Scroll** to the bottom of the page and Select **“Useful Links for Client Facilitators”**
4. **Click on:** Sign Up Genius Work Scheduling Page
5. **Create a Signup (name, email and password)**
or
6. **Log in** if you already have an account.
7. **Find the banner:** “Sign-Ups I’ve been invited to”

Choose site and click on it (Colony Work Schedule will come up initially, and each day is listed separately)

Choose Client Facilitator for Colony: Day and Date (There are **2 shifts** each day to sign up for)

Submit and sign-up. The site will ask if the date/time is correct.

Show more signups

On right side of page for other sites, click and Pick a site from the drop down box

If you need to change or cancel:

Pick: “Items I signed up for”

-Find the place, date and time slot you need to delete or change.

-click on the X in the right column to delet

Please let Jackie Schibline know if you need a sub, so she can post a request

Notify the lead CF or site leader for your site, if you are ill and will not be able to work on that specific day.

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