

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. Under Step 1: **Click on:** Sign Up Genius (where you sign up to work for Tax Aide)
4. On the right side of the page: **Click on “Log In” or Register.** If this is your first time, click on the new account, then click “register now”
5. **Create a Signup email you provided to Villagestaxaide, and password) OR**
6. **Log in** if you already have an account.
7. Once you have created your own account, the page should read “**Items I’ve signed up for**” and “**Sign-Up’s I’ve been invited to**”
8. **Select a site and click on it.** (many may be full right now)

More sign-ups
Colony
Sites South of 466
Sites North of 466

Mulberry	LaHacienda	Savannah	Rec Pla Tues	Rec Pla Wed
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9. Choose **Client Facilitator** (not counselor or QR)
10. **Submit and sign up (scroll all the way to the bottom)**
The site will ask if the date/time is correct.
11. **Sign up now**-will show up on the next page. (it will put the dates on your calendar)

If you need to change or cancel:

Select “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 delete

Please try to find your own sub, or notify Jackie Schibline to put out a request. Jackie does not know if you delete your name unless you send her a note, text or call (920-684-3052)

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.