



## 2015 Sign-Up Genius Information

Hello Parents:

This year sign up for Commitments/Volunteering will continue to be completed using the online tool, *Sign-Up Genius*. Many of you may be familiar with this tool through your children's schools. We are trying to go paperless and increase efficiency for this part of the registration and participation in Gakko. We believe it will make this part of the registration process easier, faster, and more organized. Below please find the instructions for how to access and use *Sign-Up Genius*. You will also see a checklist and "worksheet" for yourself to ensure that you have fulfilled your commitment and have a paper memo for yourself if necessary.

Remember, **each family must work one (1) day/work slot per child enrolled**. Also, **each family is required to serve on at least one (1) committee**. Please refer to the Family Commitments section of the Policies and Information document for more details including committee descriptions. You will be able to sign up for your commitments using *Sign-Up Genius*. Your registration will not be considered complete until you have signed up.

### INSTRUCTIONS FOR SIGN-UP GENIUS

- 1) Go to [signupgenius.com](http://signupgenius.com).
- 2) On the home page at the top, click on the green tab that says "FIND A SIGN UP." This will take you to the sign-up search page.
- 3) On the "FIND A SIGN UP" page go to the blue box that says "Search By The Creator's Email" and enter the following email address: [Erika.takada@gmail.com](mailto:Erika.takada@gmail.com). Then enter the random letters and numbers as shown and click "Search."
- 4) This should direct you to a link to the "Hikari no Gakko Family Commitments 2015" page.
- 5) Once there, read the introduction/instructions and sign up for your commitments. The left column indicates the name of the commitment tasks (Work and Committees), and the right column has the dates and times. There will also be a number in parentheses (e.g., (4)) indicating the number of slots available.
- 6) Just click on the box of the dates and times you prefer.
- 7) Be sure to click "Submit and Sign Up" at the bottom of the page to secure your slots. You will be taken to a page that confirms your sign ups. On that page please type in your child's name and Gakko grade. This will make tracking all of the sign ups easier.
- 8) After you have signed up for a spot, if you need to swap with someone or need to make any changes, you may do so using *Sign Up Genius*. You may also email Erika Takada and she will help you make those changes.
- 9) If you need assistance with signing up for your Family Commitments or would rather not sign up online using *Sign Up Genius*, please contact Erika Takada at [Erika.takada@gmail.com](mailto:Erika.takada@gmail.com) or 650-868-1144.



**CHECKLIST**

- I have signed up for my required number (1 shift per child enrolled) of Work shifts/slots
- I have signed up for a Committee(s)
- I clicked "Submit and Sign Up"
- I entered my child's name and Gakko grade with my slots
- I received confirmation of my sign ups.

**WORKSHEET TO FIGURE OUT AND NOTE YOUR SHIFTS**

Monday	Tuesday	Wednesday	Thursday	Friday
15 <sup>th</sup>	17 <sup>th</sup>	18 <sup>th</sup>	19 <sup>th</sup>	20 <sup>th</sup>
23 <sup>rd</sup>	24 <sup>th</sup>	25 <sup>th</sup>	26 <sup>th</sup>	26 <sup>th</sup>