## Instruction for using SignUpGenius

- 1. Go to <u>www.signupgenius.com</u>
- 2. Click on tab at top "Find a Sign Up"
- 3. Enter volunteers@montfordfestival.org in search box; then click search
- 4. Click on "2016 Montford Music and Arts Festival" link under active signups
- 5. You will be taken to the 2016 Festival Sign up Page. Please read the information carefully. Scroll down the page to see all the volunteer opportunities that are available. When you find a job and time that works for you; click on the blue "signup" button to the right of the volunteer assignment you have chosen.
- 6. Click "submit and signup" at the bottom of the page.
- 7. If you are new to SignUpGenius, please create an account with your name/email address. Othewise, login with the email and password you used last year.
- 8. Please enter your cell number for reaching you the day of and select your t-shirt size. And click on signup.
- 9. You will receive a reminder 2 days prior to the event.

If you have any problems, please email Kim Kennedy at <u>kkennedy@ashevillenc.gov</u> or call me at 828-253-3714.