

SignUpGenius Instructions for League Members

NIHGA will use the free version of SignUpGenius to sign up for tee times for outings. The free version has some limitations, but we have developed a set of procedures that will get us the information we need to manage the outing. It is important to follow these steps exactly so all participant names appear on the tee sheet that we give to the golf course and that any communication from the outing coordinator regarding the event goes directly to all participants.

Section 1 - Signing Up Yourself and Others for a Tee Time

1. For each outing, one of the three Team Captains is assigned as the outing coordinator. The Team Captains are: Todd Smith (Team 4), Wes Russell (Team 7), and Gus Lambis (Team 8).
2. About 10-14 days prior to an outing, the outing coordinator will send you an email invitation to select a tee time. Open the email and click on the orange Sign Up button.
3. This takes you to SignUpGenius with a list of available tee times. Review the available tee times and select the one you want. Then click on the "Submit and SignUp" button at the bottom of the page.
4. **Follow the instructions in the light green horizontal box at the top of the page.** Enter your Team number. The quantity is preset to "1". Do not under any circumstances change the quantity even if you are signing up an entire foursome. Next type in your name and email address. Be sure your email address is spelled correctly and click the "Sign Up Now" button. This will take you to a page confirming your team time. Click the "Back to Sign Up" button and you will now see your name in that tee time.

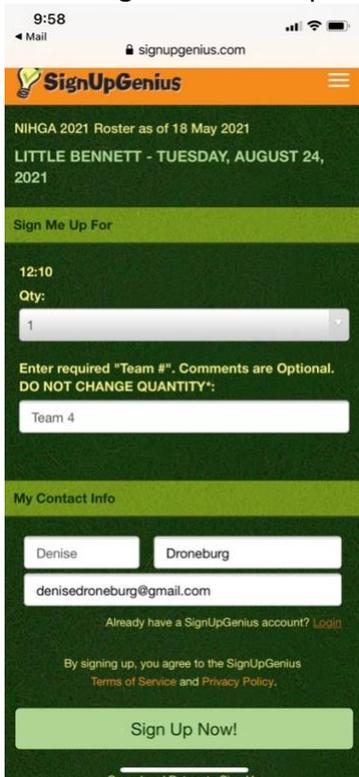
If working from a computer, laptop or tablet, the screen will look like this.

The screenshot shows a web form titled "Sign Me Up" for a "9:00" tee time. At the top, there is a navigation link: "Back to Demo - NIHGA Outing Thursday May 29, 2021". Below the title, it says "Sign me up for:". A table lists the available slot and quantity:

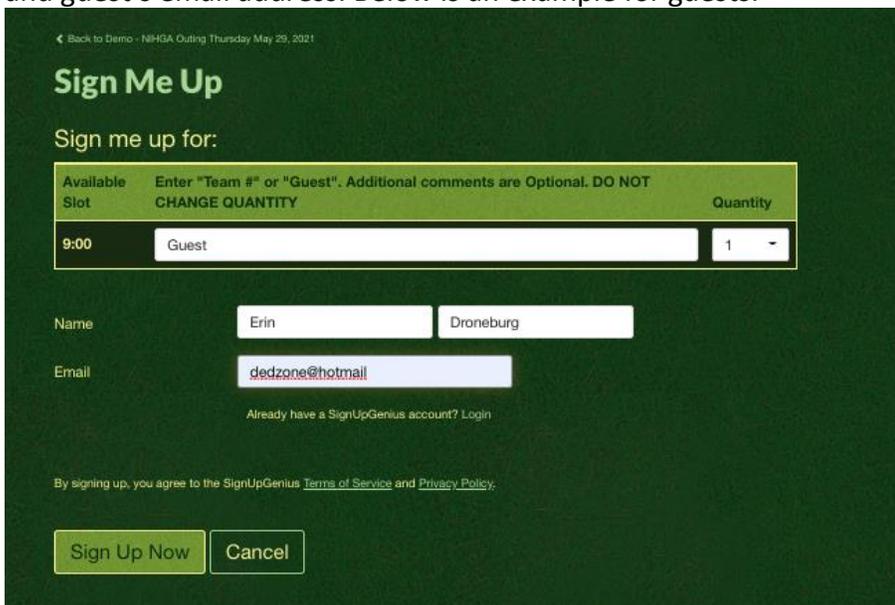
| Available Slot | Enter "Team #" or "Guest". Additional comments are Optional. DO NOT CHANGE QUANTITY | Quantity |
|----------------|---|----------|
| 9:00 | Team #4 | 1 |

Below the table, there are input fields for "Name" (with "Denise" and "Droneburg" entered) and "Email" (with "denisedroneburg@gmail.com" entered). A link "Already have a SignUpGenius account? Login" is provided. At the bottom, there are two buttons: "Sign Up Now" and "Cancel". A footer note states: "By signing up, you agree to the SignUpGenius Terms of Service and Privacy Policy." The browser address bar shows "igleads.g.doubleclick.net..."

If working from a smartphone, your screen will look like this.



5. If you want to sign up other players for this same tee time, repeat Steps 3 and 4 for each additional player. Be sure to type in **their** Team number, **their** name, and **their** email address. Again, be sure their email address is spelled correctly. If you are bringing a guest, type in the word "Guest" instead of a team number, and type your guest's name and guest's email address. Below is an example for guests.



If there are no text boxes to type in another person's name and email, you are logged into your account.

On a computer, laptop or tablet, click on "This isn't me" to make the name and email text boxes appear so you can enter the name and email of other players. DO NOT click on the white box "Display an alternate name" as this box only allows you to enter a different name and not a different email address.

Sign Me Up

Sign me up for:

| Available Slot | Enter "Team #" or "Guest". Additional comments are Optional. DO NOT CHANGE QUANTITY | Quantity |
|----------------|---|----------|
| 12:00 | <input type="text"/> | 1 |

Sign up as: Denise Droneburg (denisedroneburg@gmail.com) This isn't me

Display an alternate name on the sign up (like a child or spouse)

By signing up, you agree to the SignUpGenius [Terms of Service](#) and [Privacy Policy](#).

Click on "this isn't me" if your name appears here and you want to sign up someone else.

On a smartphone, you must log out of your account then go back to your email and click on the link to the sign up.

9:58
Mail | signupgenius.com

SignUpGenius

NIHGA 2021 Roster as of 18 May 2021
LITTLE BENNETT - TUESDAY, AUGUST 24, 2021

Sign Me Up For

12:10
Qty: 1

Enter required "Team #". Comments are Optional.
DO NOT CHANGE QUANTITY:

Team 4

My Contact Info

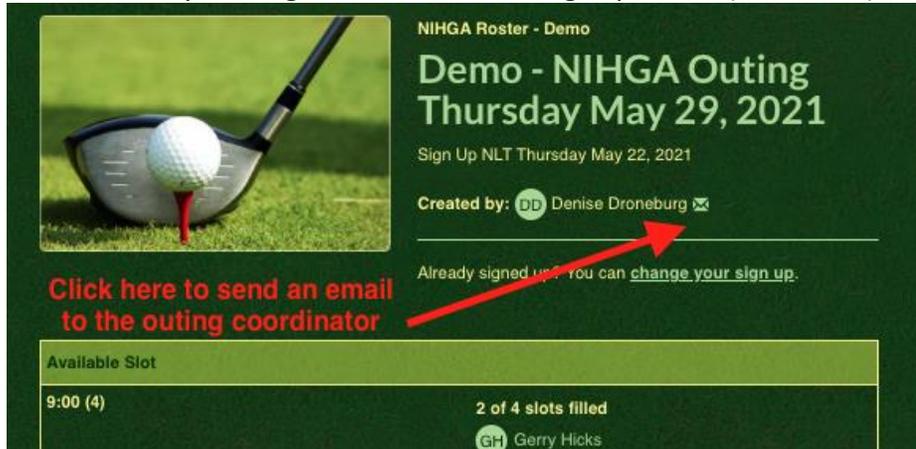
Denise Droneburg
denisedroneburg@gmail.com

Already have a SignUpGenius account? [Login](#)

By signing up, you agree to the SignUpGenius [Terms of Service](#) and [Privacy Policy](#).

Click here to log out

6. If there are not enough open tee times to sign up your group of players, contact the outing coordinator. He/she may be able to get additional tee times from the course, or shuffle other players around to free up enough tee times. You may email the outing coordinator by clicking on the link on the SignUp sheet. (see below)



Section 2 - Changing your SignUp

1. If you need to change your sign up before the cutoff date, use SignUp Genius to make that change.
2. You may change your SignUp with or without a SignUpGenius account. It is highly recommended that you establish a SignUpGenius Account to make it easier to change your SignUp as well as to track your SignUps. Just go to SignUpGenius.com, click on Login and follow prompts.
 - a. With an account, you simply log into your account. It will automatically take you to a list of SignUps you are invited to. Click on the SignUp you want to change. It will take you to the list of tee times. Scroll till you find your name, and pick the correct box. The view is similar from a computer, laptop, tablet, or smartphone.



- b. Without an account, you must go to the tee time confirmation email for the outing and select "Edit my Signup" from a computer, laptop or tablet.
3. **Correct my Team #, Comments, or Quantity**
 - a. With a SignUpGenius Account
 - i. Follow instructions in Section 2, Paragraph 2a. Select the "edit" box (left box), then click the "Submit and Sign Up" button at the bottom of the

page. If you are using a smartphone, the button at the bottom of the page is "Update my Signup".

- ii. Then type in the correct Team # or Comment and click the "Update my Sign Up" button.
- iii. You will then get a confirmation that the change was made.

b. Without a SignUpGenius Account

- i. Find your tee time confirmation email for the outing and select "Edit my Signup".
- ii. You may correct your Team #, Comments, or Name. Then click "Edit My Sign Up" at the bottom of the page.

4. Correct my Name - The instructions are the same with or without a SignUpGenius Account

- i. Find your tee time confirmation email for the outing and select "Edit my Signup".
- ii. Type your correct name. Then click "Edit My Sign Up" at the bottom of the page

5. Delete my SignUp

a. With a SignUpGenius Account

- i. Follow instructions in Section 2, Paragraph 2a. Select the "delete" box (right box), then click the "Submit and Sign Up" button at the bottom of the page.
- ii. You have the option to notify the outing coordinator then Click on the "Yes – Delete" button.

b. Without a SignUpGenius Account

- i. Find your tee time confirmation email for the outing and select "Edit my Signup".
- ii. Click the "Delete" button at the bottom of the page
- iii. You have the option to notify the outing coordinator then Click on the "Yes – Delete" button.

6. Sign up for a Different Vacant Tee Time

a. With a SignUpGenius Account

- i. You first must delete your current tee time following the Steps in Section 2, Paragraph 4a.
- ii. Then sign up for a new tee time as directed in Section 1, Paragraphs 3 and 4.

b. Without a SignUpGenius Account

- i. You first must delete your current tee time following the Steps in Section 2, Paragraph 4b.
- ii. Then sign up for a new tee time as directed in Section 1, Paragraphs 3 and 4.

7. Request to Swap My Tee Time for a Filled Tee Time

a. With a SignUpGenius Account

- i. Follow instructions in Section 2, Paragraph 2a. Select the “swap” box (middle box), then click the “Submit and Sign Up” button at the bottom of the page.
- ii. Scroll through the list and select all players you are able to swap with and Click “Request a Swap”

You are signed up for:

| Date (mm/dd/yyyy) | Available Slot | Qty | My Comment |
|-------------------|----------------|-----|------------|
| 03/30/2021 (Tue.) | 9:10 | 1 | Team 4 |

Request a "swap" with:

Select all players you are able to swap with

| Member | Date (mm/dd/yyyy) | Available Slot | Qty | Comment |
|--|-------------------|----------------|-----|---------|
| <input checked="" type="checkbox"/> GH Gerry Hicks | 03/30/2021 (Tue.) | 9:00 | 1 | Team 4 |
| <input checked="" type="checkbox"/> CH Clyde Hicks | 03/30/2021 (Tue.) | 9:00 | 1 | Guest |
| <input checked="" type="checkbox"/> DD Denise Droneburg | 03/30/2021 (Tue.) | 9:00 | 1 | Team 4 |

NOTE: Only participants who signed up with an email are available to swap.

You will be notified by email when someone responds. Your swap will be with whomever accepts your request first.

- iii. SignUpGenius will send emails to all of the people you selected and they have the option to accept or decline your request. You will be emailed with their responses. The first one to accept will lock others out from also accepting. If no one accepts, you may want to contact the outing coordinator to see if he/she can help you find a tee time.

b. Without a SignUpGenius Account

- i. This option is not available without an account
- ii. Contact the Outing Coordinator to help you find someone to swap with you. (See Section 1, Paragraph 6)