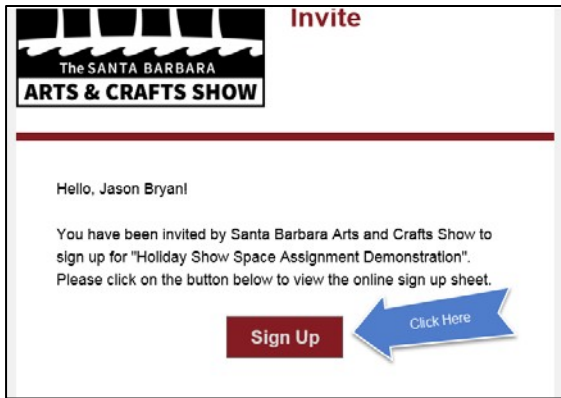


Instructions to Use SignUpGenius for Holiday Show Reservation

All members will receive an email invitation for special and holiday shows. Click "Sign Up" button.



The SignUpGenius website will open the sign up and list available spaces.

The screenshot shows the SignUpGenius website interface for the "Holiday Show Space Assignment Demonstration". It includes a logo for "The SANTA BARBARA ARTS & CRAFTS SHOW" with the text "Every Sunday SINCE 1965". The page title is "Beta Testing Group Holiday Show Space Assignment Demonstration". The main text reads: "THIS THE THIRD BETA TEST ARRANGED BY JASON. THERE IS NO SATURDAY SHOW on 4-15-17. THIS IS FOR TESTING AND DEMONSTRATION PURPOSES ONLY." Below this, it says "Welcome to the registration system for the 4-15-17 holiday show." and "Registration will open on Tuesday 4-4-17 10:00am and will close on Monday 4-10-17 at 5:00 pm (under normal circumstances, registration would have closed on Thursday 4-6-17 at 5:00pm, but this demonstration should be open during the 4-9-17 Space Assignment Meeting)." There is a note: "Please note that members may only register for a SINGLE SPACE . If multiple spaces are selected, the system will reject the registration causing a delay in registering and potentially losing the space you're interested in." Registration details include: "Date: 04/15/2017 (Sat.)", "Time: 10:00am - 6:00pm PDT", "Location: Chase Palm Park", and a related file "Saturday Space Assignment Map.pdf (450KB pdf)". The creator is listed as "Santa Barbara Arts and Crafts Show".

At the bottom, there is a table of "Available Slot" with a "Calendar View" button. The table lists space slots with their dimensions and a "Sign Up" button. A red circle with the number "1" is next to the "Sign Up" button for slot "102-106 (20 feet)". A blue arrow points to this button with the text "Select the space you're interested in". Below the table is a red "Submit and Sign Up" button with a red circle and the number "2" next to it. A blue arrow points to this button with the text "Click this button to".

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Members who have already registered will be listed next their space reservation.

116-120 (20 feet)	Sign Up <input type="checkbox"/>
120-123 (15 feet)	Sign Up <input type="checkbox"/>
123-126 (15 feet)	Sign Up <input type="checkbox"/>
126-130 (20 feet)	LB Lisa Brown
130-133 (15 feet)	Sign Up <input type="checkbox"/>
133-136 (15 feet)	Sign Up <input type="checkbox"/>
136-139 (15 feet) - ends at sidewalk to skate park	Sign Up <input type="checkbox"/>
140-143 (15 feet) - begins at sidewalk to skate park	Sign Up <input type="checkbox"/>
143-147 (20 feet)	Sign Up <input type="checkbox"/>



Select the space you want by checking the box in the "Sign Up" button.

Beta Testing Group

Holiday Show Space Assignment Demonstration


Sign Me Up For:

Date (mm/dd/yyyy - PDT)	Available Slot	Qty	My Comment
04/15/2017 (Sat) 10:00am-6:00pm	102-106 (20 feet)	1	<input type="text"/>

You are logged in as: Jason Bryan ([This isn't me](#))

Display an alternate name (like a child or spouse's name) on the sign up page.

Note: A confirmation email will be sent to the email address associated with the account.



Click SIGN UP NOW button.

If another member confirms the space reservation before you, you will see the message below. If this happens, click the CANCEL button. You will be taken back to the list of available spaces.

Your submission had the following problems:

- Sorry, but the total quantity for '102-106 (20 feet)' has already been signed up for. Someone else must have been submitting this form at almost the same time as you were and signed up moments before you. Please click cancel and return to the form to pick another item.

training group

TRAINING Saturday 7-1-17 Holiday Show Sign-Up

Sign Me Up For:

Date (mm/dd/yyyy - PDT)	Available Slot	Qty	Optional Comment
07/01/2017 (Sat) 10:00am-7:00pm	102-106 (20 feet)	<input type="text" value="1"/>	<input type="text"/>


You are logged in as: Jason Bryan ([This isn't me](#))

Display an alternate name (like a child or spouse's name) on the sign up page.

Note: A confirmation email will be sent to the email address associated with the account.

SIGN UP NOW!

CANCEL

 **SignUpGenius** Group Organizing Made Easy

Hello, Jason Bryan!

This message confirms that you signed up on the form "Holiday Show Space Assignment Demonstration."

Sign Up Details

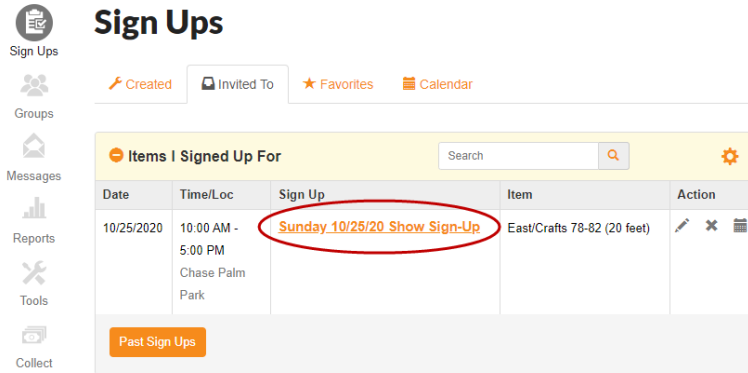
Date: 04/15/2017 (Sat 10:00AM - 6:00PM PDT)
LOCATION: Chase Palm Park
Signed Up For:
102-106 (20 feet) (1)

[View Sign Up](#)

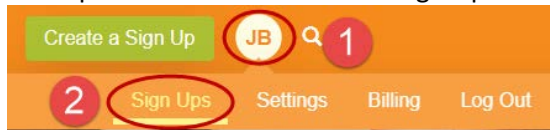
You can click the "View Sign Up" button at any time to see the list updated with new members who reserved spaces, but you will not be able to make changes to your reservation.

Instructions on changing a space in SignUpGenius after a space is already registered

1. Open your browser to www.signupgenius.com and login with your username and password. Note that you must have a SignUpGenius account to change your space; if you do not have an account, contact staff for assistance.
2. Once you login to your account, you will see any spaces you have been signed up for. Click the title of the sign-up to view that sign-up list.



- a. If you do not see the item you're signed up for, click your initials in the orange bar at the top of the screen then click "Sign Ups".



3. Find your name on the sign-up list and click the "x" button to delete your sign up.

East/Crafts 68-71 (15 feet)	Sign Up
East/Crafts 71-73 (10 feet)	JB Jason Bryan
East/Crafts 73-75 (10 feet)	Sign Up

4. Click the "YES-DELETE" confirmation button. There is no need to send a notification to staff, but you can if you would like.

This sign up will be permanently removed. There is no undo.

Send notification to the sign up administrator (Jason Bryan) with the following comment:



5. Register for a new space