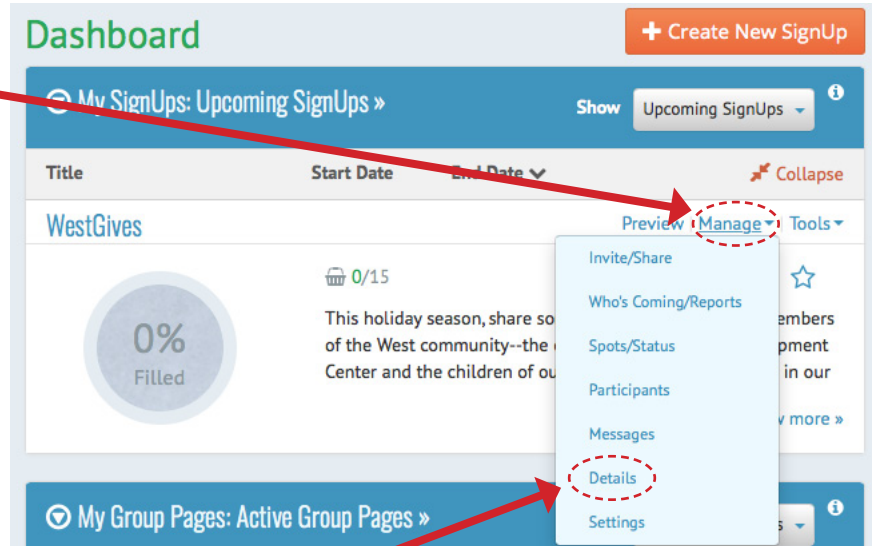


SignUp.com (how to)

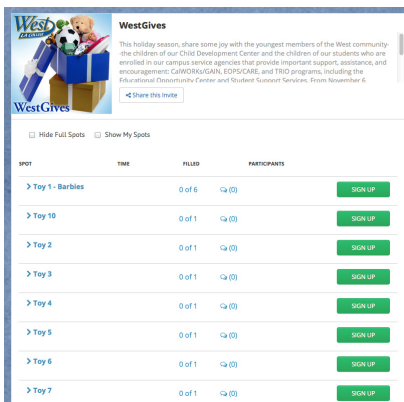
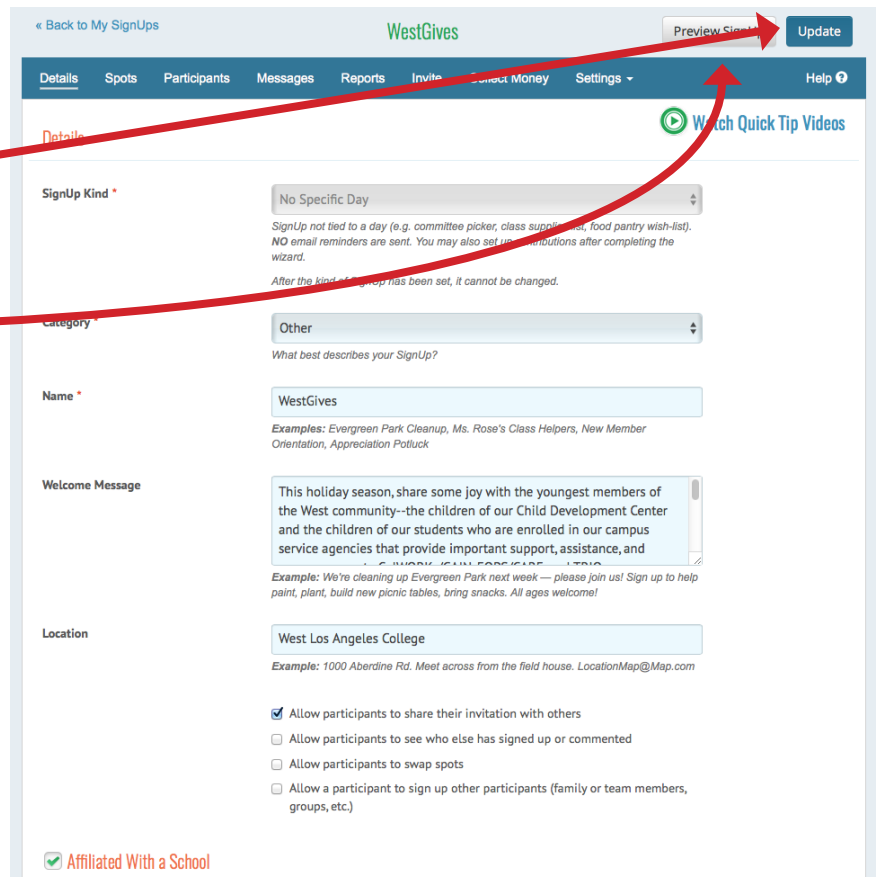
To access the Submenus (and site), click “Manage” in the “Dashboard” view.



To edit the text of the website, click “Details.”

Once done editing text, be sure to click the “Update” button.

To see a preview of the site, click “Preview SignUp.”

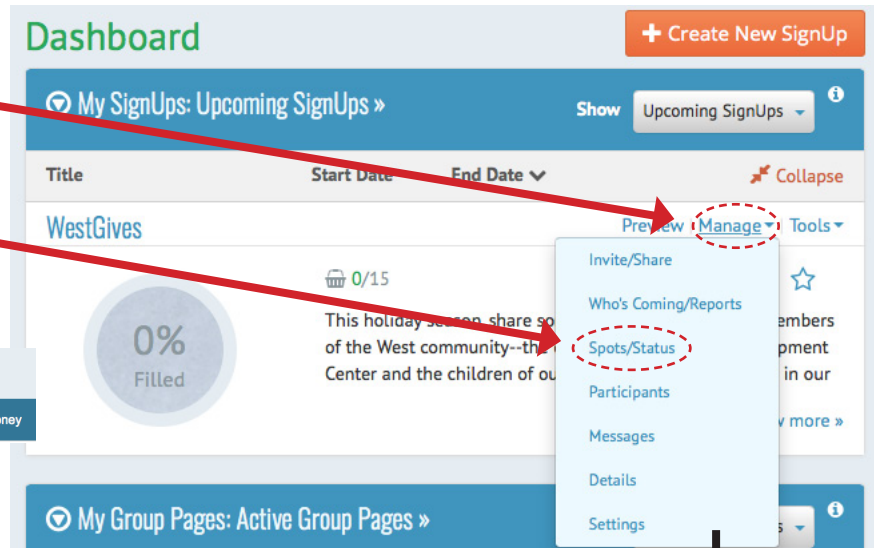


webview

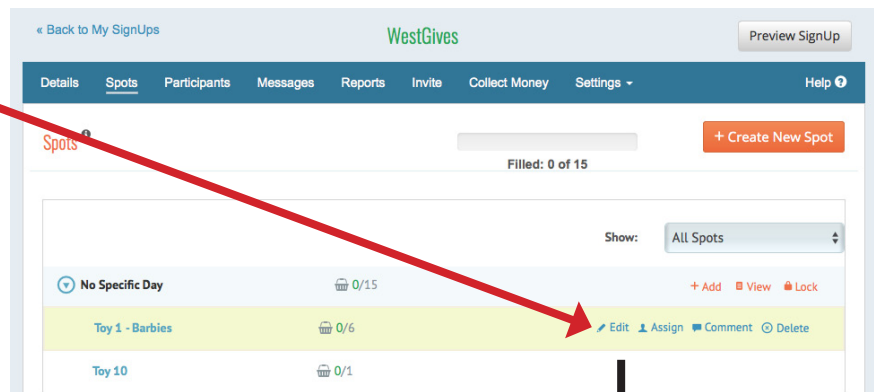
SignUp.com (how to)

To access the Gift list, click “Manage” in the “Dashboard” view.

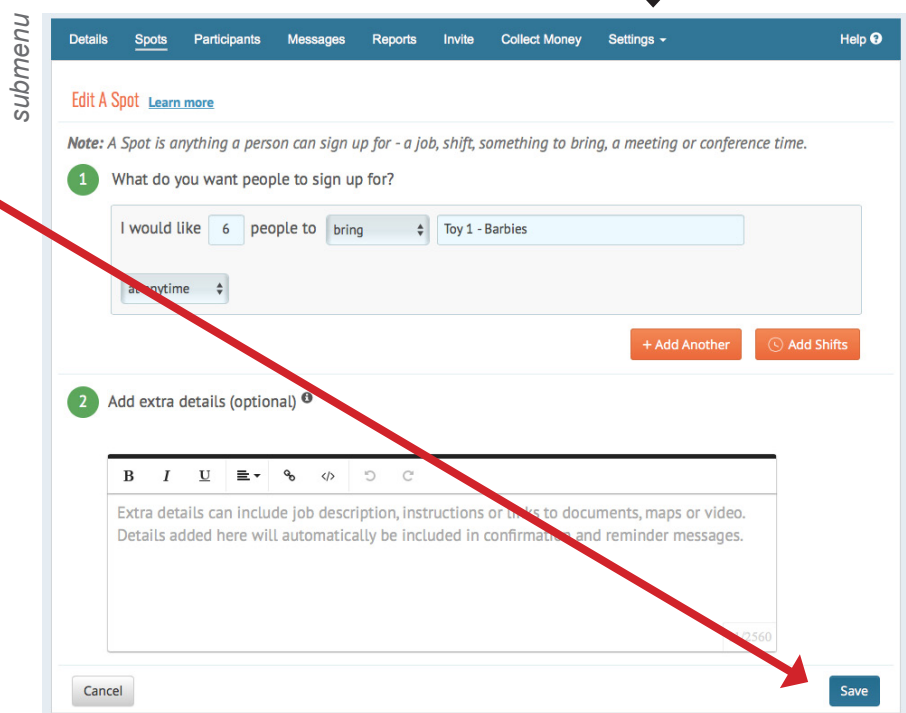
In the dropdown menu, click “Spots/Status.”
OR click “Spots” on the top menu.



To edit the list of toys, click the “Edit” text of the website.

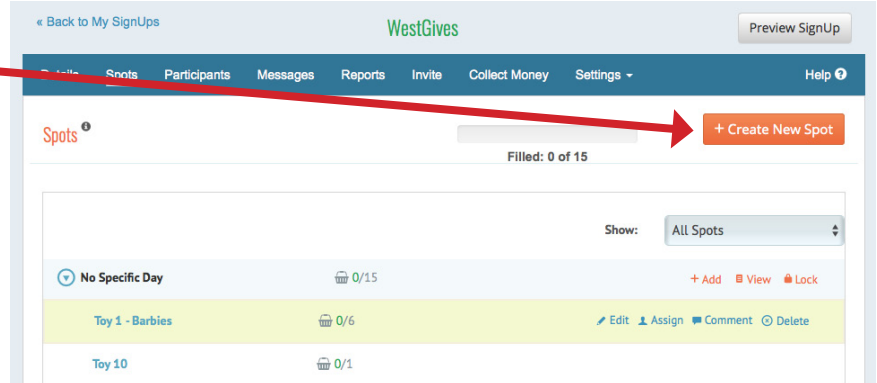


Once editing text, be sure to click the “Save” button.



SignUp.com (how to)

To add more toys, click the “Create New Spot” button.



Add however many people per toy.

Change to “Bring” in the dropdown menu.

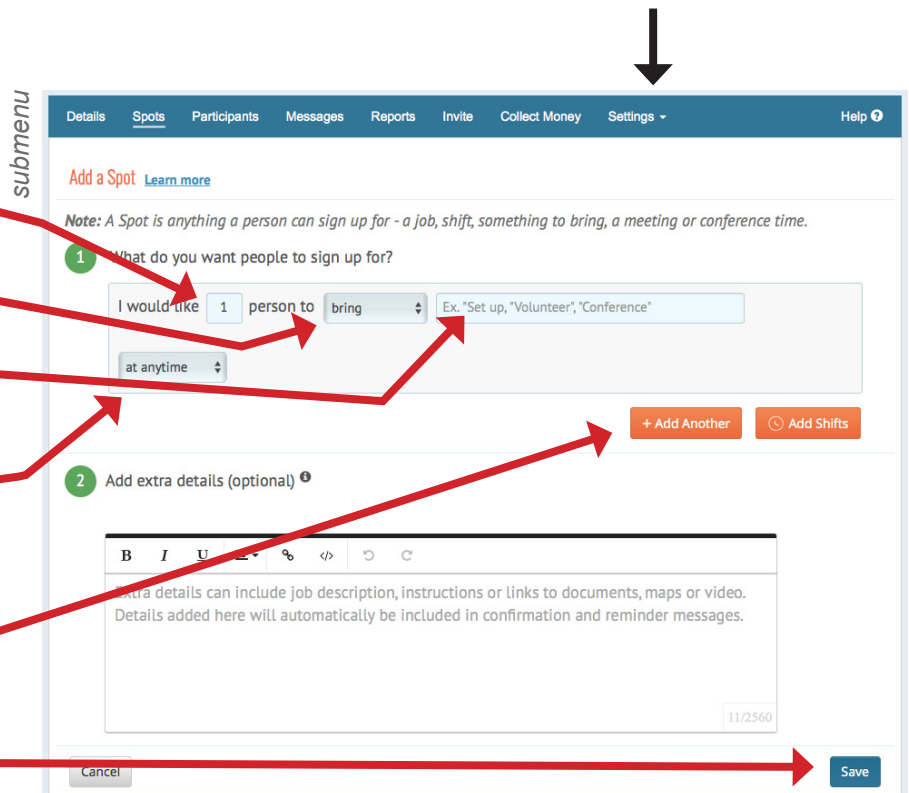
Add Child’s name or toy name.

Change to “at anytime” as the timeline will be sent afterwards in an email.

Once finished with each toy, click “Add Another” button.

Once done editing text, be sure to click the “Save” button.

As a recommendation, its best to save every 5 toys listed.



SignUp.com (how to)

To send a message, click the "Message" tab.

Select "Email Recipients"

submenu

Who Should Receive Your Message?

Add By... --please select one-- + Add All Clear

0 Participant(s) Selected

Name	Last Viewed
<input type="checkbox"/> Clarissa Castellanos	Tue Oct 24, 2017
<input type="checkbox"/> Jim Jim	Wed Oct 25, 2017
<input type="checkbox"/> JML	Never
<input type="checkbox"/> Michelle Long-Coffee Testing	Tue Oct 24, 2017
<input type="checkbox"/> Micky Nesia	Tue Oct 24, 2017

Cancel Save List

Date is listed to show when they signed up.

Click on the recipients you are sending the email to.

WestGives

Back to My SignUps Messages Reports Invite Collect Money Settings Help

Messages

Send a message or thank you to your participants. Message will include the SignUp link.

Compose Message Send Thank You

To: Trish Limbaugh

Select Email Recipients

Subject: WestGives - Message from Trish Limbaugh

Message

Enter text here

11/10000

Preview SignUp Send

Enter in the instructions.

Click "Send."

Note: there will be a confirmation popup window that will show EVEN though the message will remain.

Exit when finished or click to another tab.