

How to sign up for Service Sessions (Parents as Partners) via SignUpGenius

SignUpGenius goes live @ 7:00pm on April 13th

- * Families are required to sign up for a total of 2 session credits.
- * HRS Core indicates a CHAIR position and fulfills your service session requirements. One CORE per family, please. If you sign up for a CORE, do not sign up for any other sessions.
- * HRS Session indicates event support. Some event sessions are 1 session credit and some are 2 session credits. Your session sign ups should total 2 session credits.

SignUpGenius Instructions

1. Go to the SignUpGenius website at: www.signupgenius.com.
2. Click “Log In” at the top menu bar.
3. Log in with your email and password if you are already registered or click “New Account” if you need to register.
4. Scroll down to the bottom of the page and click “Find a Sign Up” under Get Started.
5. Search for a Sign Up:
 - a. Enter administration@holyrosarycatholicschool.org in the box “Search for a Sign Up by sign up creator’s email”.
 - b. Click the box "I'm not a robot".
 - c. Click on the “Search” button.
6. Find the session you want to sign up for and click on the image.
7. Click the “sign up” box under Available Slot and then click “Submit and Sign Up” (you may need to scroll down the page). If there is not a “sign up” button under Available Slot, that session is either full or locked and you need to choose another session.
8. Enter your “Oldest Student’s Name” and your contact “Phone” number (both are required) and click “SIGN UP NOW!”
9. Your sign up is complete (THANK YOU!).
10. Repeat the process for your second session then proceed to Step 11. (Start at Step 4.)
11. Print your sign ups:
 - a) Click on your initials at the upper right and then click “Sign Ups”.
 - b) Click on "Invited To".
 - 1) If your sessions are not visible, click the + button for "Items I Signed Up For" and they should list.
 - c) Fill in the session information in the Parents as Partners section of your Holy rosary School Contract.
 - c) Print this screen and attach to your Holy Rosary School Contract.
13. Questions? Call the school office at (925) 757-1270.