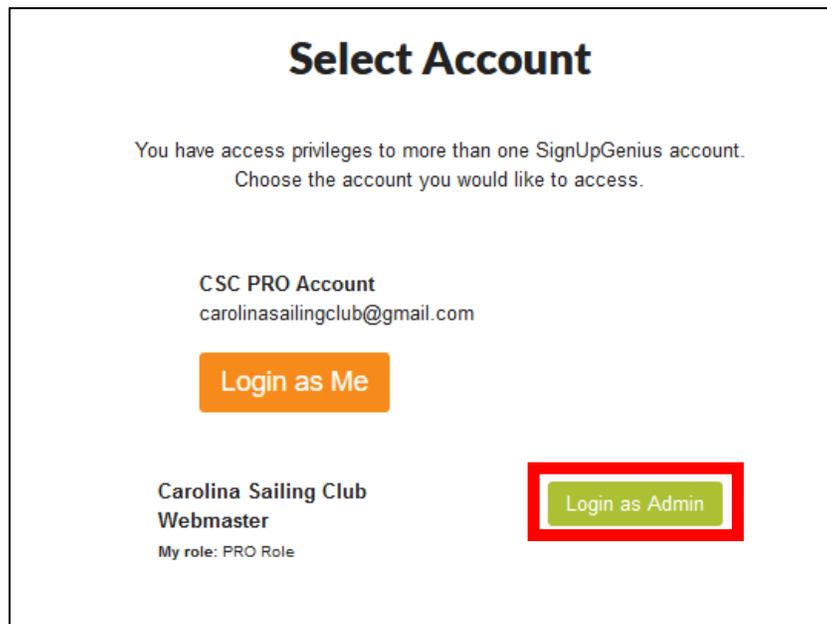


Follow this document to sign into the Admin account for getting emails and phone numbers for RC. To start, open the hyperlink that will lead you to the Signup Genius login page

1. Sign in with your given email and password for the PRO account that the webmaster sent you.



2. Click the Logon Button that is outlined in the photo above and a website that is pictured below should load.



3. Click the Login as Admin button that is outlined in Red above.

- Click on the Sign Ups button on the top left of the screen that will appear.

**Sign Ups**

**Reports**

Sign Ups Stats Volunteers

Fill out the form below to build a custom report using data from all your sign ups.

**Include the Following Sign Ups:**

Winter RC Sign-Ups

**Date Range (mm/dd/yyyy):**

Include all dates from the selected sign ups

Only include dates on the selected sign ups that are between

12/21/2021 03/21/2022

**Report Style:**

**Note:** If you collected phone & address information or a custom question, choose the "List of Sign Ups" report.

Total Sign Up Quantity by User

List of Users for Export to Excel

List of Sign Ups for Export to Excel

Create Report

- Click on Winter RC Signups which is outlined in a red box in the photo below.

**Sign Ups**

Created Favorites Calendar

**Sign Ups I Can Administer** Search

	Carolina Sailing Club	11/07/2021	☆
	<a href="#">Winter RC Sign-Ups</a>	03/27/2022	

Past Sign Ups Archived & Deleted

6. Click on the Print Version button on the top of the screen.

Admin Tools [Reports & Stats](#) [Add / Edit / Delete People](#) [Print Version](#)

Carolina Sailing Club  
**Winter RC Sign-Ups**  
 Please review the available slots below and click on the button to sign up. Thank you!  
 If you need to reach out to the Webmaster with any questions, email [carolinasailingclubwebmaster@gmail.com](mailto:carolinasailingclubwebmaster@gmail.com)  
 Created by: CW Carolina Sailing Club Webmaster

Available Slot	Location	Date (mm/dd/yyyy EST)	Calendar View
Fleet Racing 1/23 1 PRO, 1 RC Boat Driver, 2 Support		01/23/2022 (Sun.) (4)	All slots filled DR DeDe Richardson KR Katie R KS Kevin Sheehan MV Mike Van Hoy
Fleet Racing 1/30 1 PRO, 1 RC Boat Driver, 2 Support		01/30/2022 (Sun.) (4)	3 of 4 slots filled GT Gerald Thompson PRO WM William Mongrain NC MV Michael Van Hoy RC boat driver, sun <b>Sign Up</b>
Fleet Racing 2/13 1 PRO, 1 RC Boat Driver, 2 Support		02/13/2022 (Sun.) (4)	1 of 4 slots filled RF Rob Fewkes Mark boat driver - Sunday <b>Sign Up</b>

7. From there, scroll down to your Sunday and there should be all the emails to reach out to who is working with you!

SignUpGenius [Print Report](#)

[Print Settings](#)

Carolina Sailing Club  
**Winter RC Sign-Ups**  
 Created By: Carolina Sailing Club Webmaster

Dates are in mm/dd/yyyy

Fleet Racing 11/7 - 1 PRO, 1 RC Boat Driver, 2 Support			
11/07/2021 (Sun)			
(4)	Name: _____	Email: _____	Phone: _____
	Name: _____	Email: _____	Phone: _____
	Name: _____	Email: _____	Phone: _____
	Name: _____	Email: _____	Phone: _____
Fleet Racing 11/21 - 1 PRO, 1 RC Boat Driver, 2 Support			
11/21/2021 (Sun)			
(4)	Name: _____	Email: _____	Phone: _____
	Name: _____	Email: _____	Phone: _____
	Name: _____	Email: _____	Phone: _____
	Name: _____	Email: _____	Phone: _____
Fleet Racing 12/5 - 1 PRO, 1 RC Boat Driver, 2 Support			
12/05/2021 (Sun)			
(4)	Name: _____	Email: _____	Phone: _____
	Name: _____	Email: _____	Phone: _____
	Name: _____	Email: _____	Phone: _____