

# SIGN UP GENIUS USER INSTRUCTIONS

## HOW TO SIGN UP FOR A SHIFT

Click on the link provided to sign up, a web browser will open up with available shifts. Some sign ups require an access code, which is provided with the original link and recruitment information. Enter the access code if necessary.

Select the shift you would like to sign up for checking box to the right of the position as shown below.

1:00pm - 4:15pm	Entry (4) Greeter & VAR Assistance	Sign Up <input type="checkbox"/>
	Observer (3)	Sign Up <input type="checkbox"/>
	2nd Dose Scheduler	Sign Up <input type="checkbox"/>
	Line Management / Sanitation (3)	Sign Up <input type="checkbox"/>
	Documenters (5)	Sign Up <input type="checkbox"/>

Click the “Submit and Sign Up at the bottom of the page

Time (PDT)	Available Positions	
1:00pm - 4:15pm	Entry (4) Greeter & VAR Assistance	Sign Up <input checked="" type="checkbox"/>
	Observer (3)	Sign Up <input type="checkbox"/>
	2nd Dose Scheduler	Sign Up <input type="checkbox"/>
	Line Management / Sanitation (3)	Sign Up <input type="checkbox"/>
	Documenters (5)	Sign Up <input type="checkbox"/>
3:45pm - 7:00pm	Entry (4) Greeter & VAR Assistance	Sign Up <input type="checkbox"/>
	Observer (3)	Sign Up <input type="checkbox"/>
	2nd Dose Scheduler	Sign Up <input type="checkbox"/>
	Line Management / Sanitation (3)	Sign Up <input type="checkbox"/>
	Documenters (5)	Sign Up <input type="checkbox"/>

**Submit and Sign Up**

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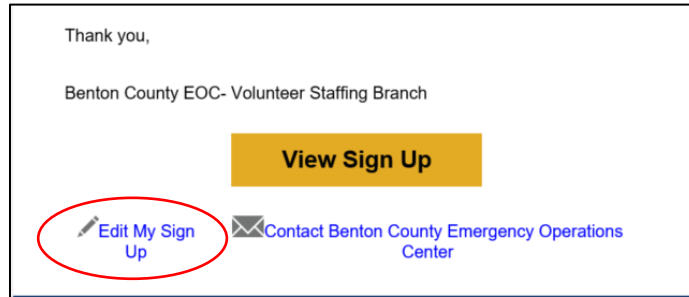
Complete the requested contact information and click “Sign Up Now”

Once signed up, you have the option of adding the shift to your electronic calendar. You will also receive an automatically generated email confirmation listing the shift(s) you have signed up for.

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## HOW TO CANCEL A SHIFT

To cancel a shift, use the link at the bottom of the confirmation email you received when you originally signed up for the shift.



If you are unable to find the original confirmation email, you may use the original sign up link that you received to sign up. This link will direct you to the sign up page. Use the “change your sign up” link.

Already signed up? You can [change your sign up](#).

Time (PDT)	Available Positions
1:00pm - 4:15pm	<b>Entry (4)</b> <span style="float: right;">1 of 4 slots filled</span> Greeter & VAR Assistance <a href="#">Sign Up</a>
	<b>Observer (3)</b> <a href="#">Sign Up</a>
	<b>2nd Dose Scheduler</b> <a href="#">Sign Up</a>
	<b>Line Management / Sanitation (3)</b> <a href="#">Sign Up</a>
	<b>Documenters (5)</b> <a href="#">Sign Up</a>
	<b>Entry (4)</b> <a href="#">Sign Up</a>
3:45pm - 7:00pm	Greeter & VAR Assistance <a href="#">Sign Up</a>
	<b>Observer (3)</b> <a href="#">Sign Up</a>
	<b>2nd Dose Scheduler</b> <a href="#">Sign Up</a>
	<b>Line Management / Sanitation (3)</b> <a href="#">Sign Up</a>
	<b>Documenters (5)</b> <a href="#">Sign Up</a>
	<b>Entry (4)</b> <a href="#">Sign Up</a>

If you need additional assistance or to cancel a shift less than 24 hours prior to the start time, please email [doc\\_volunteer@co.benton.or.us](mailto:doc_volunteer@co.benton.or.us).