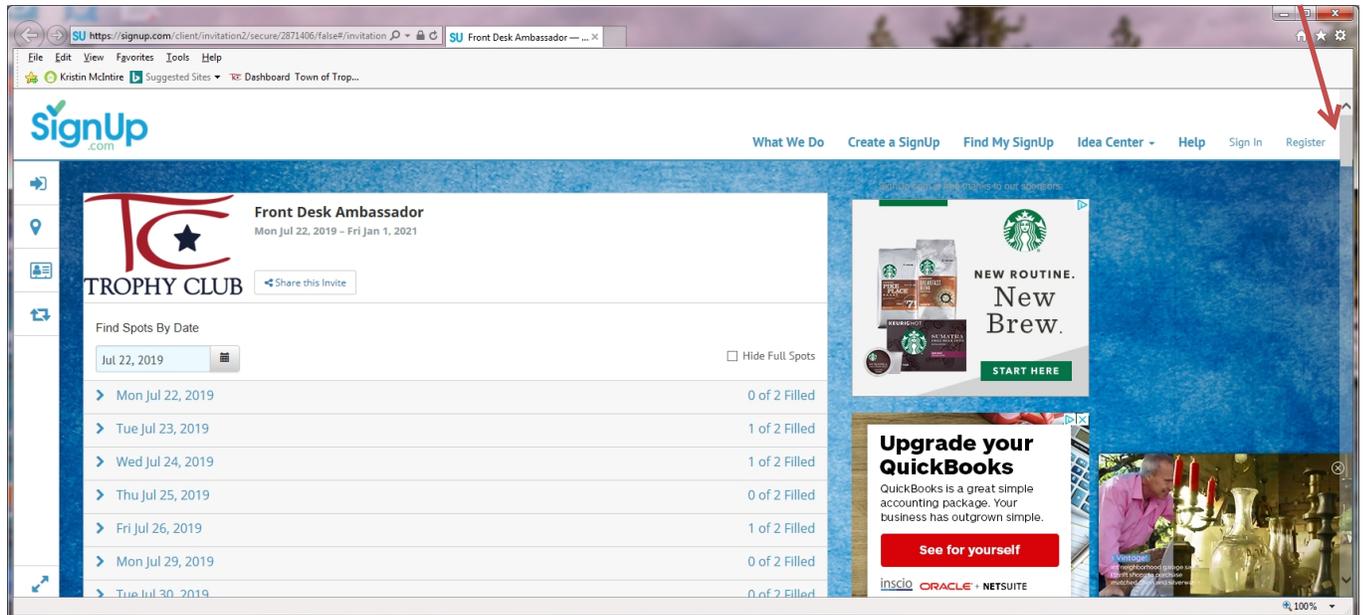


How to use “Sign-Up.com” for Front Desk Ambassador Calendar

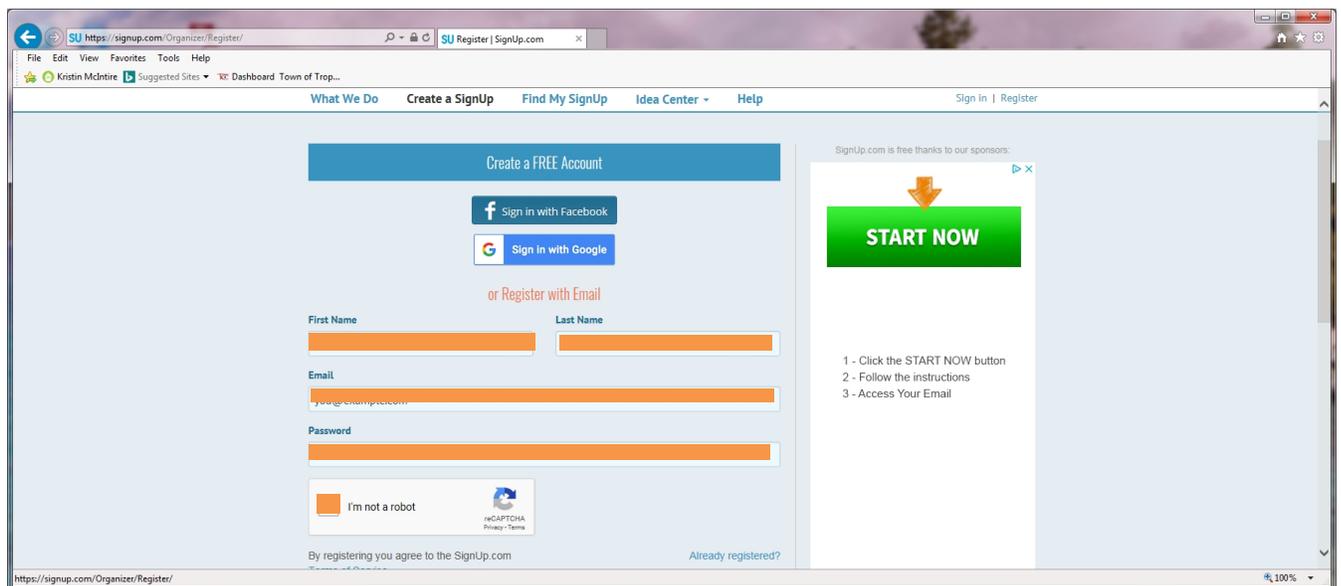
Step 1: Please use shared link provided: <https://signup.com/go/GaXLkrq>

Click [Register](#) (located at the top right-hand corner of the website)

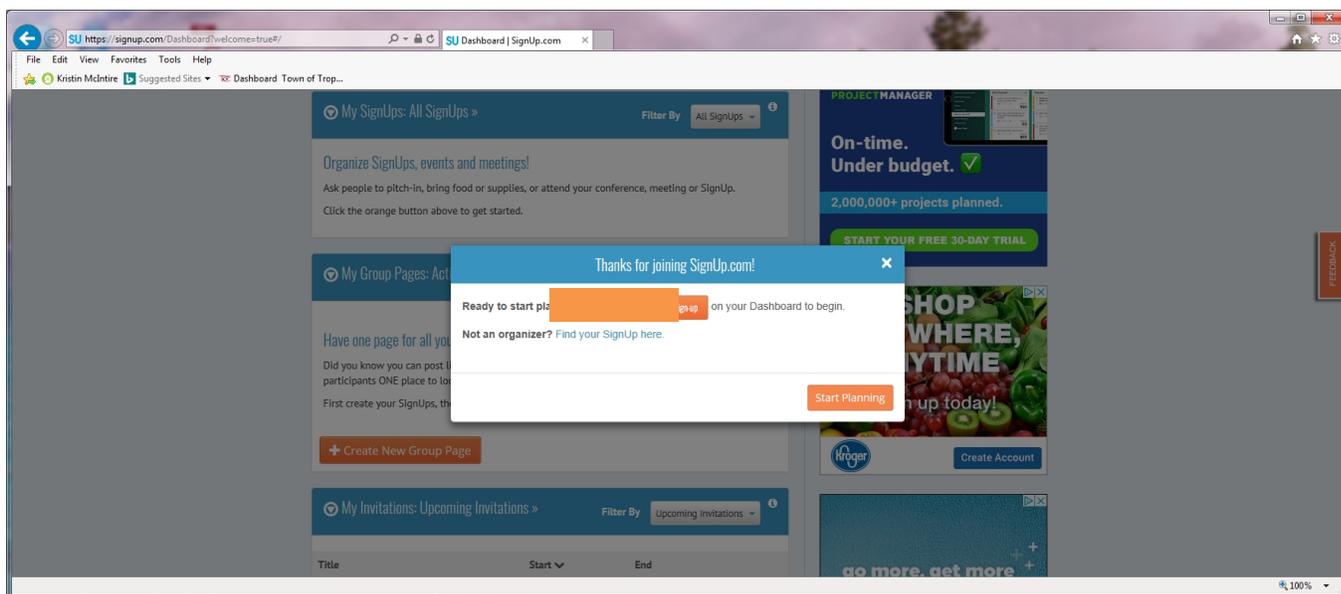
Note: You should be able to use any mobile device or computer.



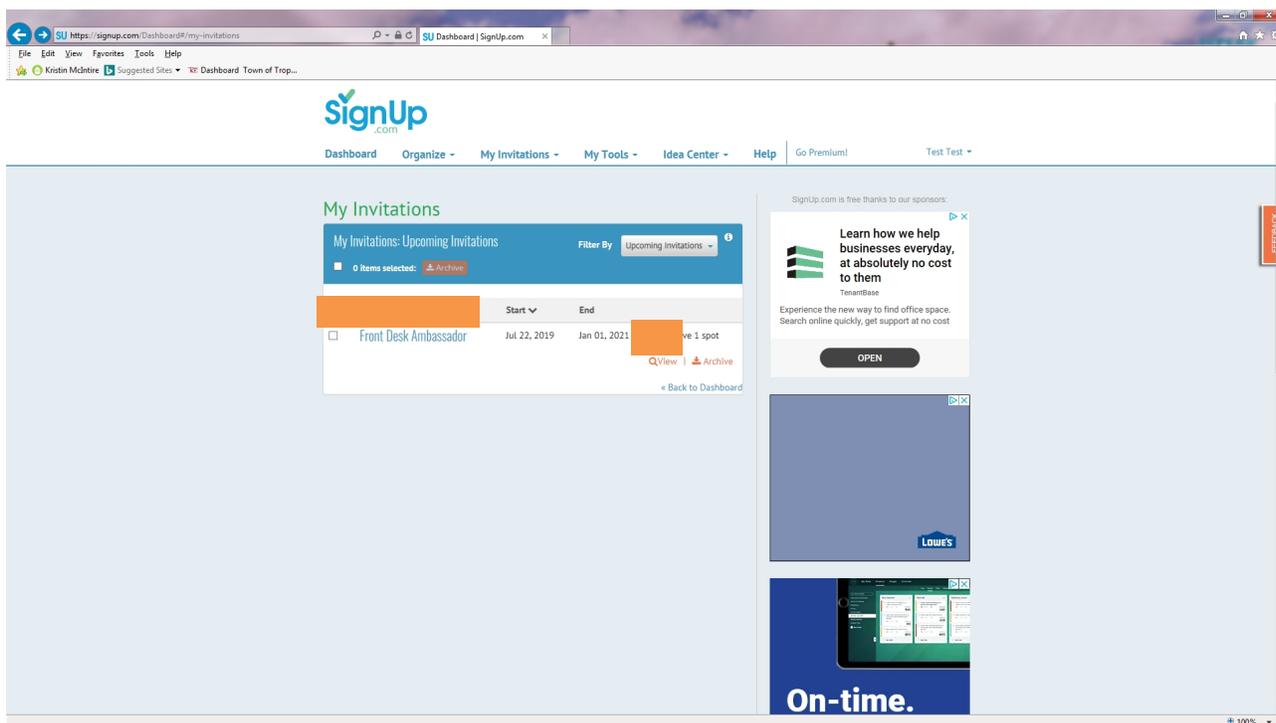
Step 2: To [Register](#), please fill out the highlight fields: First Name, Last Name, Email and password. This is needed to set up your profile.



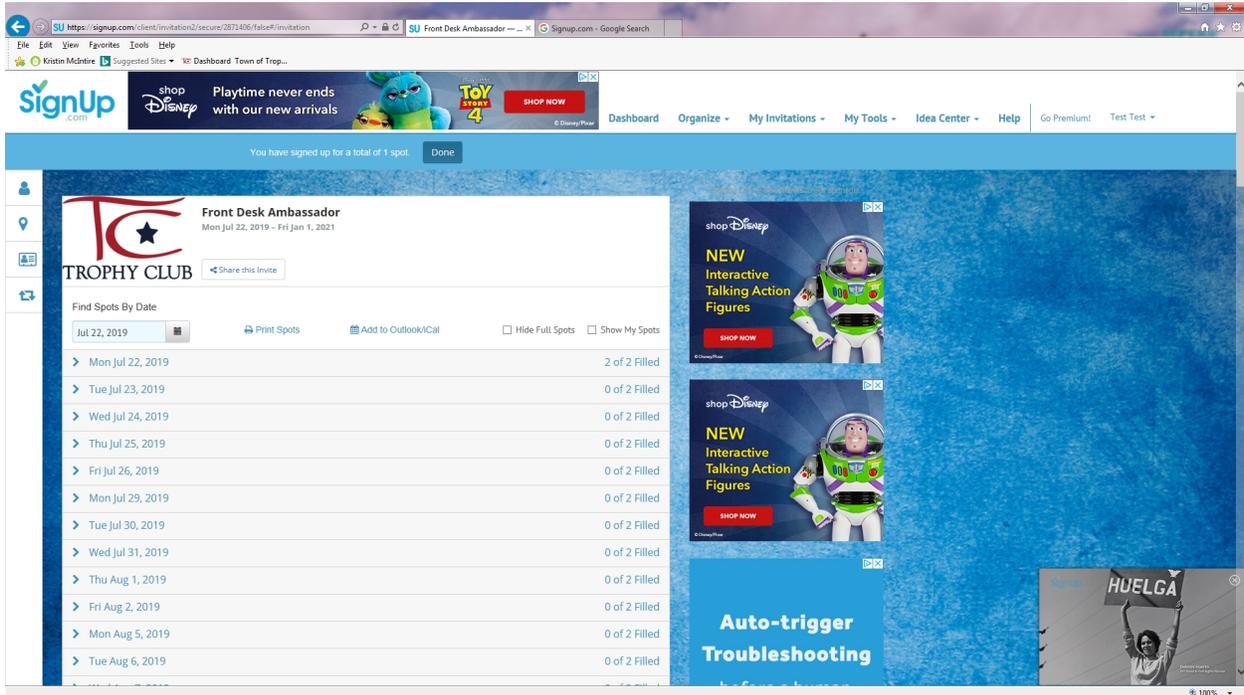
Step 3: When you click continue, this box will appear. Please click the link that reads: [Find your Signup here](#). This will take you to the Front Desk Ambassador Calendar



Step 4: You should now see "Front Desk Ambassador" under **My Invitations**. Click "Front Desk Ambassador" or **View**.

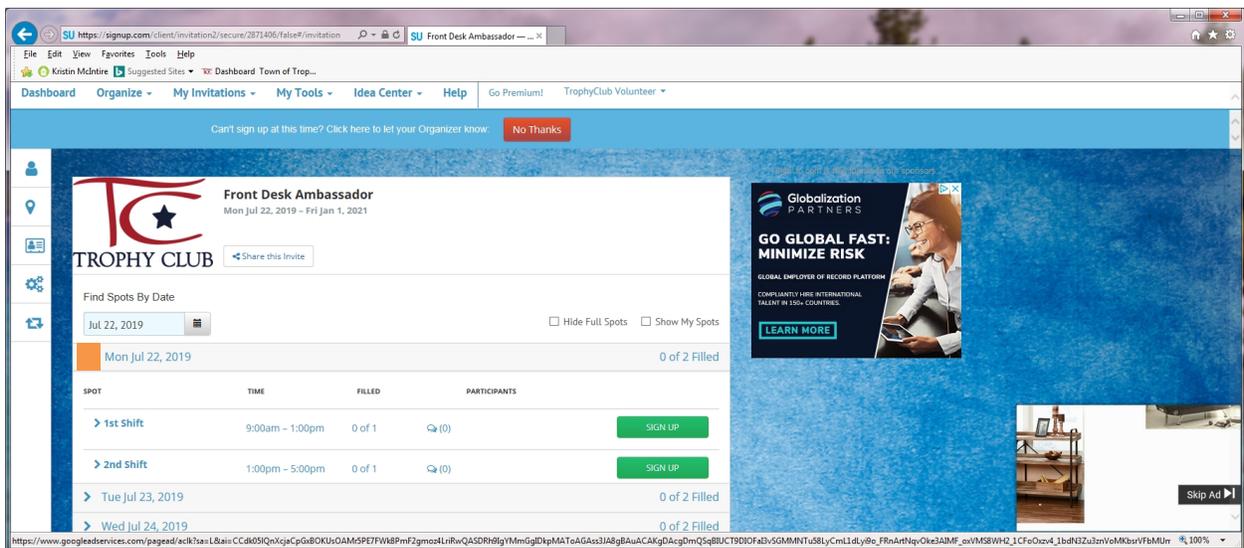


Step 5: Once the Front Desk Ambassador calendar is open you will see the calendar in a list/numerical format.

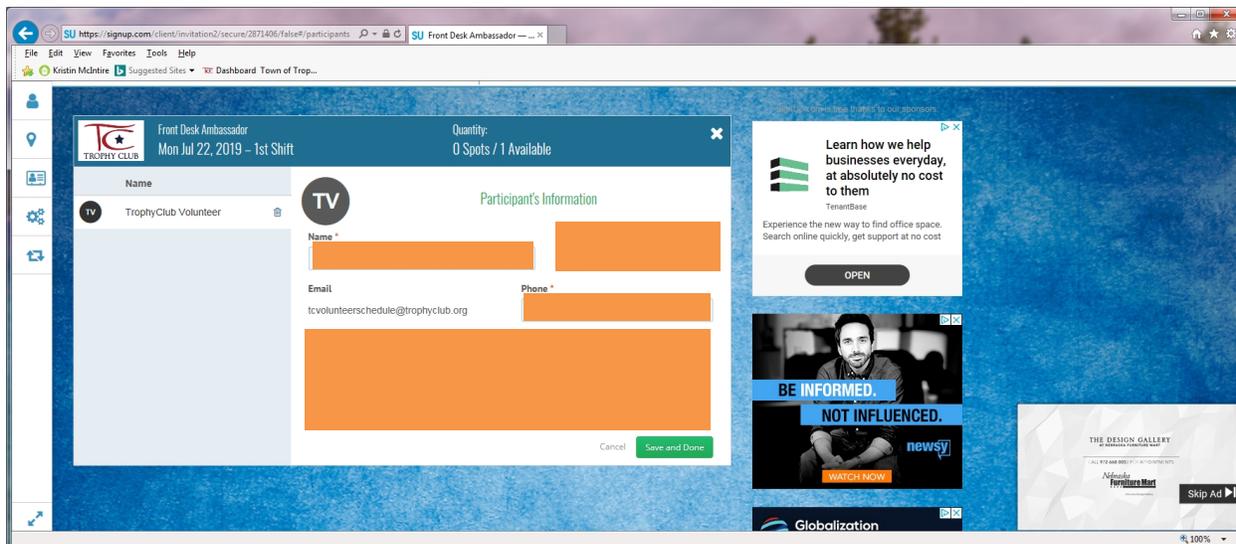


Step 6: Click the “>” to expand the day that you would like to sign up for..

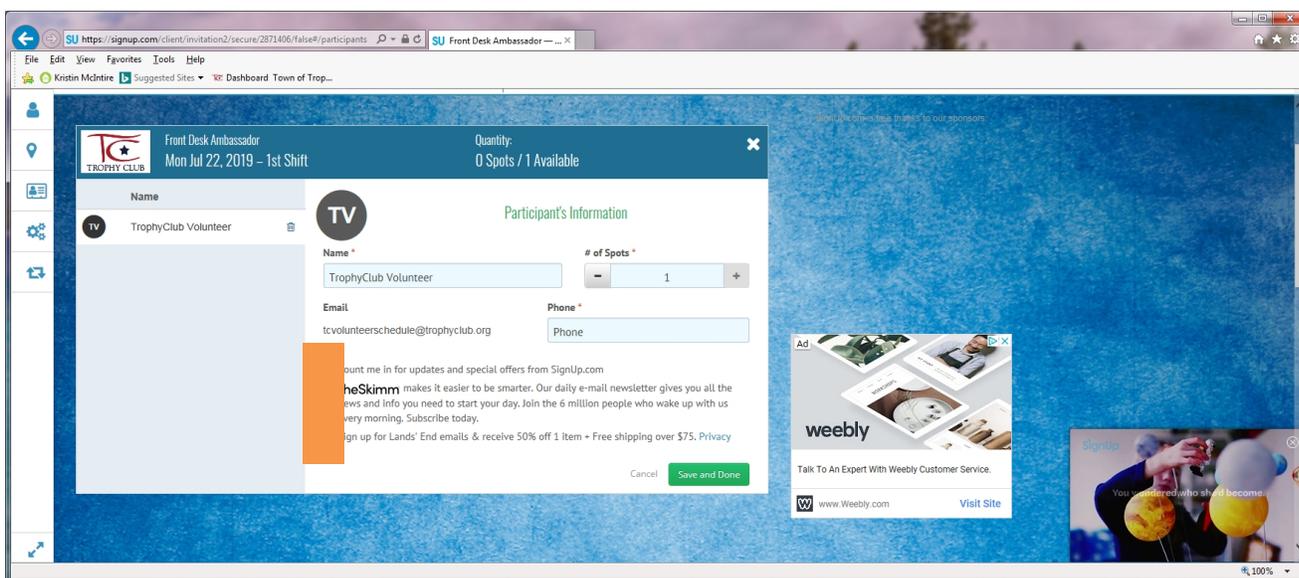
Example Shown: Mon Jul 22, 2019



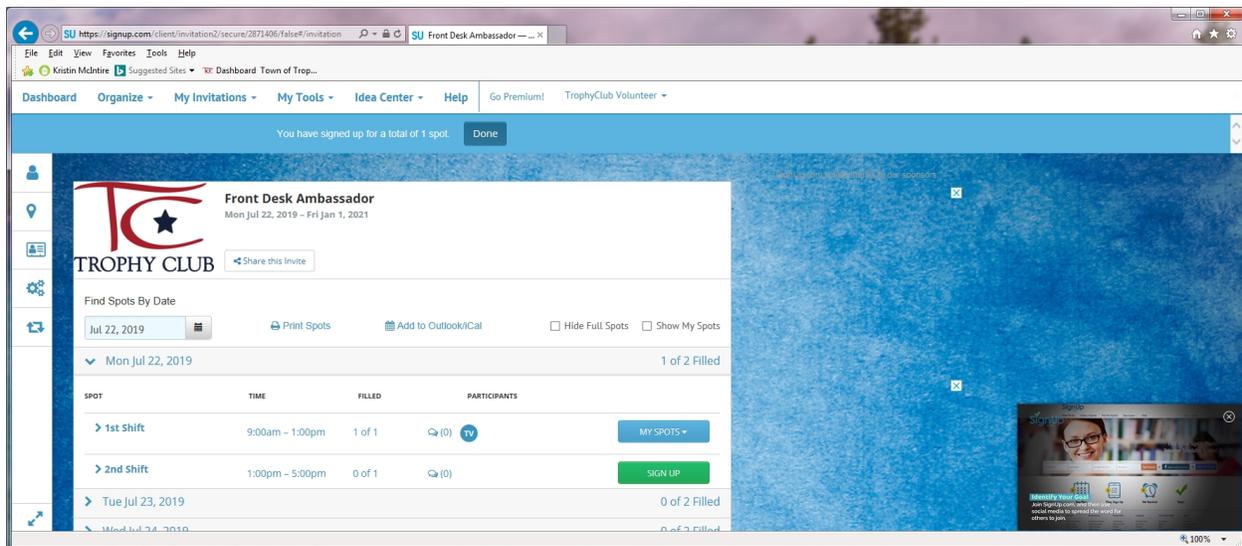
Step 7: You will be directed to Sign in on the day you have chosen. It will be auto filled if logged in. Leave “# of spots” at 1. *Example Shown: Mon Jul 22, 2019*



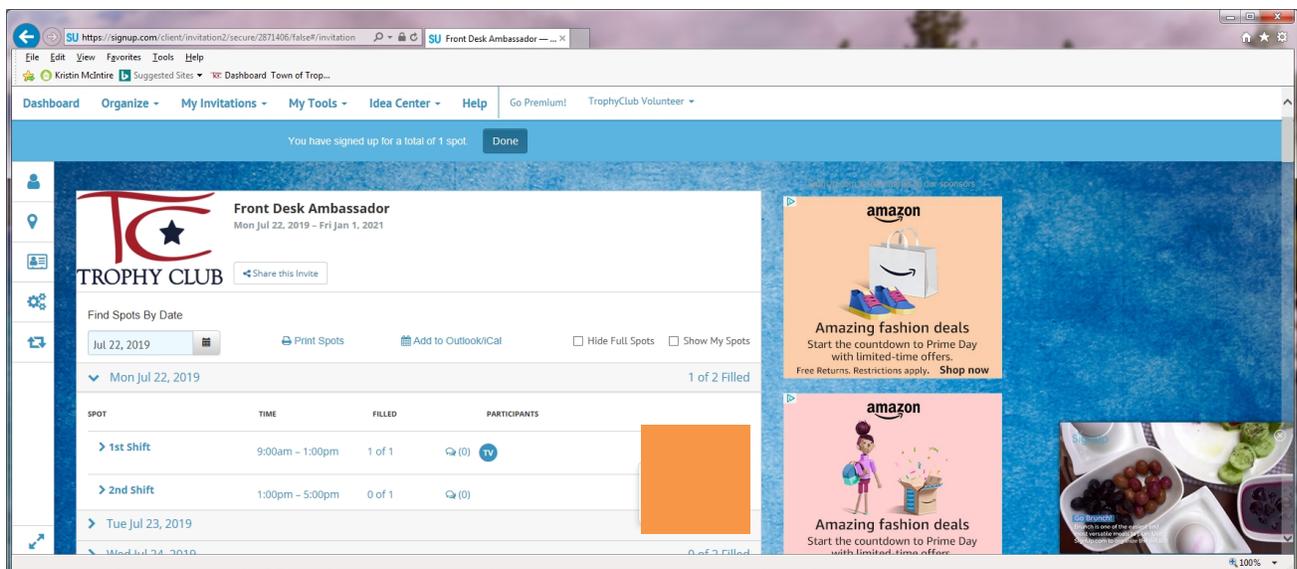
Step 8: **VERY IMPORTANT**: Make sure to UNCHECK all advertisements before you click **Save and done**. The following are advertisements and are not affiliated with the Town of Trophy Club.



Step 9: You are now signed up for that day and shift. You will receive an email from SignUp.com reminding you of your shift that you just signed up for...

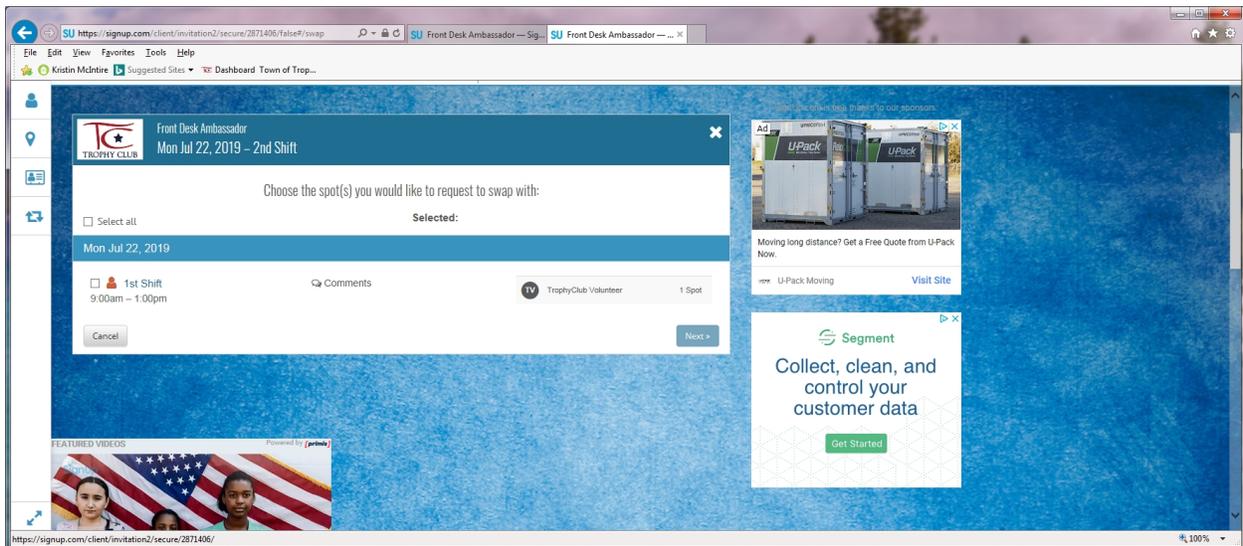


Note: If for you need to make any changes to your assigned shift, click the blue button: **My Spots**. A small drop down window will appear and this is where you can edit your shift, swap and remove your shift.



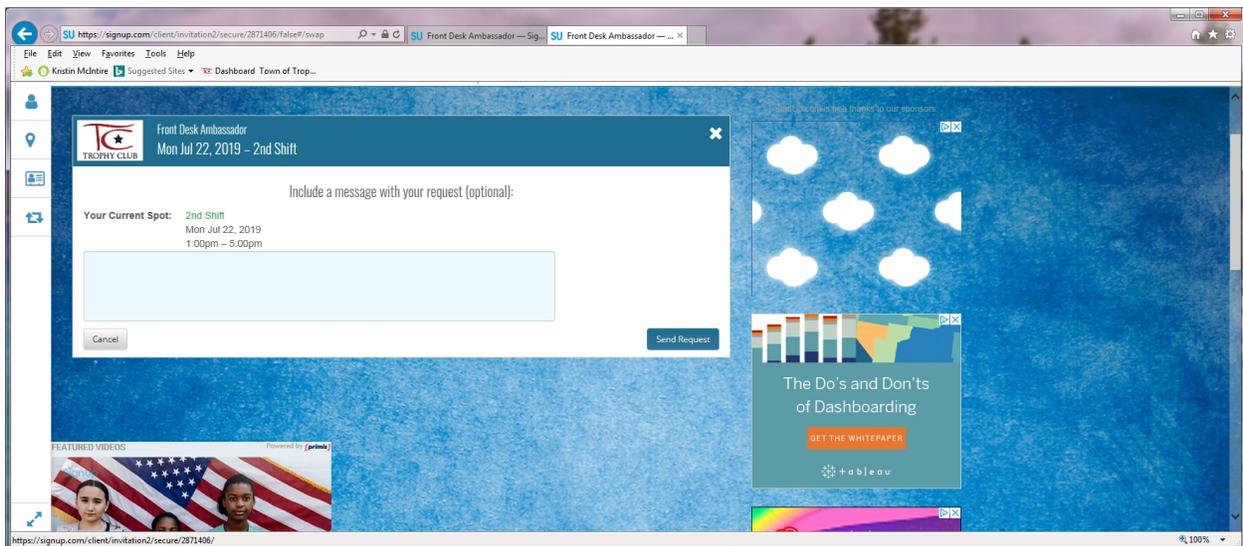
Note: The **My Spot** only shows up when you have scheduled a day/shift.

Step 10: To swap, simply click the **Swap** in the drop down window. You will be directed to: **Choose the spot(s) you would like to swap with:**

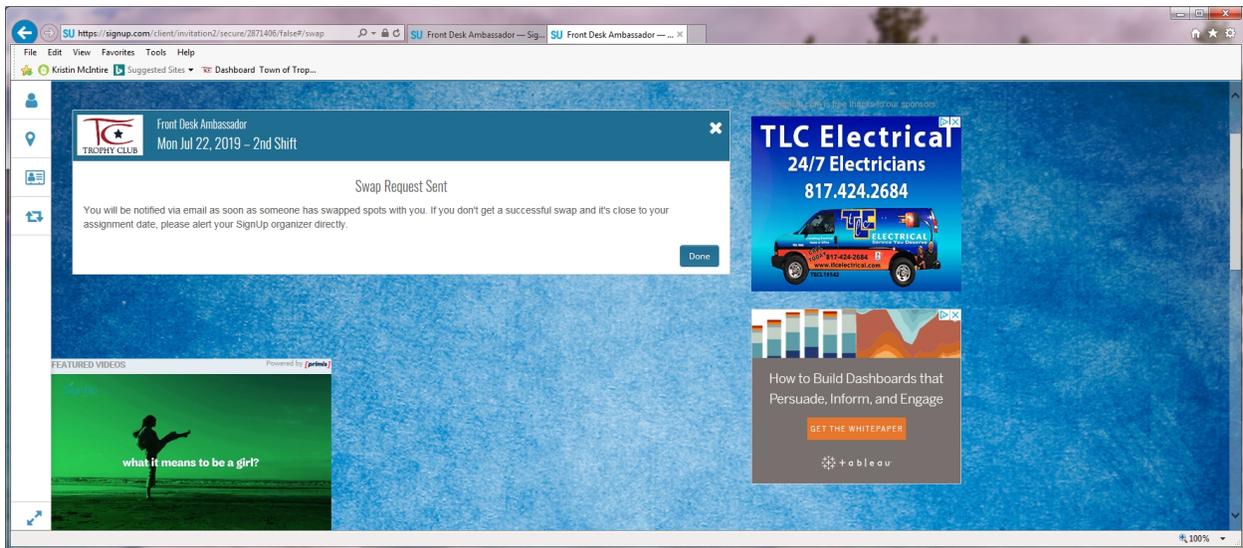


Step 11: Simply select the date/shift you want and click **Next:**

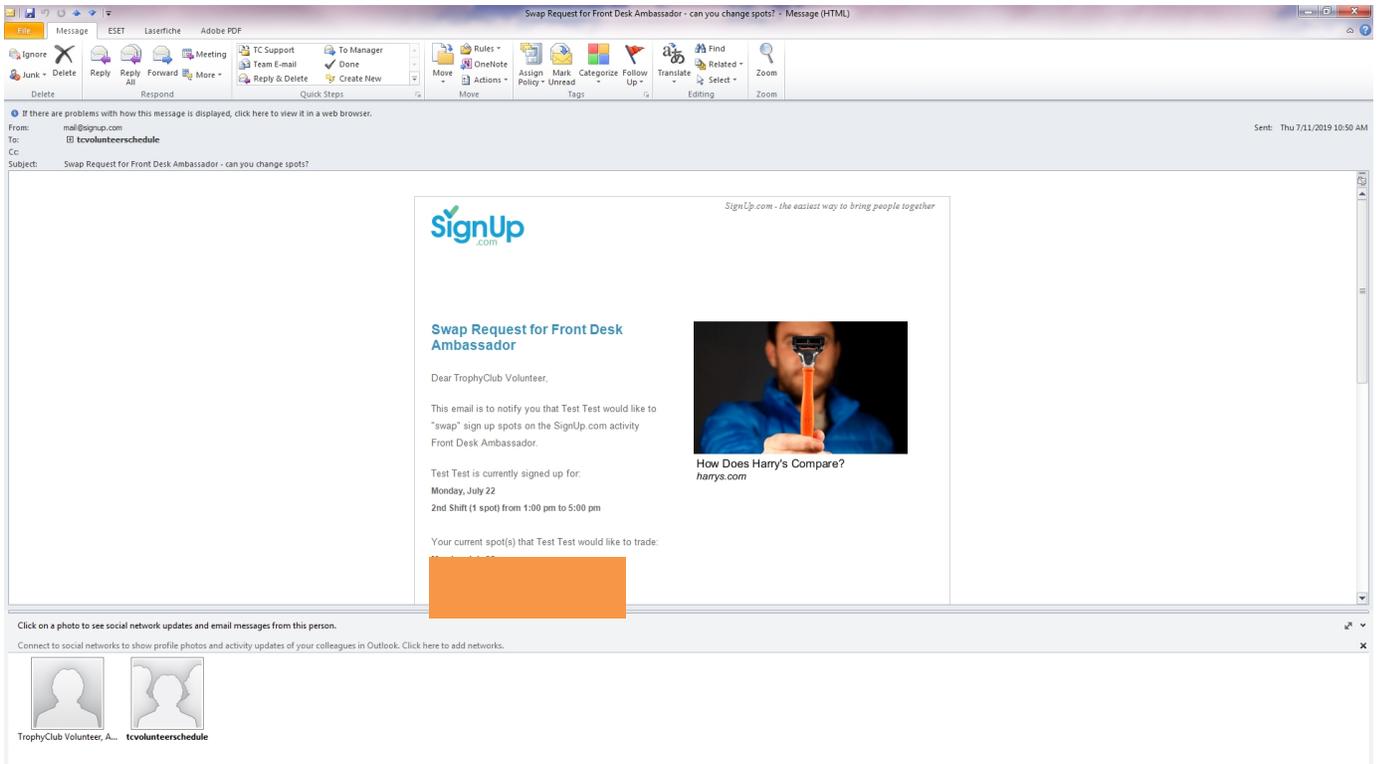
Include an optional message with the request (to swap) to whoever has that day/shift currently and click **Send Request.**



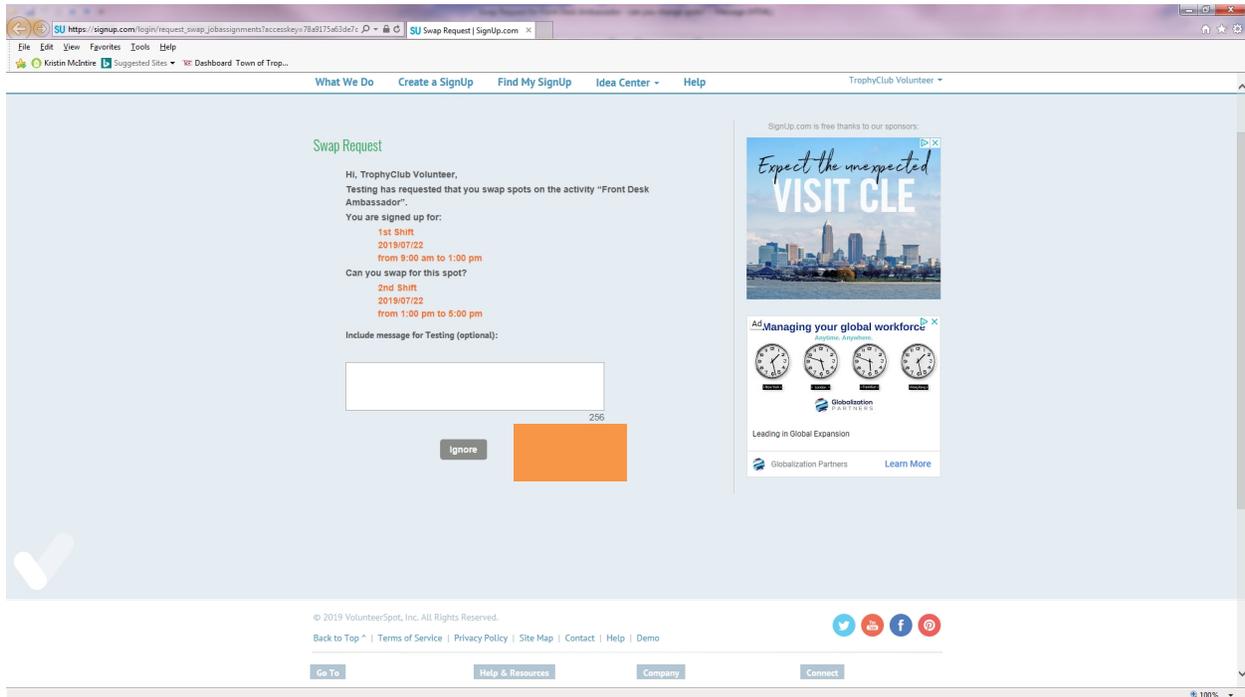
Step 12: You will see the following screen and the person that has that current shift will be notified.



This is what the email will look like when a request to **swap day/shift** is sent....



Step 13: Click the [clickhere](#) link (shown above) and you will be directed to Signup.com to either choose to **Yes! Swap Now** or **Ignore**.



If there are any questions or concerns:

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682-237-2986

tcvolunteerschedule@trophyclub.org