HOW TO CREATE A SignUpGenius FOR COLLECTING HOLIDAY BOX ITEMS
Visit www.SignUpGenius.com to get started!

STEP ONE: After you’ve created a profile, select ‘Create a Sign Up’ and the first step is ‘DESIGN’

- From there, you’ll input the ‘Title of Sign Up’ = ex. Holiday Boxes for Harvesters
- You’ll also insert the name of your ‘Group’ or Company
- There are many ‘Theme Designs’, we like ‘Food Donations’
STEP TWO: The next step is ‘SLOTS’

- You will create nine slots (one at a time) for the ten items that go in a Holiday Box (2x green beans)
- You will indicate the number you are collecting or the number of boxes you plan to make (double the green beans)
STEP THREE: The next step is ‘SETTINGS’

- We didn’t make any adjustments to their automated settings
STEP FOUR: The last step is ‘PUBLISH’
• Your colleagues will not need to make a profile or log in to sign up for the donations they’re bringing