

Instructions: How to Delete a Sign-Up (Fall 2012)

Note: Instructions are the same for elementary and middle school conferences.

1. Go to www.signupgenius.com and click on the "LOGIN" button in the top right corner (figure 1).

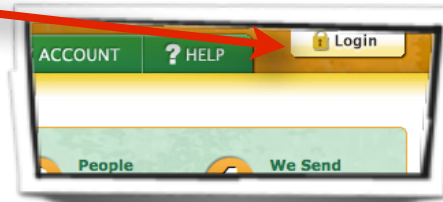


figure 1

2. Find the correct conference session and click on the red X (X) on the right (figure 2).

Date	Time/Location	Item	Sign Up	Action
1/07/12	1:30PM - 2:00PM OMS Pavilion	Available Teachers for November 7, 2012:, Mrs. Dahan (English), Mr. Guise (English & Technology), Mr. McKeague (Math), Mrs. Mosley (Science), Mr. Overland (Math), Mr. Palaszewski (Social Studies), Ms. Stegman (Religion) *Mrs.	Middle School Conferences (Fall 2012)	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

figure 2

3. At this point, you will be prompted to enter the sign up form password. The password is the same one you have already entered, "omsfalcons." After entering the password, click on the "Submit" button (figure 3).

PASSWORD REQUIRED

You must enter a password to view the sign up form "Middle School Conferences (Fall 2012)". This is your SignupGenius.com password and should have been provided to you by your teacher.

Sign Up Form Password:

figure 3: The password is "omsfalcons."

figure 4

	Date	Time	
ber 7, 2012: Technology), Mr. McKeague (Math), Mrs. Palaszewski (Social Studies), Ms. Stegman be availble from 1:30 until 3:00.*	11/7/2012 (Wed)	1:30PM - 2:00PM (6)	1 of 6 slots filled ✓ Jimmy Dean Jimmy Jr. <input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Sign Up"/>

4. Click on the "DELETE" button underneath your name (figure 4).

4. Click on the "YES DELETE" button (figure 5). If you are successful, you will see a message at the top of the sign-up sheet that states, "The sign up was deleted." Your name will no longer appear in on the sign-up sheet (figure 6).

11/7/2012 (Wed) 1:30PM - 2:00PM - Available Teachers for Nov

This sign up will be permanently removed. There is no undo.

Send notification to the sign up administrator (OMS Coordinator) with

figure 5



figure 6: Great job!