📖 How to use Sign Up Sheets - V3

Quick run through

How to SIGN UP

1. Click on Calendar → Volunteering to find the Sign Up Sheets or find the button

2. Choose the Sheet you are interested in and click on its title

3. Choose the task on the sheet you want to sign up for

4. Check that your name is correct and "Sign Me Up!"

5. You'll get a confirmation email

How to CANCEL a signup

⚠️ If you have to cancel a signup, please do this **as soon as possible**!
You can do this on the page with your signups:
https://www.chatham-kentkiwanis.com/tasks-you-have-signed-up-for/ ⧉

If you need more detailed walk through, click HERE
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How to CREATE sign up sheets

1. Click on + New → Sign-Up Sheet

2. Add title and a description of project

3. Add number of tasks and number of people you'll need for each task

4. Click "Publish"

How to cancel/update existing entries

This can only be done by a user who is a Sign Up Manager or the author of the sign up sheet.

➡️ See here to Manage Entries
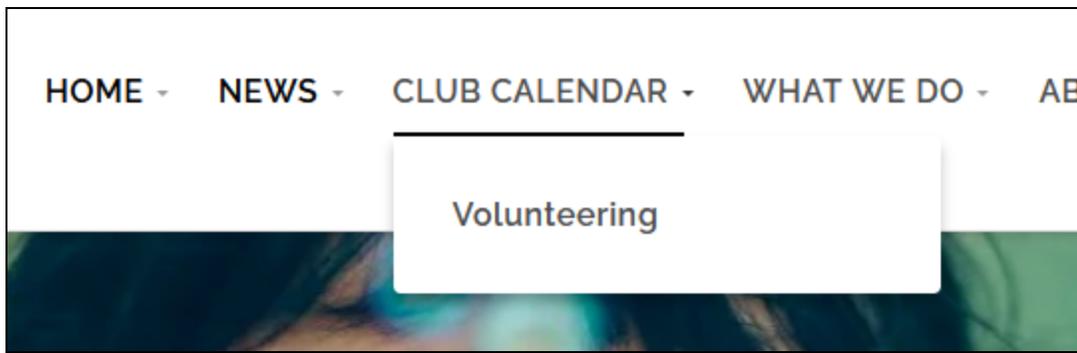
If you need more detailed walk through, click HERE
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More details

Where to find the sheets

The current sign up sheets are listed on a separate "Volunteering" page, which can be found under the "Club Calendar" in the top menu of the website.

The "Volunteering" page has two tables:

1. a list of current volunteer opportunities

2. a list of the tasks you signed up for (you'll have to click on it to open)

3. a list of old sign ups (you'll have to click on it to open)

4. a link to this help file

5. a link to a special form for Music Festival volunteers

Current Volunteer Opportunities

Title	Date	Open Spots	
Bright Beginnings Expo	May 3, 2025	0	✓ Filled
Bingo Schedule May 7 2025	May 7, 2025	0	✓ Filled
Bingo Schedule May 23 2025	May 23, 2025	0	✓ Filled
Terrific Kids Program - May - Capable	May 30, 2025	2	View & sign-up »
Discover Blenheim	May 31, 2025	7	View & sign-up »

► **Click to see the tasks you have signed up for (you'll need to be logged in to see them).**

► **Click to see your previous sign ups (you'll need to be logged in to see them).**

► **Do you need help?**

► **Even more opportunities**

Detailed info on the tables [here](#)

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How to sign up

click on a sign up sheet title to open the sheet.
You can only sign up on a sheet if there are still spots open. If all spots are taken, it will say " ✔ Filled".
The sheet will have two columns:

Sign up below...

Details Task	Name

Under Name you will find the open slots which will say "Sign up »". Click on it and a form will open where you name will already be filled in. Just click on "SIGN ME UP!" and your done. You will get an email confirming that you've signed up.

SIGN ME UP!   or « go back to the Sign-Up Sheet

Manage Sign-ups

Once you have signed up, you will not be able to change it. Please contact the organizer of the event to make that change.

Organizers of events can become Sign-Up Managers, who can edit and update any sign ups. Currently Clare, Mandy, Jenn P, Kim and Antoon are Sign-Up Managers. Let Antoon know if you would like to be included in that group.

➡️ [Manage Sign-Ups (new)](#)
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More info on the tables

On the Volunteering page you'll find three tables

1. a list of current volunteer opportunities

    1. column: **Title** = name of the sign up sheet

    2. column: **Date** = *deadline* of the sheet. Once this date is reached, the sheet is closed

    3. column: **Open Spots** = total number of slots open

    4. column: unnamed = link for sign up

2. a **LINK** to a list of the tasks you signed up for

    1. column: **Date Task** = Date of the task. The table is sorted on this column

    2. column: **Signup Sheet** = title of sign up sheet, clicking on it will take you to the sheet with all the details

    3. column: **Task** = the details of the Task

    4. column: **Cancel**= link to delete your signup. *NOTE* you can do this up to 2 weeks before the task. After that contact the author of the signup sheet or webmaster.

3. a **LINK** to a list of your old sign ups

    1. through 3.: same as the first table

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How to create a sign up sheet

Only certain Kiwanis members can create sign up sheets. At the moment these are all the officers, including board members, and others upon request. How do you know that you can create sign up sheets? Check the top tool bar:

If you see "Sign-up Sheet" under the + New option, then you can create one.

Click on that to start a new sign up sheet.
You will see a new page that looks like this:

Add New Sign-up Sheet

Add title

Visual   Text

Paragraph ▾ | **B** | *I* | ☰ ☰ 66 ☰ ☰ ☰ � ⌨ 🖼

Add title => fill in the name of the project
In the text portion you may explain in detail what the project is and why you need help.
Further down you'll find

General

Date

which is actually the date for the deadline. After this date the sign up sheet will no longer be visible for the users.
The next part is on the tasks and slots:

Tasks

What   **# of Spots**

≡

Under "What" describe what and when the task is that you need help with.
Under "# of Spots" enter the number of volunteers you need for this slot.
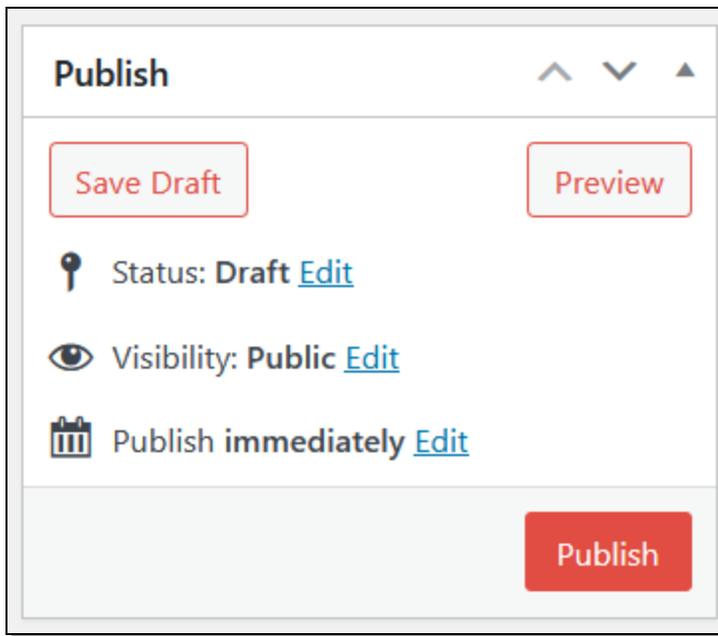To the right you see three icons:

⊕ will allow you to add another task

🗑 to delete the current task

📑 to copy the current task and update.

The rest of the page deals mostly with features in the Pro version of this utility. Since we are using the Free version you may as well skip all that.
The only other part that is important is to the right of the screen where you'll see

Click "Publish" if you are ready to show this sheet to the member visitors.
Click on "Save Draft" if you want to finish this sheet later.
Tip: you can also schedule the publishing of a sheet to a later date. Default is **immediately**.
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**Re-using existing sheets and managing entries**

You may copy an existing sheet to re-use it for a similar project. This can be very handy if the project is recurring on different days.
Also, you may want to manually enter names on the sheet, which is done by "Manage Sign Ups".

To do these special operations, click on the plus sign in the top of your screen, and choose "Sign Up Sheet":
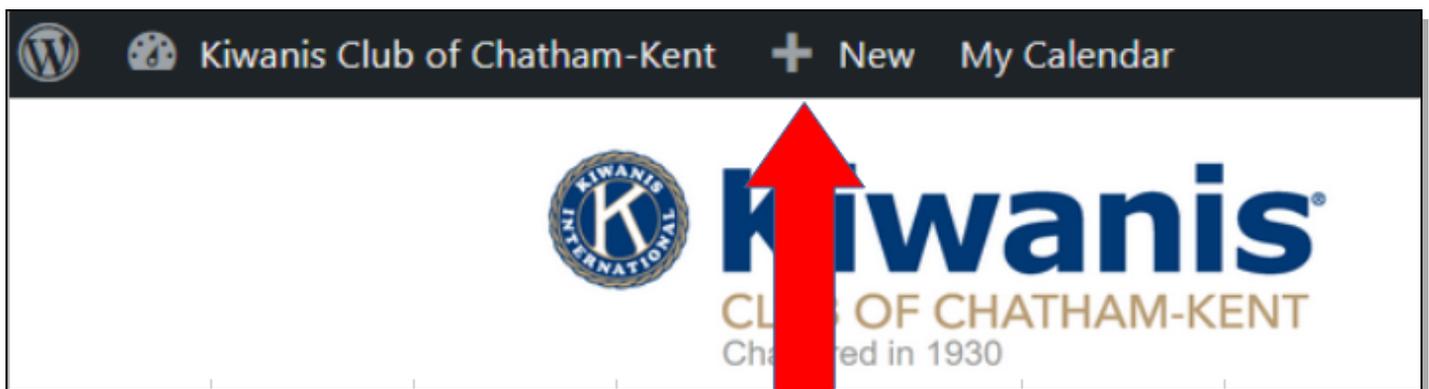
To the left of the screen you'll see:
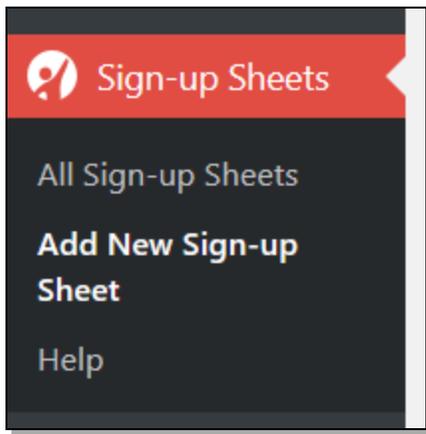
Now choose "All Sign-up Sheets" and you'll get a list of all sign up sheets.
When you move you mouse over one of them, you'll see a number of options:

Edit → update an existing sheet
Quick Edit → update just a few details
Trash → delete the sheet
View → show the page with the sign up sheet
Manage Sign-ups → allows you to manually add or delete entries
Copy → create a copy of the sheet which you could edit after that
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Manage Sign-Ups

Sign-Up Managers will see a special link on the sign up sheet:

Click here to update the sign ups.

When you follow that link, the editing page of the sheet will be shown on a grey background.
At the bottom you'll find the sign up sheet with a white background, like the example below:

Sign-ups

Details Task	Name	☐ Clear Selected
Setting up 9:30am	#1: Antoon van der Reijden	☐ 🗑 ✏ ⓘ ⌄
	#2: Clare Latimer	☐ 🗑 ✏ ⓘ ⌄
Promote DPIL and interact with children 10am-noon	#1: Clare Latimer	☐ 🗑 ✏ ⓘ ⌄
	#2: Antoon van der Reijden	☐ 🗑 ✏ ⓘ ⌄
Details Task	Name	☐ Clear Selected

Click on the trash can next to a name to remove that name from that task.
Click on the pencil to change it to a different name.
When you want to change an entry to a different name, you can fill in any name:

First Name *

Vincent

Last Name *

van Gogh

Linked User

⌄

* = required

Just make sure the "Linked User" is correct. Leave blank when in doubt.
Note: no email will be send to the user if their name is filled in by the sign-up manager.
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