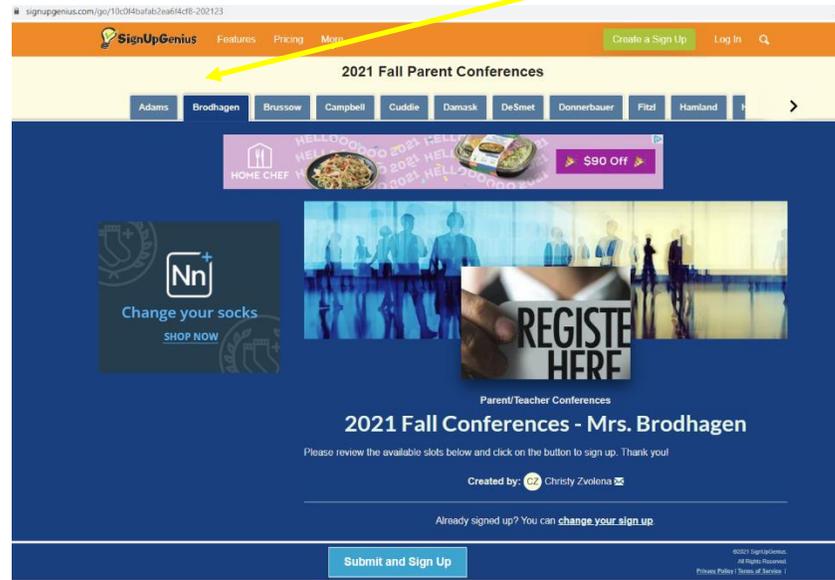


Instructions for Signup Genius

1. Open the link for SignupGenius
<https://www.signupgenius.com/tabs/13574D905A2CEE8CFA18-2022conferences>
2. Across the top of the page you will see a tab for each teacher. All the **teachers** in the district are listed in alphabetic order. Access from a cell phone will look slightly different. The teacher's names will be in a drop-down menu.



3. Choose a teacher's name and click on the tab to make an appointment. Each teacher's page looks the same, so scroll down to see the available time slots. Slots are available for both Monday and Tuesday from 3:30 pm to 7:00 pm.

2021 Fall Conferences - Mrs. Brodhagen

Please review the available slots below and click on the button to sign up. Thank you!

Created by: Christy Zvolena

Date (mm/dd/yyyy)	Time (CST)	Available Slot	
11/22/2021 (Mon.)	3:30pm - 3:45pm	Mrs. Brodhagen Title	<input type="button" value="Sign Up"/>
	3:45pm - 4:00pm	Mrs. Brodhagen Title	<input type="button" value="Sign Up"/>
	4:00pm - 4:15pm	Mrs. Brodhagen Title	<input type="button" value="Sign Up"/>
	4:15pm - 4:30pm	Mrs. Brodhagen Title	<input type="button" value="Sign Up"/>
	4:30pm - 4:45pm	Mrs. Brodhagen Title	<input type="button" value="Sign Up"/>
	4:45pm - 5:00pm	Mrs. Brodhagen Title	<input type="button" value="Sign Up"/>
	5:00pm - 5:15pm	Mrs. Brodhagen Title	<input type="button" value="Sign Up"/>

4. Click on the white button that says **Sign Up**. A checkmark will appear in the box.

Parent/Teacher Conferences

2021 Fall Conferences - Mrs. Brodhagen

Please review the available slots below and click on the button to sign up. Thank you!

Created by: CZ Christy Zvolena

Date (mm/dd/yyyy)	Time (CST)	Available Slot	Calendar View
11/22/2021 (Mon.)	3:30pm - 3:45pm	Mrs. Brodhagen Title	Sign Up <input type="checkbox"/>
	3:45pm - 4:00pm	Mrs. Brodhagen Title	Sign Up <input type="checkbox"/>
	4:00pm - 4:15pm	Mrs. Brodhagen Title	Sign Up <input type="checkbox"/>
	4:15pm - 4:30pm	Mrs. Brodhagen Title	Sign Up <input checked="" type="checkbox"/>
	4:30pm - 4:45pm	Mrs. Brodhagen Title	Sign Up <input type="checkbox"/>
	4:45pm - 5:00pm	Mrs. Brodhagen Title	Sign Up <input type="checkbox"/>
	5:00pm - 5:15pm	Mrs. Brodhagen Title	Sign Up <input type="checkbox"/>

Submit and Sign Up

5. Go to the bottom of the page and click on the blue button that says **Submit and Sign Up**.

6. A new screen will open. On this screen, you will need to enter your **first and last name**, an **email address**, the best **phone number** to reach you and then choose between an **in person or phone call conference**.

← Back to 2021 Fall Conferences - Mrs. Brodhagen

Sign Me Up

Sign me up for:

Available Slot	Date (mm/dd/yyyy - CST)	My Comment	Quantity
Mrs. Brodhagen	Mon., 11/22/2021 4:15pm - 4:30pm	<input type="text"/>	1

Name First Last

Email

Already have a SignUpGenius account? [Login](#)

Phone Mobile

Virtual or In-Person?

In-Person

Phone

By signing up, you agree to the SignUpGenius [Terms of Service](#) and [Privacy Policy](#).

Sign Up Now Cancel

7. Once all those boxes are filled in, click the blue **Sign Up Now** button at the bottom of the page. You will need to save after each teachers page otherwise the information will be lost, and your time slot may be taken by someone else.

← Back to 2021 Fall Conferences - Mrs. Brodhagen

Sign Me Up

Sign me up for:

Available Slot	Date (mm/dd/yyyy - CST)	My Comment	Quantity
Mrs. Brodhagen	Mon., 11/22/2021 4:15pm - 4:30pm	<input type="text"/>	1

Name

Email

Already have a SignUpGenius account? [Login](#)

Phone

Virtual or In-Person?

In-Person

Phone

By signing up, you agree to the SignUpGenius [Terms of Service](#) and [Privacy Policy](#).

8. A new screen will open that shows the teacher and conference time that was scheduled. You will also get an email with the same information. The time slot is now saved.

 **SignUpGenius** [Features](#) [Pricing](#) [More](#)

Thank you, Nancy!

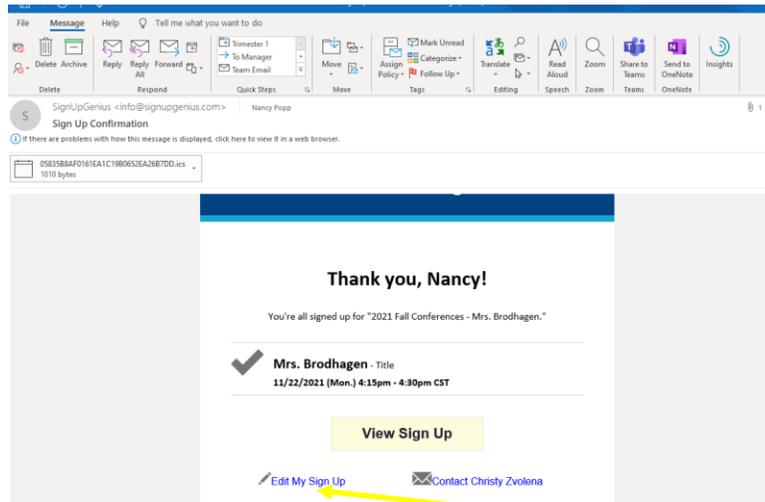
You're all signed up for **2021 Fall Conferences - Mrs. Brodhagen.**

A confirmation email with an attached iCalendar has been sent to you.

✓ **Mrs. Brodhagen**
Mon., 11/22/2021 4:15pm - 4:30pm CST

Changing a requested time slot

1. A change in the time slot can be made by opening the email from Signupgenius.com. A message will be sent to the email address that was added when setting up a time slot.



2. Once the email is open, click on the button that says **Edit My Sign Up**.

3. A new screen will open that contains all the saved information for the conference. At the bottom of the page, click on the blue button that says **Delete**.

Sign Me Up

Sign me up for:

Available Slot	Date (mm/dd/yyyy - CST)	My Comment	Quantity
Mrs. Brodhagen	Mon, 11/22/2021 4:15pm - 4:30pm		1

Name: Nancy Popp

Email: nancypopp@loyal.k12.wi.us

Already have a SignUpGenius account? [Login](#)

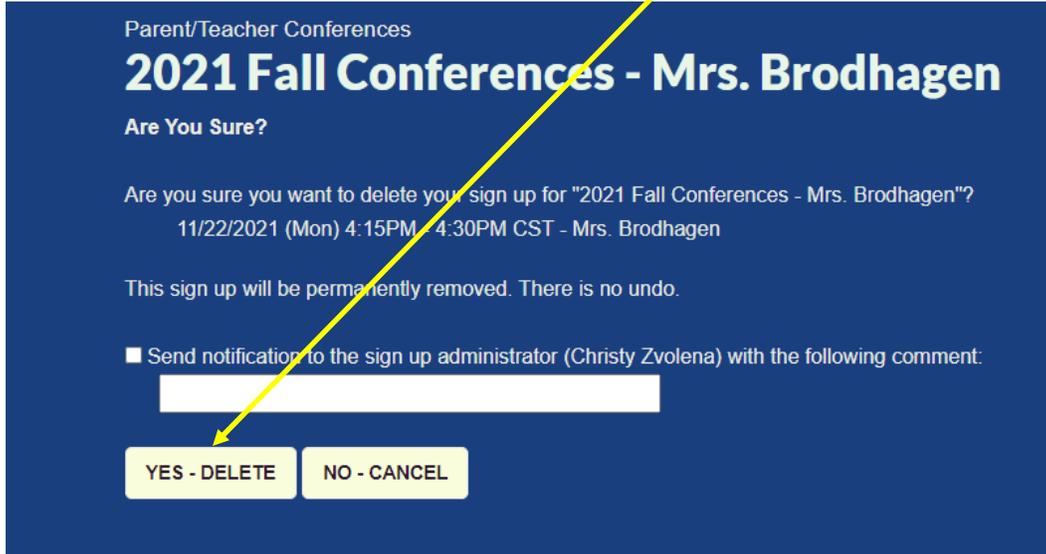
Phone: 7152558561 Work -

Virtual or In-Person?
 In-Person
 Phone

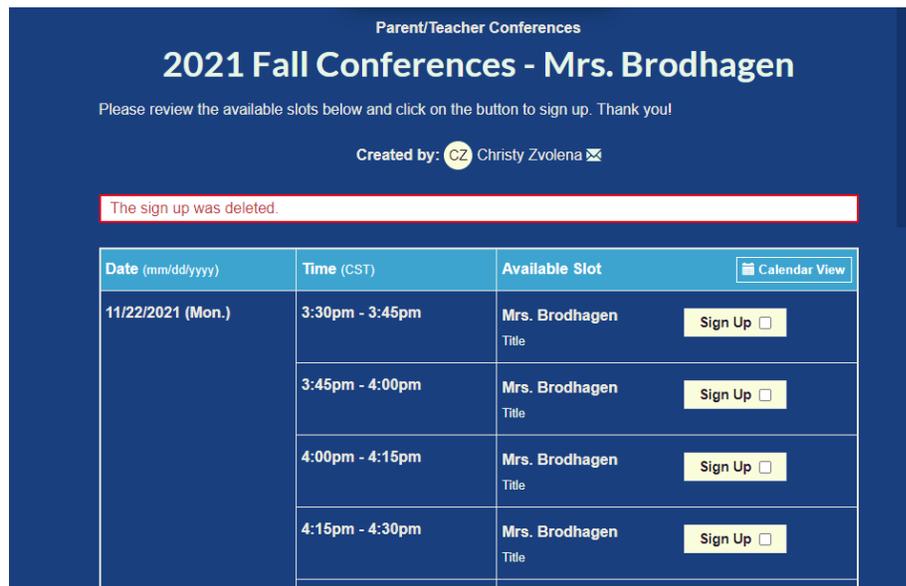
By signing up, you agree to the [SignUpGenius Terms of Service and Privacy Policy](#)

Update My Sign Up **Delete** **Cancel**

- A new screen will open. Click on the white **Yes – Delete** button.



- A new page will open that shows the time slots available for the teacher. Choose a new time slot and complete steps 3-8 above.



Questions: Please call Christy Zvolena at 715-255-8561 during regular school hours for further assistance.