Pack to Give Back
Harvesters Holiday Boxes

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)

Create a Sign Up — Holiday Boxes for Harvesters

Sign Ups
Groups
Messages
Reports
Tools
Collect

| Design | Slots | Settings | Publish | Back to Classic Builder |

Format   Slots Only ✏

Sign Up End Date   11/30/2019 📅 ⚙   **+ Add Slots**

Available Slot ✏   ⇅ ☑

16 oz Canned Corn (25)   ✏ ✖

16 oz Canned Green Beans (50)   ✏ ✖

Box of Instant Mashed Potatoes (25)   ✏ ✖

Packet of Gravy Mix (25)   ✏ ✖

Box of Stuffing (25)   ✏ ✖

16 oz Canned Cranberry Sauze (25)   ✏ ✖

Small Box of Cornbread Mix (25)   ✏ ✖

Can of Cream of Mushroom Soup (25)   ✏ ✖

16 oz Canned Sweet Potatoes (25)   ✏ ✖

Save and Continue

STEP THREE: The next step is '**SETTINGS'**

- We didn't make any adjustments to their automated settings

STEP FOUR: The last step is '**PUBLISH**'

WHAT THE USER SEES:

- Your colleagues will not need to make a profile or log in to sign up for the donations they're bringing