## **Pack to Give Back** Harvesters Holiday Boxes



## HOW TO CREATE A SignUpGenius FOR COLLECTING HOLIDAY BOX ITEMS

Visit <u>www.SignUpGenius.com</u> 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'

Design	Slots	Settings	Publish	Back to Classic Build
Title of Sign Up	Holiday Boxe	s for Harvesters		
Group	Insert Name	of Your Group 🖨 🔸	÷	
Theme Design	Food Donation	s 🖋		
	Story DAHOAN Buers		Holiday Boxe Harvesters Please select which and holic donating and how many.	lay side items you will be

## STEP TWO: The next step is 'SLOTS'

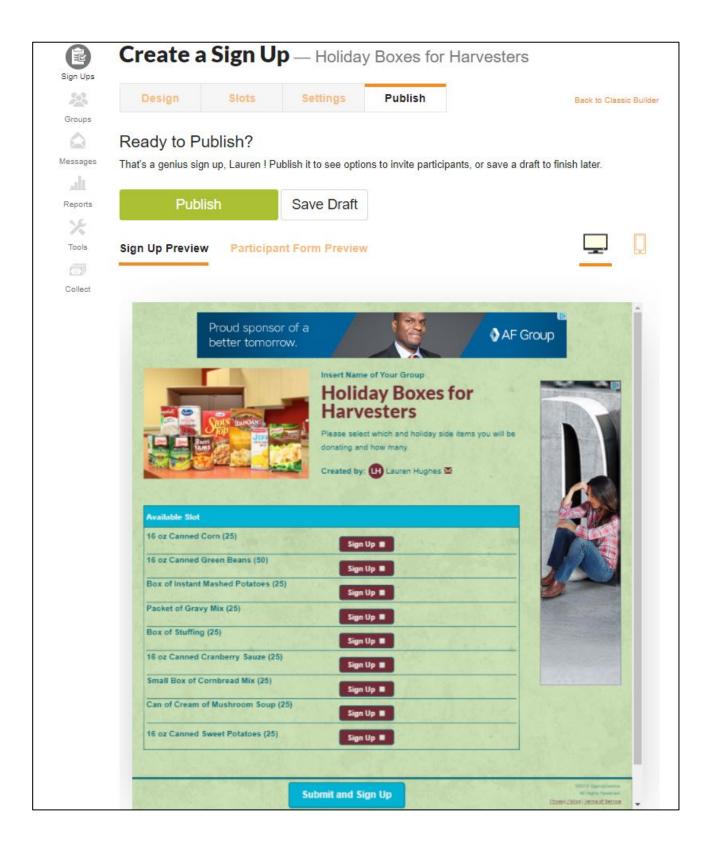
- You will create nine slots (one at a time) for the ten items that go in a Holiday Box (2x green beans)
- You will indicate the number you are collecting or the number of boxes you plan to make (double the green beans)

Design	Slots	Settings	Publish		Back to Classic Build
Format	Slots Only	1			
Sign Up End Date	11/30/20	19 🚞 🜣			+ Add Slots
Available Slot	1				ነt ሮ
16 oz Canned Co	orn (25)				/ X
16 oz Canned Gr	reen Beans (50)	Sol Start		AL REAL	/ ×
Box of Instant Ma	ashed Potatoes (2	!5)		1980 - Y -	/ ×
Packet of Gravy	Mix (25)			Same State	/ ×
Box of Stuffing (2	!5)	1		ARC ART	/ X
16 oz Canned Cr	anberry Sauze (2	5)	A. E. W. L.	The sector is	/ ×
Small Box of Cor	nbread Mix (25)	States -	and the second second	1	/ X
Can of Cream of	Mushroom Soup	(25)	a land	S. Alter	/ ×
16 oz Canned Sv	veet Potatoes (25	)	No sugar	Restine Mar	/ x

STEP THREE: The next step is 'SETTINGS'

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

Create a Sign Up — Holiday Boxes for Harvesters							
Design	Slots	Settings	Publish	Back to Classic Builder			
Ask Partici	pants For:						
<ul> <li>Name</li> </ul>		R	equired				
🖌 Email		1	Required \$				
🗸 Comment 🖍			Dptional 💠				
+ More							
	comment are seen by p	articipante Ö					
Preference General Setting		ns Restric	tions Integrations				
	to "cwop" clote with						
Allow people	to swap slots with	n each other					
	on this sign up Lear						



## 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

