

2017 LOCAL 14 ART SHOW & SALE
GUEST ARTISTS WORK SHIFTS SIGN UP PROCESS
SIGN UP STARTS AT 8 A.M. WEDNESDAY, SEPTEMBER 6th, 2017

Welcome, Artists!! We are very excited to launch the first Local 14 Art Show & Sale On-Line Work Shifts Signup Schedule. This signup schedule covers only the work shifts during show hours. Time spent for setup and tear down do not count towards the required work hours stated below except for Jewelers who have to stay with their work during show hours. Jewelers will be contacted to make arrangements for your work hours.

Also attached is a Job Description document that will help familiarize you with the objectives and responsibilities of each job. Please review to be sure you are able to fulfill the requirements of the job before signing up.

The work hour requirements are: 6 Hours

To sign up for your work hours, go to the following link:

<http://www.signupgenius.com/go/5080845ABAD22A20-2017>

If you are unable to click on this link, just highlight, copy and insert it in the URL space and hit return.

Once you get to the page, you have two options:

- a) Register and create an account – this will simplify the process if you need to make changes to your sign up
- b) Continue without registering – you can still make changes if you select this option, but may take an extra few steps.

When the page appears, scroll down to see the available jobs and time shifts that are available. Please note that the Job and the location of the job are both listed under “Location”.

1. Click on “Sign Up” next to the jobs/shifts that you would like to select until you have the number of work hours that are required.
2. If you change your mind before pressing “Submit and sign Up”, just scroll back to the one you need to delete or change and click on the “check” mark to uncheck the selection.
3. After you have selected all your shifts, **DOUBLE CHECK TO MAKE SURE THEY ARE ALL ACCURATELY CHECKED**, and then click on “Submit and Sign Up”.
4. Complete your information including your e-mail and cell phone number so that we can send you shift reminders and reach you if necessary.
5. You will receive a confirmation e-mail from Signupgenius.com to confirm your selections.

6. You will also receive an e-mail reminder the day before your shift. To ensure you get the reminder, please add "info@signupgenius.com" to your address book. If you do not receive your reminders, please check your spam mail folder.

FREQUENTLY ASKED QUESTIONS

When and where do I sign in on the day/time of my work shift?

Please sign in for your shift in the mezzanine at least 10 minutes before your shift starts.

How do I make changes to or delete my selections after I have signed up?

Go to: <http://www.signupgenius.com/go/5080845ABAD22A20-2017>

For Registered Signupgenius.com Users

If you had registered with Signupgenius.com when you signed up for your shifts, all you need to do is log onto your account.

For Unregistered Signupgenius.com Guest Users

Please click on "Change Your Sign Up" on the lower right corner of the opening screen (right below "Created By Elaine Tan").

You will then be presented with three options:

- a) I signed up as a Signup Genius Member – if you have an account with SignupGenius.com
- b) I signed up without a signupgenius.com account
- c) Someone else signed me up on this sign up

If you select Option b), you will be presented with three options:

- a) Contact the signup creator, which will be Elaine Tan (elainetan@comcast.net). She can delete your sign up for you but you will still have to get back onto the website to sign up for other work shifts; OR
- b) Create an account with Signupgenius.com (makes future changes much simpler); OR
- c) Enter your e-mail address and click on "Send me an e-mail" and they will send you an e-mail with a link that you can use to make your changes.

You will receive an e-mail from Signup genius when you sign up and every time you make changes to your work shifts to confirm your changes. Please be sure to review them to ensure accuracy.

If you have any questions, please do not hesitate to contact me at elainetan@comcast.net or text/call me at 503-267-5267. Thank you.