

Quick Guide – Sign Up Settings for Task Based Signups

Start Time/End Time – Determines when the task based signups may occur

Lock Time- You May indicated when no further changes may be made

Start Date:

Lock Date:

End Date:

Time: (hh:mm PM)

Time: (hh:mm PM)

Time: (hh:mm PM)

Display Open items on the home page? Yes No

Allow Substitution? Yes No

Show who has signed up? Yes No

Enable Email Notification? Yes No

Show slot capacity column? Yes No

Slot capacity column name:

Show open#? Yes No

Display Open Items – Based on need and space on group home page

Allow Substitute – Allow members to add as a substitute - Based on need and situation

Show who have signed up – Allow member to see other names - Based on activity

Enable Email Notification : Send an email when a member signs up - *Recommend – No*

Show slot capacity column – *Yes*

Slot capacity column name – *Based on activity*

Show Open # - *Yes* – Parents should be able to see open time slots

Resource Permissions for Sign Ups Resources

To access, click on **Admin** for the sign up resource.

VIEW - Choose the group(s) that are participating in the signup. For example, if it is for a specific classroom the View should include the class group.

EDIT – The members that are coordinating the sign up should be included in the edit list. Generally, this will include individual members and not groups.

Note: A person with EDIT permission may make changes to the sign up items, the members who signed up and change the settings.