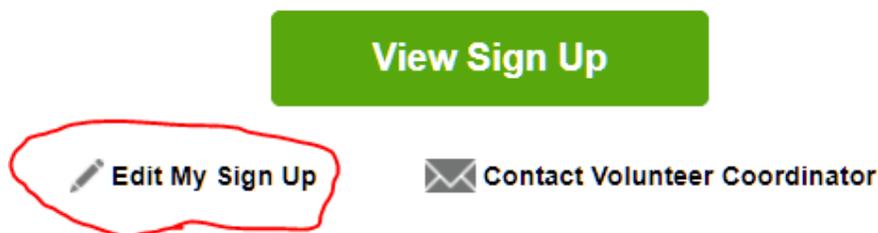


How to update or delete your volunteer signup in SignUpGenius (using your email address)

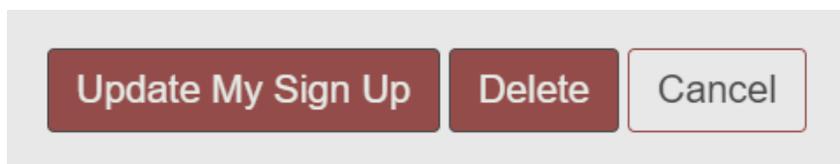
Note that the two methods described below assume that you originally used your email address as the key when you signed up and that you will use that same email address to find and update or delete your signup slot. A third method would be to create your own SignUpGenius account with a username (i.e. your email address) and a password of your choice. Using this method you would log in to SignUpGenius to see all of the events and slots you are currently signed up for and can edit or cancel them directly.

After you have signed up as a volunteer for one of our events, you can make updates or delete your signup registration record by doing one of the following. If you had signed up for just one slot (or at least one slot at a time) you can use method 1 below. However, if you signed up for more than one slot at the same time you will need to use method 2 below.

Method 1 - If you had only signed up for **one slot** you can go back to the confirmation email that you originally received after signing up. You do that by searching for the string “sign up confirmation” in the subject field of your email inbox. When you open the email it will include a link with a pencil icon near the bottom left that says “Edit My Sign Up”. It will be just below the large green button labeled “View Sign Up”. It looks like this (link circled in red):



When you click on the “Edit My Sign Up” link, a browser window should open showing your “Sign Me Up” form for the slot. At the bottom of that form you will see three buttons as shown here.



If you are just making a change to your signup (for example adding a comment) you would make the editing change on the form then click on the “Update My Sign Up” button. If you need to remove yourself from the signup you would click on the “Delete” button. This takes you to a “Are You Sure” confirmation form where you can enter an optional comment. You would then click on the “YES – DELETE” button. In either case you should soon receive an email confirmation. Use the “Cancel” button if you decide not to make any changes.

Method 2 – If you had signed up for **more than one slot** at a time you will need to use a different link to get to the original SignUpGenius listing of the event. There are several ways to do that. You could do the email search (as described in method 1 above) and then click on the green “View Sign Up” button (as shown above). You could also use your email system to find the original MailChimp email from our chapter president about the event. Or, you could go to our chapter website at eaa237.org and use the “Volunteer Signup” link associated with the event.

Once you are looking at the SignUpGenius listing for the event, look for the “change your signup” link that is below the event description and before the table showing the available volunteer slots. It looks like this (circled in red).

Created by: **VC** Volunteer Coordinator ✉

Already signed up? You can [change your sign up](#)

	Available Slot
Training meetings	Advertising & Marketing (6)

Click on the “change your sign up” link. This will take you to a page that looks like this.

EAA Chapter 237 Fly-in

Need to make a change to something you signed up for on this sign up?

- I signed up as a SignUpGenius member
- I signed up without a SignUpGenius account
- Someone else signed me up on this sign up

Click on the second radio button (circled in red above) next to where it says “I signed up without a SignUpGenius account”. The selection will expand to show the following options.

I signed up without a SignUpGenius account

If you signed up without a SignUpGenius account, you have several options for editing your sign up. You can:

- Contact the sign up creator** and have him/her update your item for you.
- Create an account** at SignUpGenius using the same email address that you used when you signed up. login and edit your item.
- Send yourself an email link that will allow you to edit your sign up item.

Enter your email address:

Use option 3 to enter your email address. Be sure it is the same email address you used when you signed up. Then click the "Send Me an Email" button. You should soon received an email which lists each of the slots you are signed up for. Each slot description will have a green "Click Here to Edit" button (as shown in the example below).

Hello, Dave Peterson! You requested an email link that would allow you to edit the item(s) you signed up for on "EAA Chapter 237 Fly-in." Use the link(s) below to edit your item(s). You are signed up for: Advertising & Marketing, 04/19/2021 (Mon.) 07:00PM - 08:00PM at Virtual planning meetings (Various dates) - This role will help prepare event literature and distribute to media outlets.

[Click Here to Edit](#)

Operations - Setup, 06/18/2021 (Fri.) 09:00AM - 12:00PM at Lynx - Anoka County Airport - Includes event setup and preparations

[Click Here to Edit](#)

NOTE: Be sure you are clicking on the button that is **below** the slot description you wish to edit or delete. It is a bit confusing because the first slot description is 'merged in' with the general text of the first three lines (sorry we cannot fix that).

When you click on the green "Click Here to Edit" button, a browser window should open showing your Sign Me Up form for the slot. At the bottom of that form you will see three buttons as shown here.



If you are just making a change to your signup (for example adding a comment) you would make the editing change on the form then click on the "Update My Sign Up" button. If you need to remove yourself from the signup you would click on the "Delete" button. This takes you to a "Are You Sure" confirmation form where you can enter an optional comment. You would then click on the "YES – DELETE" button. In either case you should soon receive an email confirmation.

If you have any questions or are having difficulty with this process, please send an email with your question or detailed description of the problem you are having to webmaster@eaa237.org