

SFEA Goldtimers Quarterly Meeting – Registration Sign-up, Update or Delete

Sign-up

The meeting announcement will include a link to access the SignUpGenius registration system. *Note: You do not need your own account to sign up for SFEA Goldtimer meetings.* Once in the system review the information at the top, then scroll down to the bottom of the page (example below):

1. Click the “Sign Up” box which will add a check mark in the box
2. Now click the “Submit and Sign Up” box, which will take you to the “Sign Me Up” page

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

Available Seat

Attendee (200) 7 of 200 slots filled

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3. On the “Sign Me Up” page (example below):
 - a. Enter question(s) you may have for the speaker (optional)
 - b. Update quantity to reflect how many, including yourself, you are registering for this meeting. The registration form limits this number to 3.
 - c. Enter your first and last name along with your email address. This information allows the system to confirm your registration by email. **Save the confirmation email as it provides a direct link to your registration in case you need to make changes.**
 - d. Enter the names (including yourself) in the boxes available. Please remember the Goldtimers Quarterly Meetings are intended for State Farm Retirees and/or their spouses.
 - e. Click on “Sign up Now” box

Back to Quarterly Meeting - March 7, 2019

Sign Me Up

Available Seat	Date (mm/dd/yyyy - CST)	Use this space if you have a question for our speaker	Quantity
Attendee	Thu., 03/07/2019 10:00am - 12:00pm	What other presentations by this speaker are available and where?	3



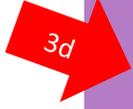
Name

Email

Already have a SignUpGenius account? [Login](#)

ATTENDEE 1 - RETIREE

Use the name as it shows on park card



ATTENDEE 2 - RETIREE OR SPOUSE (Optional)

Use the name as it shows on park card

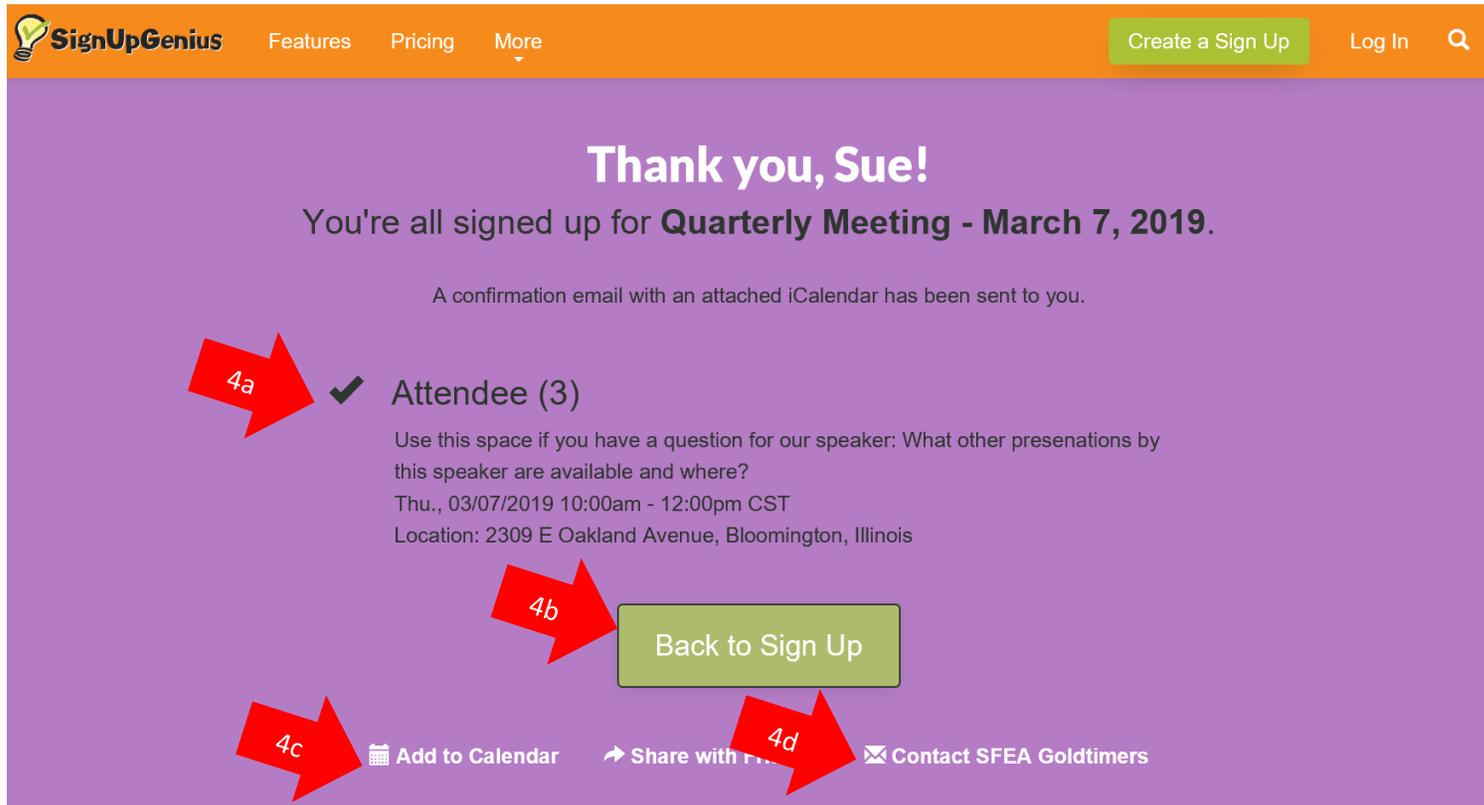
ATTENDEE 3 - RETIREE OR SPOUSE (Optional)

Use the name as it shows on park card

By signing up, you agree to the SignUpGenius [Terms of Service](#) and [Privacy Policy](#).



4. Thank You page (example below)
 - a. Confirm the number of attendees is correct.
 - b. Need to make any corrections? Click on “Back to Sign-up”.
 - c. If you would like to set up a calendar event, click on “Add to Calendar.”
 - d. Have a question or need help, click on “Contact SFEA Goldtimer” to send an email to the administrator.

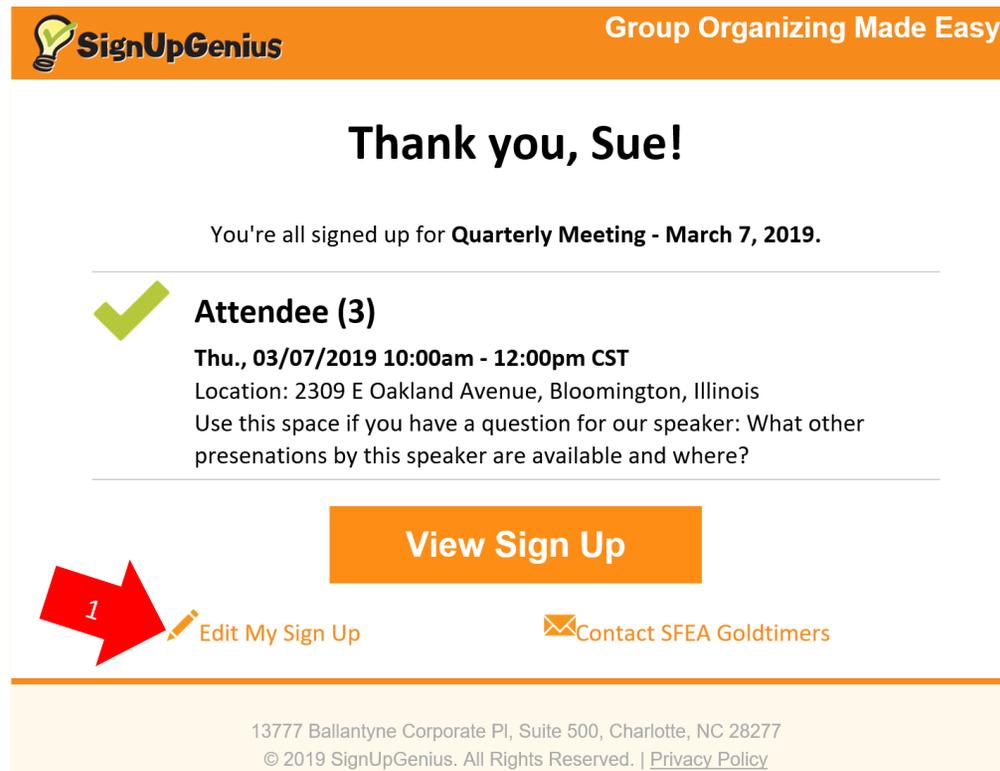


5. **A confirmation email will be sent to your email inbox – save it in case you need to make changes or delete your registration!**
6. You will automatically receive a meeting reminder 2 days in advance of the meeting.

Update or Delete SignUpGenius Registration

If later you determine you need to delete your registration, make changes, or someone you registered is unable to attend, please update your registration so our records and attendance count is accurate.

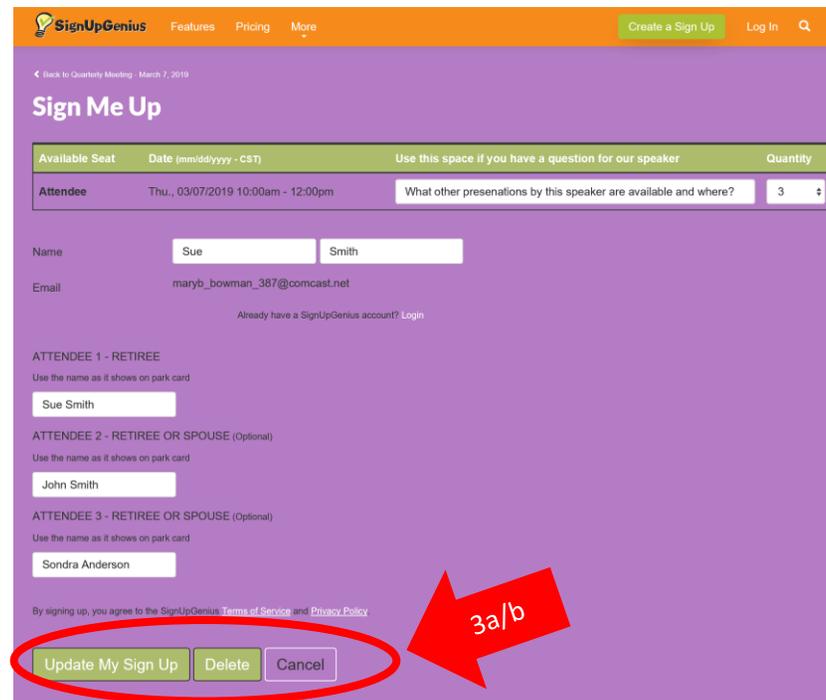
1. Locate the SignUpGenius system generated confirmation email in your inbox and click on “Edit my Sign Up” on the lower left portion of the confirmation (example below). Hint: In your email inbox, search on **SignUpGenius**. This link will take you directly to your original registration to make changes or delete. (Skip to #3 and proceed)



The screenshot shows a confirmation email from SignUpGenius. At the top, there is an orange header with the SignUpGenius logo and the tagline "Group Organizing Made Easy". The main content area is white and features a large "Thank you, Sue!" message. Below this, it states "You're all signed up for Quarterly Meeting - March 7, 2019." A green checkmark icon is next to the heading "Attendee (3)". The event details are: "Thu., 03/07/2019 10:00am - 12:00pm CST", "Location: 2309 E Oakland Avenue, Bloomington, Illinois", and a note: "Use this space if you have a question for our speaker: What other presentations by this speaker are available and where?". At the bottom of the main content area, there is an orange button labeled "View Sign Up". Below the main content area, there are two links: "Edit My Sign Up" with a red arrow pointing to it and a pencil icon, and "Contact SFEA Goldtimers" with an envelope icon. The footer contains the address "13777 Ballantyne Corporate Pl, Suite 500, Charlotte, NC 28277" and the copyright notice "© 2019 SignUpGenius. All Rights Reserved. | Privacy Policy".

2. If you are unable to locate your confirmation email, access the registration link from the quarterly meeting announcement on the [SFEA Goldtimers page](#). Once in the system:
 - a. Click on the underlined portion of the following, **Already signed up? You can change your sign up**

- b. This will expand that section with additional options:
- i. Choose Option 1 if you prefer the SFEA Goldtimer administrator make changes or delete your registration for you. A form will pop up for you to fill out including a message area to explain what you are requesting.
 - ii. Choose Option 2 – not recommended. You **do not** need an account for Goldtimer Meetings!
 - iii. Choose Option 3 to make your own changes to your registration. Enter your email and click the box “Send me an email”
 1. In the email you receive, click  [Edit My Sign Up](#) This will take you back to your original registration page.
3. You should now be back to your original “Sign Me Up” page.
- a. If you want to completely remove your registration (which would cancel all attendees previously registered by you), leave everything as is, go to the bottom and click on “Delete” box.
 - b. Otherwise, you can add, remove, or correct a name that’s in the box. Just make sure to update quantity if that has changed. Click on “Update My Sign Up” box. Confirm your changes on the “Thank You” page which will pop up.



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Name

Email

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Use the name as it shows on park card

ATTENDEE 2 - RETIREE OR SPOUSE (Optional)
Use the name as it shows on park card

ATTENDEE 3 - RETIREE OR SPOUSE (Optional)
Use the name as it shows on park card

By signing up, you agree to the [SignUpGenius Terms of Service](#) and [Privacy Policy](#)