Table of Contents

[CAPITAL DISTRICT ANSWERING SERVICE COORDINATOR ONLY 2](#_Toc106784860)

[HOW TO ACCESS THE PERSON’S PHONE NUMBER: 2](#_Toc106784861)

[HOW TO CREATE NEW CALANDAR 4](#_Toc106784862)

[HOW TO CHANGE EACH MONTHLY DATE FROM 2021 TO 2022 6](#_Toc106784863)

[HOW TO SEND THE NEW CALENDAR 7](#_Toc106784864)

[INVITATION TEXT TO COPY AND PASTE: 9](#_Toc106784865)

[NOTIFY THE WEBSITE COORDINATOR TO UPDATE SIGNUP GENIUS LINK ON THE WEBSITE. 9](#_Toc106784866)

# CAPITAL DISTRICT ANSWERING SERVICE COORDINATOR ONLY

SIGNUP GENIUS

This section is for the ***Capital District Answering Service Coordinator only!***

# HOW TO ACCESS THE PERSON’S PHONE NUMBER:

When you request a phone number, address, or custom question response from sign up participants, you can easily retrieve the requested information.

If you are looking for the response from one user, log into the Signup Genius Account and view your sign up. Locate the**Admin Toolbar** at the top of the sign up. Click **Add/Edit/Delete People**. Select the pencil icon next to the participant's name to view the data associated with that person's sign up.

* Sign into the Account
	+ **Login:** **dist8-answeringservice@al-anon-8ny.org**
	+ **Password: ASdist8NYN\*\*\***
* Choose the current Answering Service AFG signup



* Click ***Add/Edit/Delete*** People on Sign Ups



* Click OK

The following screen appears:

* Click the *Edit* Icon (pencil) for the person you need phone number for.

 



The following screen will appear:

The person’s name, email and phone number can be seen.



# HOW TO CREATE NEW CALANDAR

Sign into Signup Genius to create another yearly calendar. You are going to duplicate the current calendar to create from that the new year.

* **Click** the *More Actions* icon  for the Signup you want to **Duplicate**
* Click Duplicate



The following screen will appear:



IN THE NEW SIGN UP:

* **Change** the year from current year to the new year



* Click *Create Copy* button

The following screen will appear:



NOTE: WAIT UNTIL THE PROCESSING IS COMPLETE!!! DO NOT CLICK CANCEL TASK UNLESS YOU WANT TO CANCEL THE DUPLICATION!

You will see the second Answering Service signup.

* **Click** the ***Duplicate*** (hover over the name and it will show 2021 or 2022)



# HOW TO CHANGE EACH MONTHLY DATE FROM 2021 TO 2022

* Click the calendar with the new year.
* At this point it will have 2021 dates
* **Click**each month one at a time and
* Click the *Dates/Time* edit icon 



The following screen will appear:



**Change the year date to 2022,** once you have done this it will go to the bottom of the calendar ant the next month is on top.

# HOW TO SEND THE NEW CALENDAR

Once you have created a new calendar you will want to send it.



* **Click** the ***Send A Message* Button**

The following screen will appear:



**Note:** You are in the ***Compose*** screen

* **Click** the ***Invite people to sign up***

The following screen will appear:



**Note: Make sure you have the signup that you want to send.**

* **Click** the ***Select People*** *drop-down.*
* **Choose *Capital District AFG***
* **Copy & paste the Invitation text below**
* **Preview**
* **Send**

# INVITATION TEXT TO COPY AND PASTE:

You have been invited by Capital District NYN Answering Service to sign up for "Answering Service AFG Signup 2022." Please click on the button below to view the online signup sheet.

The Answering Service Provider will send you notice when a phone call is received and a message is left. You will need to sign up for a month, there are between 1-10 calls a month, but you do not have to call in to check to see if a message has been left. We have made this service process very easy for our members. We know how busy you are. Thanks for signing up!!!

# NOTIFY THE WEBSITE COORDINATOR TO UPDATE SIGNUP GENIUS LINK ON THE WEBSITE.

The Website Coordinator will update the Signup Genius link on the website in the ***Service Opportunities*** section.