**Prescott Pickleball Association (PPA)**

**Round Robin SignUpGenius App Instructions**

**Transfer Sign Up Format and Group Contact List**

This step is only necessary when a new person is taking over **SignUpGenius** responsibilities from another person.

If you are taking over the Captain responsibilities from another person, you first need to have them transfer their **SignUp Genius** files to you. This process enables you to retain their current setup and quickly start sending out invites and maintaining your player roster on a weekly basis.

**Transfer Sign Up Format**

To start the process, take an old sign-up previously created by the current captain and duplicate it. To duplicate a sign-up, click on the **three dots** to the far right of the sign-up listing and select **Duplicate**.

A new page will appear. Go down to the second section titled **New Sign Up** and update the date in the title. This title should be the date of your next round robin. All remaining information should be accurate. Then click on the green **Create Copy** button.

A new page will appear that says the "Duplication is **in** process." This sometimes takes a few minutes to complete. Click the **Back to Sign Ups** button to refresh your page and see if it has updated. You can also click on the orange **Sign Ups** button on the far left. Once duplicated, you will find the duplicated sign-up listed as **Not Published**.

Now it is time to transfer this sign-up to the new captain. Click on the **three dots** to the right again and this time select **Transfer**. On the next page, enter the new captain's email under the **Account to Transfer the Sign Ups to** and click **Continue**. This process will transfer the **SignUpGenius** format and the list of players.

Now the new captain should login to their **SignUpGenius** account. Go to the **SignUp tab** and verify that the transfer was successful. Then go to the **Groups** tab and verify the player list is correct. Next, go to the Slots tab, Under the Available Slots section click on the pencil in the body of that section (to the right of the # of slots) and change the title to represent your round robin name. Finally go through each tab and make sure all round robin references your group.

**Steps to create and manage weekly PPA round robin sign-ups**

Log into your **Signup Genius** account. This is best done on a desktop computer or laptop, as using a phone for this process would be difficult.

Click on the **Sign Ups** button on the far left and find the most recent sign-up that was created for the previous week (or the one transferred to you, if you are a new captain).

Click on the **three dots** to the far right of the sign-up listing and select **Duplicate**. A new page will appear. Go down to the second section titled **New Sign Up** and update the date in the title. This title should be the date of your next round robin. All remaining information should be accurate. Then click on the green **Create Copy** button.

A new page will appear that says the "**Duplication is in process**." This sometimes takes a few minutes to complete. Click the **Back to Sign Ups** button to refresh your page and see if it has updated. You can also click on the orange **Sign Ups** button on the far left. Once duplicated, you will find the duplicated sign-up listed as **Not Published**.

Now you are ready to edit this duplicated sign-up for your upcoming round robin.

Click on the **pencil** to the right of the date The **Edit Sign Up** page will appear. Click on the pencil just below your name to edit the text of the invite. Details in this section are optional, but it is typically used to communicate upcoming information or remind players of various PPA round robin rules.

The description page will appear, and then you can type in your new message or copy/paste it from another application (e.g., Word, Google Docs, etc.). A word of caution: you may have to adjust the spacing. When complete, click the green **Done** button. Then click the **Save and Continue** button.

You are now on the **Slots** tab. Click on the pencil to the right of the **Location identifier**. For PPA round robins this is usually listed as Pioneer Park or Commerce Courts. A page will come up showing the date and time. Click on the calendar to the right of the date and change the date to the next round robin to be scheduled. If you need to change the time for any reason, this is the place to do it. Click on **Save** lower on the page.

The section to the right, **Available Slots**, is where you can increase or decrease the number of slots (or the number of people) who can sign up, e.g., 16, 20, 24, etc. This section will not typically change week to week.

Click on the **Save and Continue** button.

The **Settings** tab will appear.  This section should already be set up from the previous captain and may not require any changes.  Under the **General** tab, it has been set up to collect a player's name and email as well as the option to provide a comment.  Under the **Notifications** tab, a check will appear in the **Notify me by email when people sign up or delete their sign up.**It is not necessary to receive these emails but many captains find it helpful to trackparticipation, especially when a player deletes their sign up. Below that, is the option to send a Reminder email to all players who have signed up.  It is recommended that this option is selected and that the reminder is sent 2 days before the round robin.  Once this is completed click on the **Publish** tab.

On the next page, review the text of the invite and make sure everything looks correct. Check the date, time, and all of the formatting. If it looks good, click **Publish** and then proceed to sending out the invite **Message**. Note: you can still edit a sign-up after it is published.

**Sending the Invite Message to the Group**

After you have **published**, a page comes up with a link to your current sign-up. You can use this to start the process of sending the invite or go to the **Messages** button on the left. If you click on the link, a new page comes up showing everything you just published.

Click on the **Send a Message** tab at the top of the page. Now you will be in the **Compose** Message page. Select **Invite People to a sign up**. On the next page click on **Select People,** on the next page click **OK**.

The subject line and a standard message for the invitation will also appear. You can modify this as desired. This is the message that will appear in the email each person receives. After you have made any changes to the message, click on **I am not a robot** button and then on the **Preview and Send** button below the message box.

Finally, another page appears with a preview of your message. If everything looks correct, click on the **Send** button and your message/invite will be sent out.

You will receive 2 emails immediately after you send out the invite. One is the invite itself, and the other is just a report of how many invites were sent out. You are now finished with the round robin invitations. You will receive an email after each person signs up, as well as if a person deletes their sign-up. There is no need to keep these emails.  If you do not want to receive these emails you can go to the Settings tab and under Notifications uncheck the box, although many captains find it helpful to receive these notifications

**NOTE:** If you plan to play in the round robin, you need to sign up just like any other player does.

**NOTE:** A reminder message is automatically sent to all of the individuals who signed up, two days before your round robin. For example, a reminder is sent on Tuesday for a Thursday round robin.  This section can be modified under Settings and in the Notifications section.

**How to Communicate Weather Cancellations**

Periodically, a round robin has to be cancelled either the night before or the morning of due to the weather. In such cases, captains have the ability to send a message to those individuals who are currently signed up. NOTE: You cannot send a message to the entire group as SUG does not support this.

To send a message to those signed up, click on the **Messages** button on the left, then click on **Compose**. Next select the “**Email people participating in a sign up**” option. Select the current week’s sign up, select **People who have signed up**.

Modify the subject line to say something about the round robin being cancelled. Maybe capitalize the subject line to get people’s attention. Finally, modify the message to explain why the round robin is being cancelled. Click on **I am not a robot** button and then on the **Preview and Send** button below the message box. Finally, another page appears with a preview of your message. If everything looks correct, click on the **Send** button and your message/invite will be sent out.

You will receive 2 emails immediately after you send out the cancellation email. One is the cancellation email, and the other is just a report of how many emails were sent, which should be equal to the number of individuals who were signed up.

**Adding or Deleting Players from a Current Sign Up**

**Adding a player to a current Sign Up.** Periodically, your sign-up may be full and then another player emails you and says that if anyone cancels, they would like to be added. Since the captain receives a message if someone removes themselves, it is easier for the captain to just add this player. To **do** this, go to the **Sign Ups** tab and click on the orange link with the current week’s identification, e.g., Thursday, August 14th 3.6 Round Robin.

Then click on the **Add/Edit/Delete People** tab at the top of the page. On the next page, click **Sign Someone Up**. Follow the steps:

* **Step 1:** Click the green button **Select a Person from my Groups** and search for the person by their first or last name.
* **Step 2:** Just click the **+ Add Items** button, and a new page will appear with a list of the players who are playing this week. Check the small box on the orange **Sign Up** tab and then click **Submit and Continue**. Another page appears.
* **Step 3:** Go down to Step 3, check the box to send an email to them confirming their addition to this week's round robin. Then click **Save and Finish**.

**Deleting a player from a current Sign Up:** Although players have the ability to delete themselves from a sign-up, many don’t understand how to do this. As a result, they message the captain and request that they be removed from the current weeks sign-up. To do this, go to the **Sign Ups** tab and click on the orange link with the current week’s identification, e.g., Thursday, August 14th 3.6 Round Robin.

Then click on the **Add/Edit/Delete People** tab at the top of the page. Locate the individual you want to remove and click the small box on the far right of the person to delete and click **Delete Selected**. A new page appears to confirm this is the person you want to remove. You also have the ability to send an email to that person to confirm. **Check this box**.

**Group Membership, Sign Up Maintenance and Sharing**

**Adding and Deleting Group Members**

To access the list of people who are on your roster and who receive the weekly invite, click on the **Groups** button. This is where you will add and delete players. Assuming you are only responsible for one group, there should only be one listed.

To edit the group, click on the **pencil**. Here you will see the list of all of your players in alphabetical order. If a person does not have a **SignUpGenius** account, they will appear at the top of the list.

To add someone, click on the box above the list called **Add Members**. Another page will come up titled **Add Members**. Click on the **Manually Enter Emails** option, and then on the next page, type in the person's email. If you have multiple people to enter, you can add them all at the same time by just putting a comma between them, but you can also just repeat the process for each one separately.

To delete someone, click on the **X** to the far right of the person’s name and email and confirm by clicking **Remove**.

**Removing Old Sign Ups**

Periodically, you should remove some of the older sign-ups. (I like to leave the past two or three.) Under the **Sign Ups** tab, click on the **three dots** to the far right of the sign-up listing and select **Delete**. A new page will open and click **Yes, Delete**.

**Account Sharing**

If a captain is unable to perform their SignUpGenius duties due to illness, vacation, etc., the best way to allow their co-captain or another individual to temporarily takeover is to allow them to sign in under the captain’s email and password. Once the captain resumes their SignUpGenius duties they can reset their password if desired.

*Questions? Contact Robyn Frye (robynfrye2008@gmail.com)*