



DIOCESE OF GRAND RAPIDS  
*Office for Worship*

## SignUpGenius Instructions

**NOTE: You will need to enter your liturgical ministers one at a time.**

1. Go to [Fall 2017 Confirmation Liturgies](#) on the Diocese website.
  - a. Path: [Diocese website](#) → Beliefs → Worship → Celebrating Confirmation
2. Click on the sign-up deadline date for your parish's Confirmation liturgy. This will take you to SignUpGenius.
3. Do not log in. If you are logged in under your own account, LOG OUT and proceed as a guest.
4. You will see sign-up options for all the liturgical minister positions.

Available Slot	
<b>Altar Server - Regular (5)</b> Please arrive at 6:00pm and check in at the Ascension window side of the altar.	<input type="button" value="Sign Up"/>
<b>Reader 1</b> Please arrive at 6:00pm and check in with the Cathedral Reader coordinator at the back of the church.	<input type="button" value="Sign Up"/>
<b>Reader 2</b> Please arrive at 6:00pm and check in with the Cathedral Reader Coordinator at the back of the church.	<input type="button" value="Sign Up"/>
<b>Extraordinary Minister of Holy Communion (10)</b> Please arrive at 6:00pm and check in with the Cathedral EMHC Coordinator at the back of the church.	<input type="button" value="Sign Up"/>
<b>Greeter/Ushers (6)</b> Please arrive at 6:00pm and check in with the Cathedral Greeter/Usher Coordinator at the back of the church.	<input type="button" value="Sign Up"/>
<b>Chrim Bearer</b> *This role should be filled by a Confirmation Candidate.* Please arrive at 6:00pm and check in with the Cathedral Greeter/Usher Coordinator at the back of the church.	<input type="button" value="Sign Up"/>

5. Check the "Sign Up" box for the liturgical minister position you are selecting for your first volunteer. Click "Submit and Sign Up" at the bottom of the page.

**Chiasm Bearer**  Sign Up

Please arrive at 6:00pm and check in with the Cathedral Greeter/Usher Coordinator at the back of the church.

**Submit and Sign Up**

6. You will see two options:
  - 1) Log in with an account, or
  - 2) "I do not have a SignUpGenius account" ← **Choose this option.**

Login with my SignUpGenius or Facebook account

I do not have a SignUpGenius account

First Name \*

Last Name \*

Email \*

Re-enter Email \*

Create an account at SignUpGenius so I can login and edit my items if I need to make a change.

Send me a confirmation email with an ICS file and a link that will allow me to edit this item later.

7. Enter the name and email address of the liturgical minister you are signing up for this position.
8. Do not check the box to create an account for them. Do check the box to send them a confirmation email.

9. Fill out the phone number and parish information. List the candidate's parish, not the sponsor's (if it is different):



A screenshot of a form with a dark brown background. It contains two rows of input fields. The first row has a text label "Phone \*" followed by a white input box, then the text "Phone Type" followed by a dropdown menu showing "Home" with a downward arrow. The second row has the text "What Parish are you from? \*" followed by a white input box.

10. Click:



11. Return to the original sign-up page and repeat for additional liturgical ministers.

12. You're done!

You may encounter an issue with this system if your liturgical minister already has a SignUpGenius account. If that is the case, you can simply forward the link to them and ask them to sign themselves up. If you are unable to do that, please send the person's information to Afton in the Office of Worship.

It is very important for the sign-ups to be linked to your ministers' email addresses, as they will receive a reminder email **two days** before your Confirmation Liturgy.

Please email [worship@dioceseofgrandrapids.org](mailto:worship@dioceseofgrandrapids.org) or call 616-288-0908 with any questions.