

Following are instructions how to Use “TimeToSignUp”

- On Sign Up Form, if there is Multiple Slots available for a specific job it will be listed after the Job Description in ()
 - Example: Traffic Control (2): (There are two slots available)
- If only 1 Slot is Available nothing will be shown
 - Example: French Fry Fryer: (Only 1 Slot is available)
 - To sign up for a slot
 - If more then 1 Slot is available
 - Click on “Quantity”
 - Select 1
 - If only 1 Slot is Available, Click on “sign up”
 - Click on “Select Your Item(s), then click here to enter you name”
- Screen is displayed to enter First and Last Name (Mandatory)
- Other Fields are Optional (Email, Phone #, Etc.)
 - If You Enter an Email Address a confirmation will be sent to you
- Scroll down and Click on “Sign Me Up” (Or “Go Back”)
- Click on “View Sign Up Sheet”
- Take notice, you have 5 minutes to sign up for a specific job.
 - This will lock anyone else from signing up for the same item while you are

To cancel/remove your name from an item or edit personal info.

To change the item for which you signed up or edit your personal info after you signed up, you have one or two options.

- **Option One** (This is only available if you entered an Email Address)
 - **Use the cancel/edit button in your confirmation email.**



Cancel/Edit

- You can then follow the instructions on the website to undo your selection.
- **Method Two** (This is always an option)
 - **Contact the administrator of your sign-up sheets**
 - **Lion Bruce Carpenter: batman@ptd.net**