

## Sign-up procedures

### Reminders:

- Members can sign up for up to **2** hikes per week (1 hike and 1 waitlist), per the rules below. There are limits in place in order to give more members an opportunity to participate.
  - Sign up on a hiker list and sign up on a waitlist for a second hike you would like to attend (*even if there is still room on the hiker list*). If a hike is not full as of 6 pm the night before the hike, you will be moved from the wait list to the hiker list (as space permits). *Please put "second hike" in the comment section when you sign up.*
  - Or sign up on 2 waitlists if both hikes are already full. Hopefully someone will lead a second hike and you will get to hike. *Please put "second hike" in the comment section for your second choice hike when you sign up.*
  - **Do not sign up on 2 hiker lists.** Your name will be removed from both. Remember, members who violate our sign-up rules may be suspended from club activities.
- If your name is on the waitlist and a spot opens up, you will receive an email. Note that the waitlist is monitored manually. If you happen to see that there is an open spot, but you also see individuals signed up on the waitlist, do NOT jump the waitlist and take the open spot. Sign up on the waitlist. Your signup in the "open" spot will be revoked.
- There is no limit for Bike and Paddle events. You can sign up for up to 2 hikes and bikes/paddles.
- If you do not sign up, do not show up. Members who show up at an event without signing up will NOT be allowed to participate.
- If you sign up, show up. Members who are unable to participate in an event for which they signed up must change their RSVP status.
- Members who sign up and do not show up will be issued up to two warnings. After three violations, members may no longer sign up for any events that require limits on participation.
- Members who violate the spirit of these rules by signing up multiple times (except as allowed as noted above), may be suspended from club activities.
- **By signing up, members agree to the same waiver included on the paper sign-in sheet and also agree to abide by the procedures in place under MODIFIED club activities.**

TriState Ramblers will use Signup Genius to facilitate online signups for hikes. **You do NOT have to create an account with Signup Genius in order to be able to sign up for a hike.** Creating an account does provide extra flexibility. For instance, if you log in to your account, you can see all the upcoming events for which you have signed up and easily edit them if needed. But creating an account is not necessary.

### To sign up:

- Click on the Sign Up button above
- Click the Sign Up button next to the Slot you want to sign up for.
- Scroll to the bottom of the page and click the Submit & Sign Up button.
- On the next page, enter your first and last name and email address. You do not need an account to sign up.
- If you want to include a comment, you can do so.
- Only select 1 as the Quantity. No guests are allowed.
- Confirm you will have an emergency card with you.
- Click Sign Up Now at the bottom of the page.
- You will receive an automatic confirmation email. If you have an account, you can log in to your account at any time to view your active and past sign ups.

To change your sign up:

- If you signed up with an account (using an email and password), log in and click the Invited To tab on your account Sign Ups page. Click the pencil icon to the right of the sign up to edit any details. If you want to delete yourself from a sign up slot, click the X under your name, and confirm on the next screen that you want to remove yourself. If you need to sign up for a different date/time, you can go back to the sign up and select a new one.
- If you signed up without an account, you can go back to the sign up by clicking on the Sign Up button above. Or you can go back to the confirmation email that was sent to you after you signed up. When you view the sign up, you'll see a link at the top that states, Already signed up? You can change your sign up. Click that link to follow the steps to edit your sign up slot.

For further Signup Genius help, go to <https://www.signupgenius.com/faq/how-to-sign-up.cfm>