#### Questions??? Staci.newsom@uky.edu

## **COMPUTER INSTRUCTIONS**

1. Log into online website https://www.signupgenius.com/go/4hsummercamp2023classes



2. Notice there are 3 tabs at the top of the screen. First you will select a class option on the Class 1 tab.

	4-H Camp Sign Up 2023			
Class 1	Class 2	Class 3		
	Camp Classes 4-H Camp Class 1 (2023) For Shannon Farrell Contact Arready signed up? Change my sign up For Class 1, select one (1) class option below. Switch tab at top o 3. Thank you! Share I for for for the second secon	f screen to select classes for class 2 and		
Available Slot				
Advanced Swimming		Sign Up		
16 slots available				

3. Then select Save and Continue at the bottom of the screen.

Questions??? Staci.newsom@uky.edu

			Selected
Fun Fitness			
12 slots available			
Kayak		S	ign Up
21 slots available			
Wiffle Ball / Soccer		S	ign Up
20 slots available			
Walking Tacos		S	ign Up
20 slots available			

4. Then you'll be prompted to enter your name and email, followed by clicking "sign up now".

Available Slot	- 	My Comment	Quantity
Fun Fitness			1 -
Name	Clover	Camper	
Email	clovercamper@yahoo.com		
	Already have	e a SignUpGenius account? Login	

# Questions??? Staci.newsom@uky.edu

5. Then select, "Back to Sign Up".

Thank you, Green!
You're all signed up for <b>4-H Camp Class 1 (2023)</b> .
A confirmation email has been sent to you.
<ul> <li>Recreation</li> </ul>
One more thing! Want to make it easier to sign up or edit your items in the future? Create a free SionUoGenius account
Back to Sign Up
A Share with Friends     → contact Shannon Farrell

6. Click on "Class 2" tab at the top to select your next class choice.



7. Repeat steps 3-5 to finish with Class 2 choice registration.

#### Questions??? Staci.newsom@uky.edu

8. Click on "Class 3" tab at the top to select your final class choice. After clicking the final class choice, repeat steps 3-4 to complete registration for final class.

\*\*\*\*\*

# **CELL PHONE INSTRUCTIONS**

If using a <u>cell phone</u> to register for classes, the process is the same – except the tabs at the top of the screen will be a drop down. Once you have the desired option displayed in the drop down that you are ready for, click "Go" for the correct page of classes to show.



#### **NEED TO CHANGE A CLASS?**

\*\*\*\*\*

To change a class, you will first need to delete the class you want to change. To do this, go to your **<u>email</u>** confirmation for the sign up that you are changing and select "Edit My Sign Up".

4-H Camp Class 1 (2023)					
Thank you Clover					
You're all signed up for "4-H Camp Class 1 (2023)."					
Canoeing					
View Sign Up					
Edit My Sign Up					
(V) Classification					

Questions??? Staci.newsom@uky.edu

	SignUpGeniu	s Features Pricing I	Nore	Create a Sign Up	Log In 🔍	
Next select "Delete".	< Back to 4.H Camp Class 1 (2 Sign Me U	<sup>2023)</sup>				
	Sign me up for:					
	Available Slot	м	y Comment		Quantity	
	Canoeing				1	
	Name	Clover	Camper			
	Email whitley.lemons2@uky.edu					
		Already have	a SignUpGenius account? Login			
	By signing up, you agree to	n Delete a	ind <u>Privacy Policy</u>			

Then click "yes – delete".



Following the deletion of the class, your screen will return to the class tab that you just deleted from for you to select a different class. From here, simply select the class your camper wants, hit "save and continue" and type in the camper's information to get them registered for their new class.