

## **INSTRUCTIONS FOR SIGN-UP GENIUS (if you haven't already)**

1. **Go to** [signupgenius.com](https://signupgenius.com).
2. On the home page, scroll to the bottom and click on the **green tab on the right** that says **“FIND A SIGN UP.”** This will take you to the sign-up search page.
3. On the “FIND A SIGN UP” page go to the box in the upper corner that says **“Search for a Sign Up by sign up Creator’s Email”** and enter the teachers email address: \_\_\_\_\_ . Then click **“I’m not a robot”** and click **“Search.”**
4. This should direct you the teacher’s conference page. **Choose a time that works for you.**
5. If you are requesting an in-person conference, please type **“(IP)”** for “in-person” at the end of your last name (i.e., Smith IP).
6. Be sure to click **“Submit and Sign Up”** at the bottom of the page to secure your slots. Fill out the required information to complete the process.
7. **You must sign up for a time for every child you have at David M. Cox Elementary.** Your signupgenius login will work for all your students. Signups are done on the computer, on a first-come, first-serve basis. Our suggestion is log in early to ensure the time that best fits your schedule will be open.
8. If you need assistance with signing up for your Parent Teacher Conference, please contact your child’s teacher.