

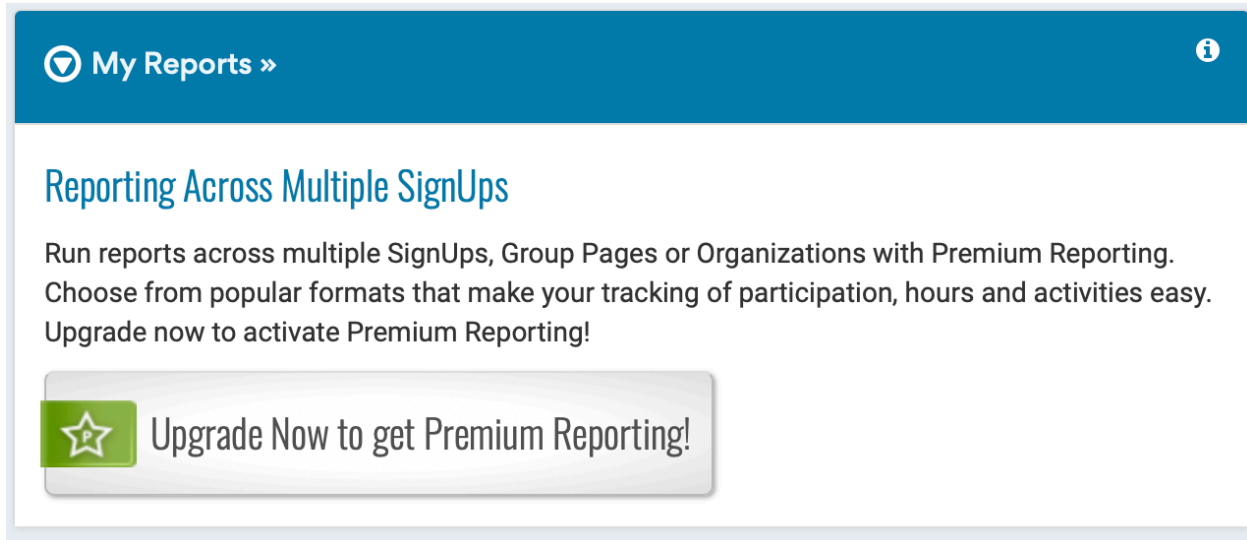
New Organizer? Please [register an account and follow the directions below](#):

Already have an Organizer account at SignUp.com? [Login](#) and Upgrade your account on your Profile page (click your name to access), then click the Upgrade button and enter the promo code: **ZHNLJQ24**.

Note: If you participated in a previous activity at SignUp.com but did not organize the activity, you likely do NOT have a registered account with a password yet.

It's important we get our school promo code associated with your account so you can post signups for activities on our school Group Page(s), have access to powerful Premium features like adding assistant organizers to activities, and so we can track parent participation and volunteer hours school-wide.


After you register you will be directed to Signup.com. Scroll to the bottom of the page until you see this box. **Click Upgrade Now to get Premium Reporting.**



My Reports »

Reporting Across Multiple SignUps

Run reports across multiple SignUps, Group Pages or Organizations with Premium Reporting. Choose from popular formats that make your tracking of participation, hours and activities easy. Upgrade now to activate Premium Reporting!

 Upgrade Now to get Premium Reporting!

Select Your Plan will open (screenshot below). Disregard all of the plans and scroll to Promo Code. Enter the Code above: **ZHNLJQ24**. Then Click Continue.

Select Your Plan



Advanced Reporting

Run reports across multiple SignUps with Advanced Reporting. Choose from popular formats that make tracking participation, hours and activities easy.

Current Plan: **Free**

Include an ad-free experience for an additional \$9.99/mo. or \$99.99/year.

Starter & Ad-Free

This feature is not available in the Starter plan.

Plus & Ad-Free

This feature is not available in the Plus plan.

Max & Ad-Free

Advanced Participant Hours Tracking & Reporting
15 Assistant Organizers
15 Custom Participant Questions
[See More Max Features >](#)

\$59.98 / month
 \$599.98 / year - Save 17%

Ad-Free Only

This feature is not available in the Ad-Free plan.

Enter a Promo Code:

Cancel

Continue »

Once you enter the code and are logged in, you should see all of the WUES group pages.

SignUp Dashboard Organize ▾ My Invitations ▾ My Tools ▾ Idea Center ▾ Help 🔍

My Group Pages + Create New Group Page

My Group Pages: Active Group Pages Filter By Active Group Pages ⓘ

Title ▾	# SignUps	Active	Owner
Annual Family Donation Drive	1 active of 1 total	Yes	West U PTO
<a>✎ Manage <a>🔌 Deactivate? <a>🗑 Delete <a>🔍 View			
Fifth Gay	2 active of 2 total	Yes	West U PTO
<a>✎ Manage <a>🔌 Deactivate? <a>🗑 Delete <a>🔍 View			
Fifth Henderson	2 active of 2 total	Yes	West U PTO
<a>✎ Manage <a>🔌 Deactivate? <a>🗑 Delete <a>🔍 View			
Fifth Higgs	2 active of 2 total	Yes	West U PTO
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Fifth Malkemus	2 active of 2 total	Yes	West U PTO
<a>✎ Manage <a>🔌 Deactivate? <a>🗑 Delete <a>🔍 View			
Fifth Miller	2 active of 2 total	Yes	West U PTO
<a>✎ Manage <a>🔌 Deactivate? <a>🗑 Delete <a>🔍 View			
Fifth Reyes	2 active of 2 total	Yes	West U PTO
<a>✎ Manage <a>🔌 Deactivate? <a>🗑 Delete <a>🔍 View			

First, you will create your signup.

« Back to My SignUps Preview SignUp **Next**

1 Provide Details **2** Add Spots **3** Choose Theme **4** Invite

Details Watch Quick Tip Videos

SignUp Kind *
What kind of SignUp/event(s) are you planning today?

Category *
What best describes your SignUp?

Name *
Examples: Evergreen Park Cleanup, Ms. Rose's Class Helpers, New Member Orientation, Appreciation Potluck

Welcome Message

B I U

11/1024

Example: We're cleaning up Evergreen Park next week — please join us! Sign up to help paint, plant, build new picnic tables, bring snacks. All ages welcome!

Location
Example: 1000 Aberdine Rd. Meet across from the field house. LocationMap@Map.com

Enter in the details and make sure to select our school (screenshot below).

Affiliated With a School

Previous Schools:

Choose a previous school
West University Elementary

Yes No Is this a US School?

Zip Code *

77005

5 miles

School Name *

Ex: Anderson Union High School

Note: A "✓" in the school list above is used to denote a verified school, as opposed to one entered by another SignUp user.

Once your signup is complete, select your class from the group pages and add that signup. First, find your class and click **Manage**.

My Group Pages

[+ Create New Group Page](#)

My Group Pages: Active Group Pages				Filter By	Active Group Pages	<i>i</i>	
Title <i>v</i>	# SignUps	Active	Owner				
Annual Family Donation Drive	1 active of 1 total	Yes	West U PTO	Manage	Deactivate?	Delete	View
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Fifth Miller	2 active of 2 total	Yes	West U PTO	Manage	Deactivate?	Delete	View
Fifth Reyes	2 active of 2 total	Yes	West U PTO	Manage	Deactivate?	Delete	View

Please do not edit the groups.

Click SignUps.

Update Group Page: Fifth Henderson



Details

Page Name * Fifth Henderson

Description

B *I* U

Add a short description of what participants will find on your page and a call to action. E.g. "Thanks for checking out our available SignUps. Please sign up below." (You may want to include your contact information.)

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Allow Others to Add SignUps to my Group Page?

Group Posted To: West University ES

« Back to Groups

Next »

Select your signup from the drop down.

Update Group Page: Fifth Henderson

1 Details 2 Image **3 SignUps** 4 Sharing

Add SignUps

What SignUps do you want posted on your Group Page?
(Choose a SignUp below. To change the list order, click on the arrows and drag and drop the line over the line where you want it to be. Click ✖ to remove the SignUp from your Group Page.)

✓ Choose a SignUp

Title	Date	Unlink?
↕ Boo Bash Sweet Shop	Oct 12, 2023	(Madelyn Wycoff)
↕ Boo Bash 2023 Confetti Egg Booth	Oct 14, 2023	(Madelyn Wycoff)

NOTE: Only SignUps with future or no-date Spots will be available to add to your group.

« Back to Groups « Previous Preview Next »

Click Next and then Done.

Please do not send out any links for the groups or the signups. We are encouraging everyone to go directly to the PTO website and select their class from the website. It is much easier for everything to be accessed via one page managed by the school rather than multiple links.