Sign-up

The meeting announcement will include a link to access the pre-registration system. Once in the system review the information at the top of the page, then go to the bottom of the page:

1. Click on the "Sign Up" box, then just below that click on "Submit and Sign Up" box
2. On the "Sign Me Up" page:
    a. Enter all name(s) of attendees as shown on retiree park card(s). Ex. Bob Smith; Sue Smith. Update the quantity box to match number of names entered.
    b. Enter your name (even if entered above) and email address in the next section. This allows the system to confirm your registration by email. **Save this email as it provides a direct link to your registration in case you need to make changes.**
    c. Enter a question for the speaker (optional)
    d. Click on "Sign up Now" box
3. Thank You page
    a. Confirm names and quantity. If not correct, click on "Back to Sign-up" to make corrections. If you would like to set up a calendar event, click on "Add to Calendar." If you have questions, click on "Contact Gold Timer" to send an email.
4. You will automatically receive a meeting reminder 2 days in advance of the meeting.

Update or Delete Pre-Registration

If later you determine you need to make changes, or someone you registered is unable to attend, please update your registration so our records and attendance count is accurate.

1. Access the pre-registration system by clicking on the link provided in your registration confirmation email. Hint: Search on **SignUpGenius**. This link will take you directly to your original registration to make changes or delete. (Skip to #3 and proceed)
2. If you are unable to locate your confirmation email, access the pre-registration link from the quarterly meeting announcement on the [SFEA Goldtimers page](#). Once in the system:
    a. In the middle of the page click on the underlined portion of the following, "Already signed up? You can **change your sign up**"
    b. Unless you actually opened a SignUpGenius account when you previously signed up, click on the second radio button which will generate 3 options. We suggest you use option 3, enter your email address, and click on "Send me an Email"
    c. In the email you receive, click on "Click Here to Edit." This will take you back to your original registration page.
3. You should now be back to your original "Sign Me Up" page.
    a. If you want to completely remove your registration (which would cancel all attendees previously registered by you), leave everything as is, go to the bottom and click on "Delete" box.
    b. Otherwise, you can add, remove, or correct a name that's in the box. Just make sure to update quantity if that has changed. Click on "Update My Sign Up" box. Confirm your changes on the "Thank You" page which will pop up.