

Gmail/Sign Up Genius Q & A

THANK YOU for co-chairing your committee! We know you are volunteers and we appreciate your help and support!!!

What is this Gmail account you keep emailing me about?

Every committee has a Gmail address that looks like “*committeename@jburroughs.org*” (eg *familynetwork@jburroughs.org*) You access it via Google.com>Mail>Login. Don’t let the fact that the ending is @jburroughs.org instead of @gmail.com confuse you.

Password should have been given to you during your transition meeting with last year’s chairs. (Is it in your binder???) If you don’t have the password, please ask last year’s chairs to give it to you. Contact Kellie (PCVP) if you hit a wall.

Do I have to use the Gmail account? It’s not on my phone and I forget to check it.

Yes, please!!!! The Gmail account acts like a communications archive for future co-chairs. Since the account is transferred from year to year, please use it for official communications, but not for anything that is sensitive.

PS: when people sign up to volunteer for your committee, I forward their information to your committee Gmail account.

How do I log into Sign Up Genius?

Your login is your committee Gmail address. Again, your password should have come from last year’s co-chairs. If you don’t have the password for SUG, click “forgot my password.” You will get a password change prompt in your committee Gmail account.

Am I really a JBS Administrator? Surely not.

You are! You are! Please log in and work in the “Admin” account, NOT “login as me.” Last year’s sign ups should be in the Admin account. If you find them under “login as me,” Kellie can move them.

How do I update previous Sign Ups?

- Click on the three dots next to the sign up you want to work with
- Click DUPLICATE
- On the next screen, select the appropriate group (ie -Class of 2021)
- Select "Create Copy"
- Archive the old (last year's) sign up

A word about class lists:

For our grade level chairs, I’ve updated the class email lists in SUG. Please use the “-Class of” group, eg “-Class of 2020”, when sending out sign ups. There’s no need to make your own.