

# Instructions to Self-Register for Check-In

## STEP ONE

Select your Check-In Day based on your Student Classification.

To select your timeslot, click on the “Sign Up” checkbox that corresponds with the time you would like to check in. If the timeslot is full, you will need to select a different one.

After selecting your timeslot, click on the Submit and Sign Up button on the bottom of the page to proceed to the next section.

The screenshot shows the 'Fall Sports Check-In Registration' page for Alderson Broaddus University. It lists sports teams: Cheer, Men's and Women's Cross Country, Men's and Women's Soccer, and Women's Volleyball. Below this is a table of available time slots with 'Sign Up' buttons. A yellow arrow points to the 'Sign Up' button for the 8:00 AM - 10:00 AM slot with the text 'Select a time slot'. Another yellow arrow points to the 'Submit and Sign Up' button at the bottom with the text 'Click here to Submit'.

Available Slot	Sign Up
8:00 AM - 10:00 AM (55)	<input type="checkbox"/>
10:00 AM - 11:30 AM (40)	<input type="checkbox"/>
12:00 PM - 1:30 PM (40)	<input type="checkbox"/>
1:30 PM - 3:00 PM (40)	<input type="checkbox"/>

## STEP TWO

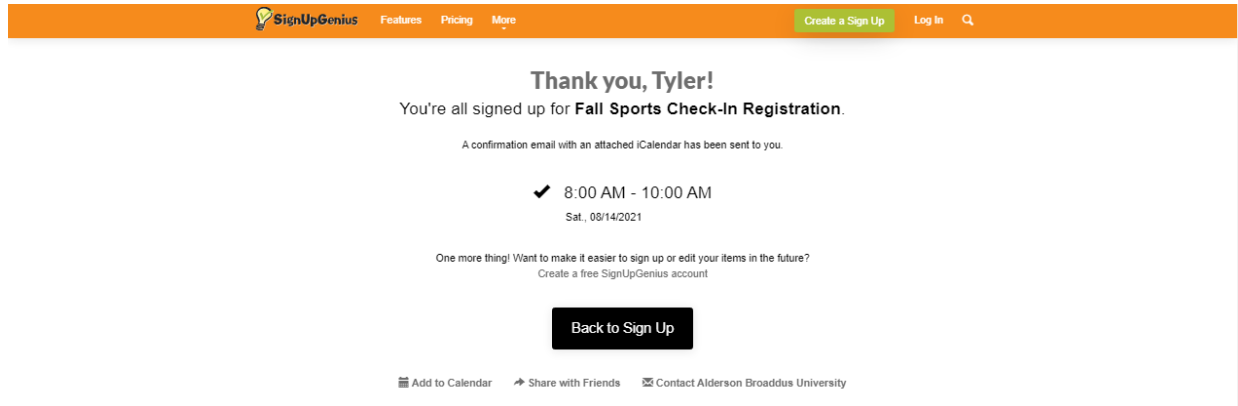
Enter the following:

- Your FULL name (No nicknames or initials, please)
- Your AB email address
- Your AB Student ID number

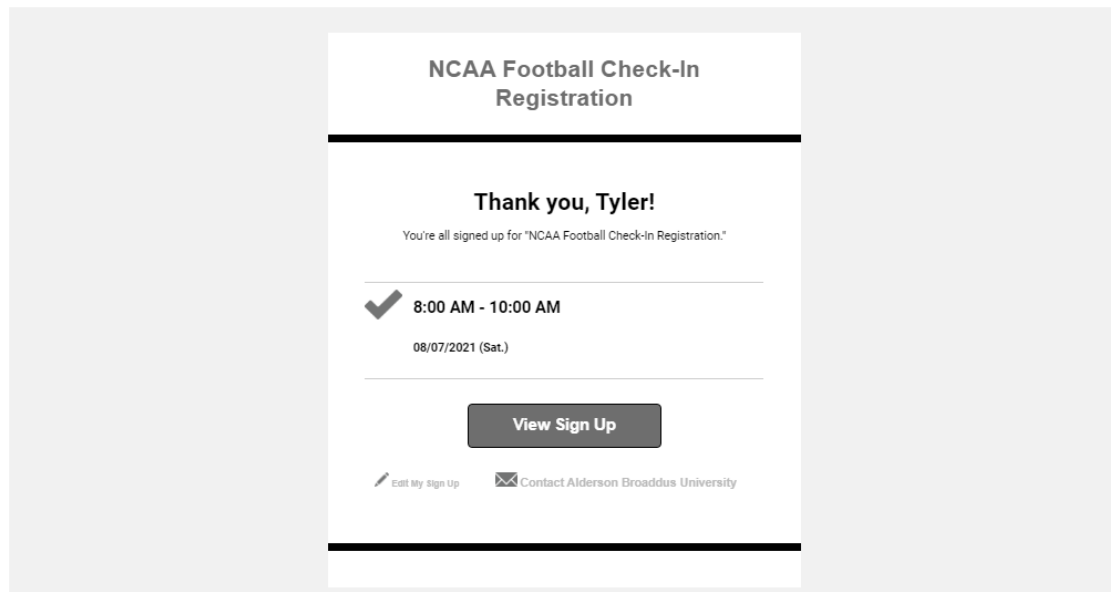
The screenshot shows the 'Sign Me Up' page. It has a table with columns: Available Slot, Date (weekdays - EDT), My Comment, and Quantity. Below the table are input fields for Name (First and Last), Email, and AB Student ID Number. A yellow arrow points to these fields with the text 'Enter your information'. Another yellow arrow points to the 'Sign Up Now' button with the text 'Click here to confirm your registration'.

Available Slot	Date (weekdays - EDT)	My Comment	Quantity
8:00 AM - 10:00 AM	Sat, 08/14/2021		1

When you see this, you are all set! You will receive a copy of the confirmation via email. We will see you soon!



## CONFIRMATION EMAIL



After signing up for Check-in, you will receive a confirmation email from [info@signupgenius.com](mailto:info@signupgenius.com).

If you need to change your Check-In registration, click on the "Edit My Sign-Up" button.

If you have questions, please contact the Office of Student Affairs at [studentaffairs@ab.edu](mailto:studentaffairs@ab.edu).