



— FEAST —  
— With Us —



**Booking Cooking  
Sessions**

**SignUp**  
.com





# Using SignUp



**SignUp** is FREE and easy to use and is a quick way to book your sessions and have an overview of everything in one place.

There is no need to register for a **SignUp** account to book your cooking sessions, nevertheless, creating an account gives you the option to:

- Visualise all your booked sessions in one place.
- See other volunteers that have booked for the same session.
- Cancel a session.







# Creating your SignUp Account



It is free to create an account, just follow the link below and enter the information required:

<https://signup.com/Organizer/Register/>

Please note, once you have booked a session, other participants will be able to visualise your name.

For your first name, you must use your full name so we can match your booking with our volunteers' database, but, if you do not wish other participants to see your last name just add your initial, for example: **Jen C**



## FEAST With Us Cooking Sessions

Welcome to our booking calendar!

Here you can find a list of all the cooking sessions available this month.

If you haven't done so, please, register for a SignUp account so you can track the sessions you have signed up for. If you register you will be able to access:

- The list of your booked sessions
- See other volunteers booked for the same session
- Cancel the session if you are unable to make it
- Swap sessions with other participants
- You can also download the SignUp app for Android or iPhone.

Thank you for cooking with us and hope to see you soon!

FEAST With Us Team



# Booking Your Cooking Session



Once you have registered you are ready to go!

Head to our Booking Forms button on our website to open our opportunities table:  
<https://www.feastwithus.org.uk/cooking-sessions>

**This page is password protected and you will have received the password with your welcome email once you finished your induction with us.**

There you will see a list of all our current sessions and how many spots we have available for our **Cooking Volunteers.**

A screenshot of the FEAST With Us booking calendar interface. At the top, there is a blue header with the text "SignUps" on the left and "% Filled" on the right. Below the header, a card displays session details for "SHP 9 (9 St Pancras Way, NW1 0PB)". To the right of the location is a progress bar showing "Filled: 0 of 44" and an orange "View" button. Below the location, the dates "Sep 01, 2021 - Sep 30, 2021" are shown. At the bottom of the card, there is a thank-you message: "Thank you so much for cooking at SHP9! Your time and help are so needed to tackle food poverty right now. ##Location: SHP, 9 St Pancras Way, King's Cross, London, NW1".



# Checking your bookings

Once you sign-up for a session you can visualise it from your main SignUp dashboard:

The screenshot shows the SignUp.com dashboard. At the top left is the 'SignUp.com' logo. Below it, a navigation bar contains several menu items: 'Dashboard', 'Organize', 'My Invitations', 'My Tools', 'Idea Center', and 'Help'. The 'Dashboard' item is highlighted with a green rectangular box. To the right of the navigation bar are links for 'Go Premium!' and the user's name 'Jenni B'. Below the navigation bar, the main content area features a 'Dashboard' heading, a '+ Create New SignUp' button, and a section for 'My SignUps: All SignUps' with a 'Filter By' dropdown menu set to 'All SignUps'. At the bottom of this section, there is a text prompt: 'Organize SignUps, events and meetings!'.



# Checking your bookings

Click on Dashboard and scroll down until you see the section **‘My Invitations: Upcoming Invitations’**.

There you can find a list of everything you have signed-up for.

The screenshot shows a dashboard with three main sections. The first section, 'My Group Pages: Active Group Pages', includes a filter dropdown set to 'Active Group Pages' and a button to 'Create New Group Page'. The second section, 'My Invitations: Upcoming Invitations', is highlighted with a green border and contains a table of upcoming events. The third section, 'My Reports', includes a heading 'Reporting Across Multiple SignUps' and a button to 'Upgrade Now to get Premium Reporting!'.

Title	Start	End	
SHP 15	Aug 26, 2021	Nov 25, 2021	You have 1 spot <a href="#">View</a>   <a href="#">Archive</a>
SHP 9	Sep 01, 2021	Sep 01, 2021	New <a href="#">View</a>   <a href="#">Archive</a>











# Checking your bookings

If you click on the top of the opportunity, it will open and you will be able to see an overview with the names of other volunteers that have booked for the same session.



Find Spots By Date

Aug 26, 2021  [Print Spots](#) [Add to Outlook/iCal](#)  Hide Full Spots  Show My Spots

▼ Thu Aug 26, 2021 1 of 4 Filled

SPOT	TIME	FILLED	PARTICIPANTS	
> Cooking Volunteer	08:00 - 09:00	1 of 1	 (0) 	<a href="#">MY SPOTS ▼</a>
> Cooking Volunteer	08:00 - 09:00	0 of 1	 (0)	<a href="#">SIGN UP</a>
> Facilitator	08:00 - 09:00	0 of 1	 (0)	<a href="#">SIGN UP</a>
> Facilitator	08:00 - 09:00	0 of 1	 (0)	<a href="#">SIGN UP</a>

▼ Thu Sep 2, 2021 0 of 2 Filled

SPOT	TIME	FILLED	PARTICIPANTS	
> Cooking Volunteer	08:00 - 09:00	0 of 1	 (0)	<a href="#">SIGN UP</a>
> Facilitator	08:00 - 09:00	0 of 1	 (0)	<a href="#">SIGN UP</a>

▼ Thu Sep 9, 2021 0 of 2 Filled




# Cancelling your bookings

If you need to cancel a session, you can do it on the same place.






Click on the button **'MY SPOTS'** and it will open a small menu where you can find the option **'Remove'**.

This will cancel your session and our Volunteer Coordinator will automatically receive an email with a notification of cancellation.



Find Spots By Date

Aug 26, 2021  [Print Spots](#) [Add to Outlook/iCal](#)  Hide Full Spots  Show My Spots

▼ Thu Aug 26, 2021 1 of 4 Filled

SPOT	TIME	FILLED	PARTICIPANTS	
<a href="#">Cooking Volunteer</a>	08:00 - 09:00	1 of 1	 (0) 	<div style="border: 1px solid #0070C0; padding: 5px;"><a href="#">MY SPOTS</a> ▼ <a href="#">Edit Spot</a> <a href="#">Swap Request</a> <a href="#">Remove</a> <a href="#">SIGN UP</a></div>
<a href="#">Cooking Volunteer</a>	08:00 - 09:00	0 of 1	 (0)	<a href="#">SIGN UP</a>
<a href="#">Facilitator</a>	08:00 - 09:00	0 of 1	 (0)	<a href="#">SIGN UP</a>
<a href="#">Facilitator</a>	08:00 - 09:00	0 of 1	 (0)	<a href="#">SIGN UP</a>

▼ Thu Sep 2, 2021 0 of 2 Filled

SPOT	TIME	FILLED	PARTICIPANTS	
<a href="#">Cooking Volunteer</a>	08:00 - 09:00	0 of 1	 (0)	<a href="#">SIGN UP</a>
<a href="#">Facilitator</a>	08:00 - 09:00	0 of 1	 (0)	<a href="#">SIGN UP</a>

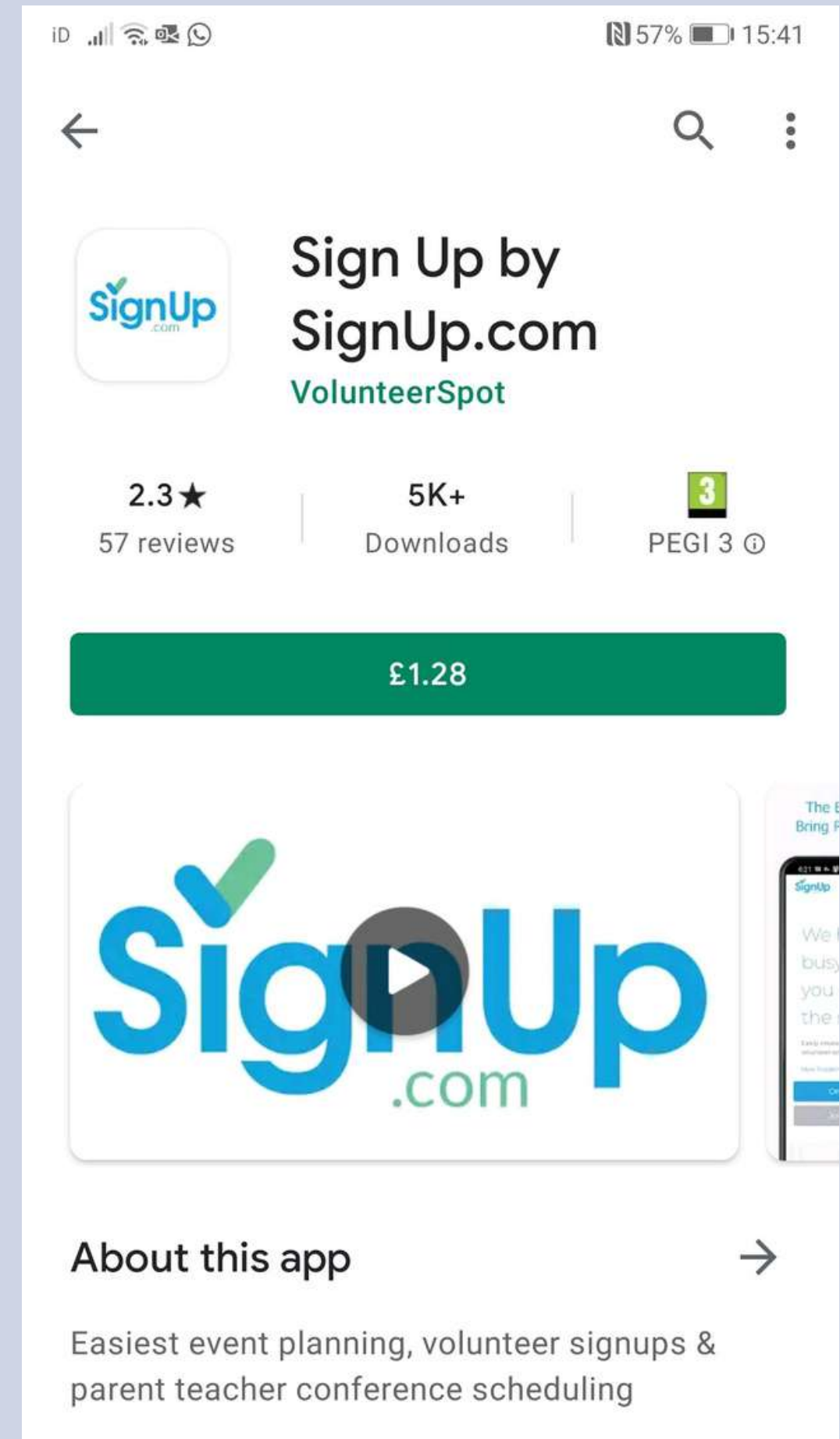
▼ Thu Sep 9, 2021 0 of 2 Filled



# Access your bookings anywhere

SignUp App is also available for Android devices or iPhone.

Please, visit your Google Play or Apple Store to download the app if you want to check your bookings anywhere via your mobile device.



# Thank you for volunteering with us!

If you have any questions or need help using SignUp, please, contact our Volunteer Coordinator on:

 [volunteer@feastwithus.org.uk](mailto:volunteer@feastwithus.org.uk)

 020 7871 0094

