

Calendar Signup Guide for Sitting at the Gallery

1. **You may not exhibit if you do not sign up to sit. Exemptions: 80 years of age or you have notified someone on the Executive Board prior to Change-Out that you have a disability preventing you from sitting.**
2. Sign up for four date/time slots on signupgenius.com as soon as possible once you receive the email to do so.
3. Be prepared to sign up for date/time slots at the Change-Over if you haven't done so online. Bring your calendar.
4. If all date/time slots are full or if you did not sign up at the Change-Over, email Jackie Swartz at LJCSwartz@hotmail.com with the four date/time slots you can take. Do so within three days after Change-Over. **This makes much more work so please avoid this option if at all possible.**
5. **An experienced person will be paired with a new person.**

Jackie will move people around. You may keep all your slots, but often Jackie will drop slots and move someone in that spot so every exhibitor will have an opportunity to meet their sitting obligation.

Using the online [signupgenius](http://signupgenius.com).

1. Click the date/time slots you want.
2. Click on the blue "submit and sign up" at the bottom. (you are not done yet)
3. The next screen will let you check the date/time/quantity/comment/phone number
4. Then you click "sign up now". And you are done.

It's a good idea to go to the calendar and see that your slots show your name.

For some shows you will have more slots than others. Some shows you will have fewer slots than others. Over time it evens out.

If you are an experienced host you may sign up a friend or adult family member to host with you. They count as one of your slots.