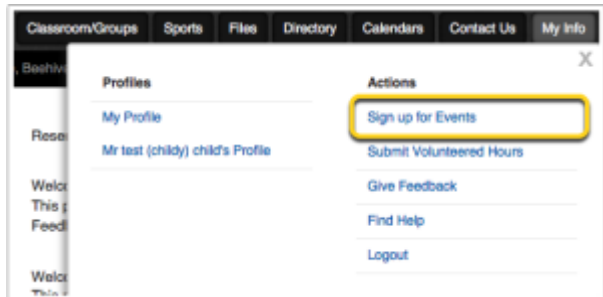
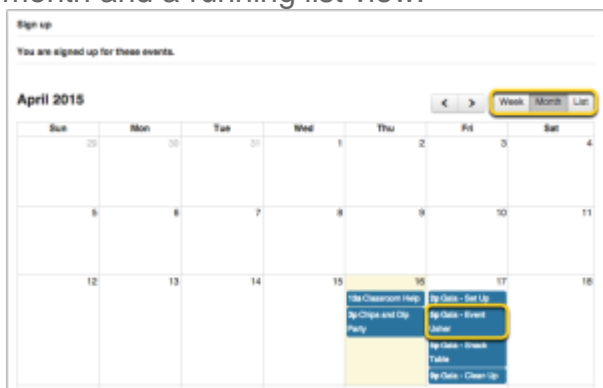


# Event Sign Up

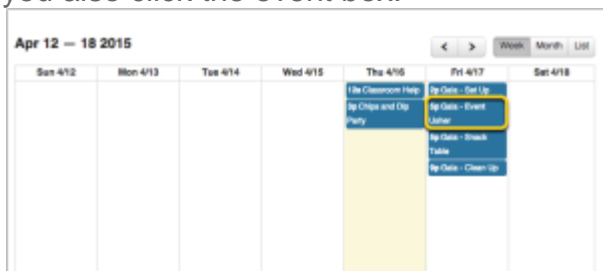
To access **sign ups**, log into your school's Beehively and choose "Sign up for Events" from your My Info menu.



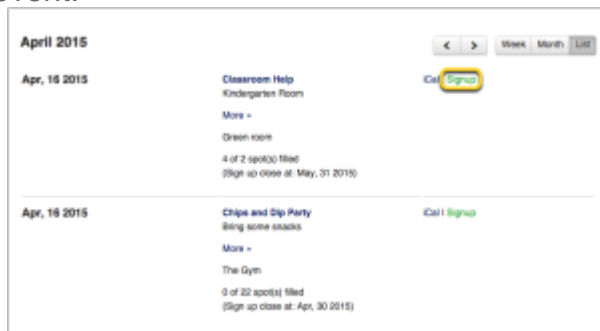
Here, you will be presented with a user-friendly calendar view, to better plan sign ups relative to your own busy schedule. There are more view options listed to the top right, including: events by week, by month and a running list view.



You may also view events in a weekly format for a closer look. To sign up for events using this view, you also click the event box.

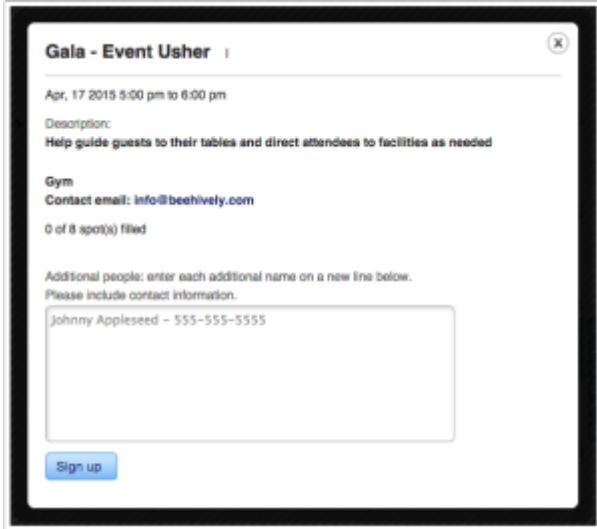


To sign up for an event while in monthly or weekly calendar view, click an event box and a popup will appear. The next available view is list view. This will provide a running list of sign up opportunities and more specific information for each event.



To sign up for an event while in List view, click "Sign up" beside the event title and a popup will appear

Once you click an event to sign up (whether in calendar or list view), you will see this popup including further information about the selected event. Here, you can contact the event coordinator, see others who have signed up and sign up others who may want to volunteer as well (optional).



**Gala - Event Usher** [X]

Apr, 17 2015 5:00 pm to 6:00 pm

Description:  
Help guide guests to their tables and direct attendees to facilities as needed

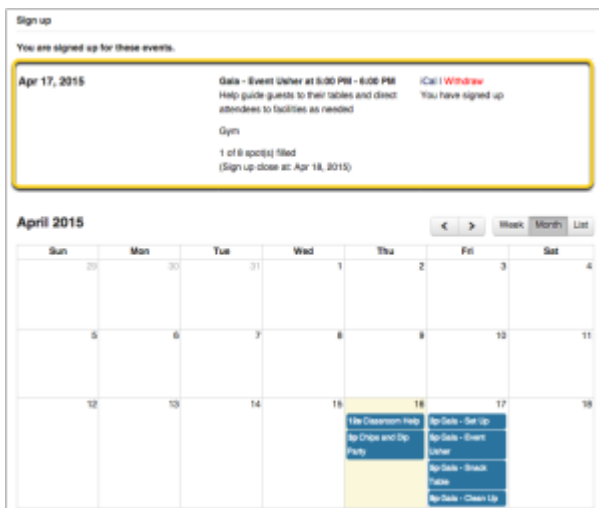
Gym  
Contact email: [info@beehively.com](mailto:info@beehively.com)  
0 of 8 spot(s) filled

Additional people: enter each additional name on a new line below.  
Please include contact information.  
Johnny Appleseed - 555-555-5555

Sign up

Click “Sign up” to complete your sign up for this event. The screen will close automatically once you sign up. If you would like to exit the popup without signing up, simply click outside of the popup or select the x in the upper right-hand corner.

Once you sign up for an event, you will start to see a running list of the events you are signed up for on the top of the page. This list will remain on the sign up page until the events pass.



Sign up

You are signed up for these events.

Apr 17, 2015

Gala - Event Usher at 5:00 PM - 6:00 PM  
Help guide guests to their tables and direct attendees to facilities as needed

Gym  
1 of 8 spot(s) filled  
(Sign up close at: Apr 18, 2015)

[iCal](#) | [Withdraw](#)  
You have signed up

April 2015

< > Week Month List

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
				Life Classroom Help Ap Oups and Dp Party	Ap Date - Set up Ap Date - Event Ap Date - Break Ap Date - Clean Up	

From this listing, you are able to download the event to add to your own personal calendar (using the iCal link) or you may withdraw your sign up.

We are confident these changes will make event sign ups at your school easier than ever. As always, feel free to reach out to our team at [support@beehively.com](mailto:support@beehively.com) with any suggestions, concerns or input regarding this feature improvement. We are available to help 24/7!