How to sign up for a workshop / tutoring session

1. Visit our website http://www.deanza.edu/studentsuccess/lsc/ or Facebook https://www.facebook.com/deanzaLSC to check out our new schedule.

2. Click on the link of the workshop that you want to sign up for.

3. Check the Sign Up box either for Register or Waiting list.

4. Click Submit and Sign Up.

5. Fill in your information (you don’t have to create an account at signpgenius.com but if you have one, it will help you keep track your signup).
   a. Qty: just keep it 1. (You will be dropped if you register for more than 1 slot in a workshop).
   b. Class Level is required. Please put the ESL/English class you’re taking. Ex: ESL 251 or EWRT 211.
   c. First Name, Last Name, and Email are also required.
   d. Phone Number is optional.
   e. Click Sign Up Now! when you’re done.
6. If you forgot to put your Class Level, a message will appear.

Your submission had the following problems:
- The field "Class Level (ex: ESL 251, ESL 261,...)" is required.

7. If you fill in all the information, the successful message will appear.

**Thank You!**

Your sign up has been added.

You signed up on the "Conversation Workshop (Monday, 4/15, 9:30AM)" page for Register on 4/15/2013 (Mon.) 9:30AM-10:20 AM at L47.
How to cancel your registration

If you have an account at signupgenius.com, you can login to your account and cancel your registration or you can request to edit it online.

1. Go to the workshop or tutoring session that you want to cancel.
2. Click on I need to change my sign up.

3. If you have an account at signupgenius.com, then choose “I signed up as a SignUpGenius member.”
4. If you sign up without SignUpGenius account, then choose “I signed up without a SignUpGenius account.”
5. If somebody signs you up and you want to cancel it, then choose “Someone else signed me up on this sign up.”
6. Type your email address and click Send Me an Email.
7. A message will appear and also instructions will be sent to your email.

An email has been sent to [email protected] that contains a link to edit your sign up. If you do not receive it promptly, check your Junk folder to make sure it was not accidentally flagged as spam. If you continue to have problems receiving the email, you can register at SignUpGenius in order to edit your item.

8. Check your email and follow the link in the email to edit your registration.

Dear [Name],

You requested an email link that would allow you to edit the item you signed up for on Conversation Workshop (Monday, 4/15, 9:30AM). Use the link below to edit your item.

You are signed up for:

04/15/2013 09:30AM-09:30AM at L47 - Register

[Click here to edit]

If you have further questions about the event in question, do NOT reply to this email. You will need to contact the sign up creator directly. Thank you.

Visit SignUpGenius.com | Report an Email Problem

9. Set your Qty slot to 0 (zero) to cancel your registration. Click on REVISE MY SIGN UP to finish the cancelation.
Listening and Speaking Center
CONVERSATION WORKSHOP (MONDAY, 4/15, 9:30AM)

Edit My Signup

<table>
<thead>
<tr>
<th>Date</th>
<th>Available Slot</th>
<th>City</th>
<th>Class Level (exc ESL 251, ESL 261,...)</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/15/2013 (Mon. 9:30AM - 10:20AM)</td>
<td>Register</td>
<td>1</td>
<td>ESL 251</td>
</tr>
</tbody>
</table>

- I'm a SignUpGenius member
- I do not have a SignUpGenius account

First Name *

Last Name *

Email

Create an account at SignUpGenius so I can login and edit my items if I ever need to make a change.
Send me a confirmation email with an iCalendar (.ics) file and a link that will allow me to edit this item later.

Additional Info:
LSC De Arze has asked that you also provide the info below. Your answers will not be displayed publicly.

Phone

Phone Type

Select

REVISE MY SIGN UP  Cancel

THANK YOU!

Your sign up has been updated.

You signed up on the "Conversation Workshop (Monday, 4/15, 9:30AM)" page for Register on 4/15/2013 (Mon.) 9:30AM - 10:20 AM at L47.