Step 1: Check the box next to "sign up" under the Mediator Slots. Then click "Submit and Sign Up" button at the bottom of the page.

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Step 2A : You should be redirected to a page that looks like this:

Fill out the information requested.

If you do not have an account, leave the button next to "I do not have a SignUpGenius account" selected (blue oval); then fill out your first name, last name, and email address. Lastly, click on the button "Sign Up Now" (Green oval). You must click on this button as well, or you will not be signed up! PROCEED TO STEP 3 IN THESE INSTRUCTIONS.

If you have an account, select the button next to "I'm a SignUpGenius member." (Red oval.) If you are not logged in, you will be directed to do so. After logging in, PROCEED TO STEP 2B IN THESE INSTRUCTIONS.

Step 2B (ONLY FOR THOSE WITH A SIGN UP GENIUS ACCOUNT): You will be asked to confirm your name once logged in (Blue oval.) If you are using someone else's account (such as a spouse's), please check the box in the red oval and fill in your name. Lastly, click on "Sign Up Now" (Green oval). You must click on this button as well, or you will not be signed up! PROCEED TO STEP 3 IN THESE INSTRUCTIONS.



Step 3: You receive this Thank You page to confirm your sign up. If you do not see this screen, then you are not signed up! You may choose to print this screen as confirmation, but you are not obligated to do so.

