

How to Access Parent-Teacher Sign Up Lists



1


Navigate to <https://www.signupgenius.com/> and click "Log In" in the top right corner.



2

You must log in using your @summit.school email address. If you don't remember your password for SignUpGenius, click the "forgot your password?" link at the bottom.

Click "Log In"



The login page features a light blue header with a pattern of yellow lightbulbs and a white cloud. Below the header, the main heading reads "It's a great day to be a Genius!". There are two tabs: "Log In" (active) and "Create Account". The "Log In" section contains an "Email" field with "@summit.school" entered, a "Password" field with masked characters and a toggle icon, and a green "Log in" button. Below this is a horizontal separator with "OR" in the center. The social login section includes a "Sign in with Google" button and a "Sign in with Facebook" button. At the bottom left is a "Forgot your password?" link, and at the bottom right is a speech bubble icon. A small help bubble on the right says "Hey there, need any help?".

It's a great day to be a Genius!


Log In [Create Account](#)


Email

Password

[Log in](#)

OR

 Sign in with Google

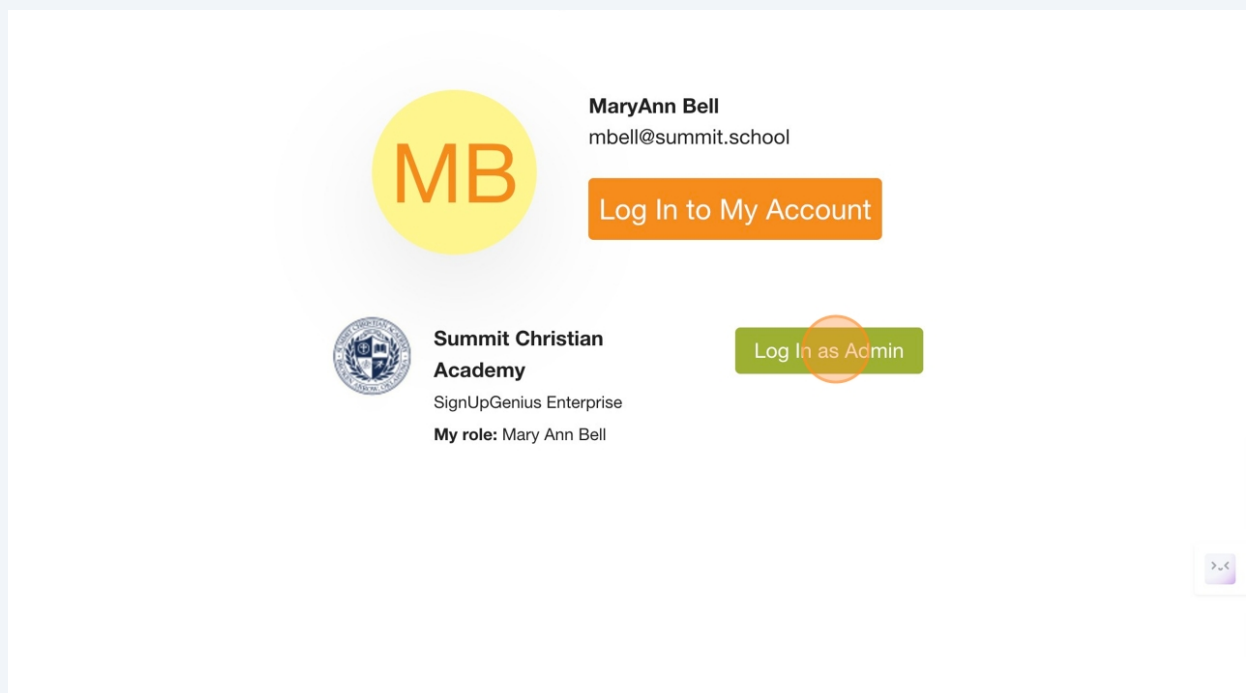
 Sign in with Facebook

[Forgot your password?](#)

Hey there, need any help?

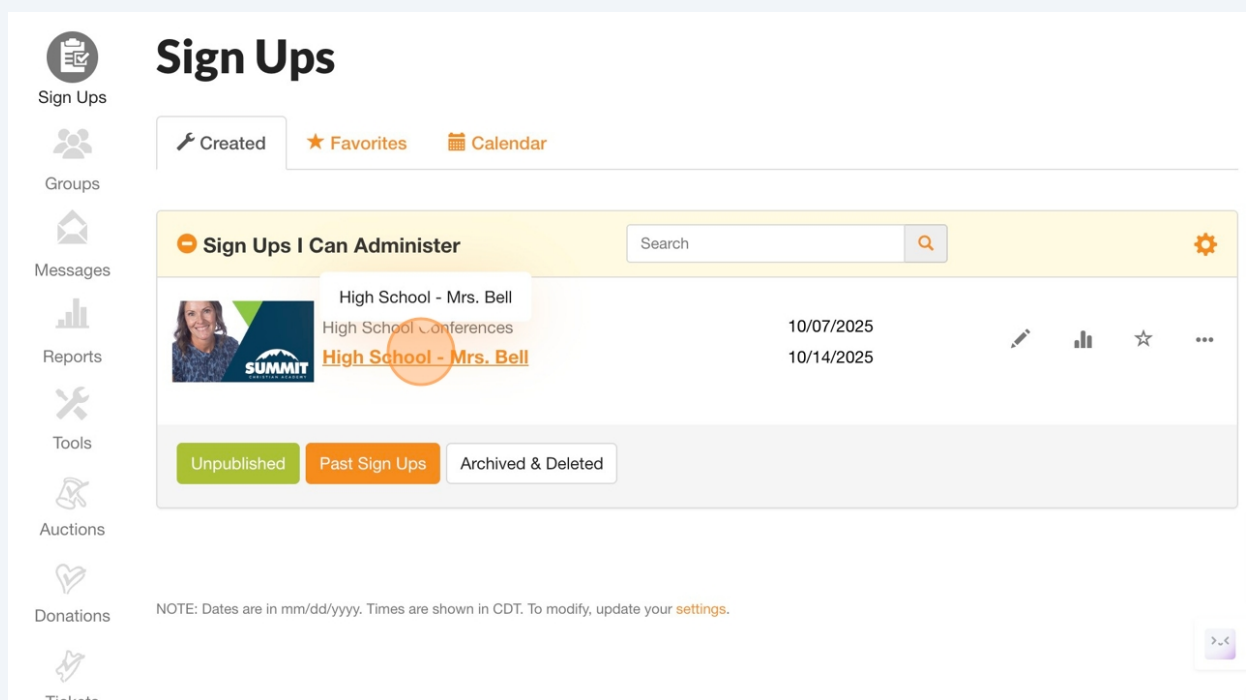
3

You may see two log in options if you have your own private SignUpGenius account. To access your Parent-Teacher Conference Sign up, click "Log In as Admin".



4

You should see your sign up in the list. Click on the title to open it.




5

Clicking edit content will allow you to edit all the details of your Parent-Teacher Conference sign ups.

Admin Tools
Edit Content
Send a Message
Reports & Stats
Add / Edit / Delete
Print Version

PLEASE NOTE: Names are only viewable on this sign up because you are logged in as an administrator. To see how this sign up looks to your users, click here to logout.



High School Conferences
High School - Mrs. Bell
Summit Christian Academy
Contact

Fall Parent-Teacher Conferences
Conferences will be held on Tuesday, October 7 and Tuesday, October 14, from 4:00–7:30 p.m. Please review the available time slots below and click the button to reserve your spot.

Location Summit High School
3500 W New Orleans St
Broken Arrow, OK 74011

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The most important area of the "Edit Sign Up" section is the SLOTS tab. This is where you can add, delete, or edit specific time slots. When you are ready, click the VIEW tab to go back to your sign up menu.

YOU ARE LOGGED IN AS AN ADMIN FOR:
Summit Christian Academy
[View my permissions](#) | [Switch back to my own account](#)

Sign Ups
Groups
Messages
Reports
Tools
Auctions

Edit Sign Up
High School - Mrs. Bell

Design
Slots
Settings
Share
View

Sort by Date
Search
+ Add Dates
+ Add Slots



Dates/Times	Location	Available Slot
10/07/2025 (Tue. 4:00 pm - 7:30 pm)	Summit High School	4:00-4:15 (1)
		4:15-4:30 (1)
		4:30-4:45 (1)

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There are several ways to view your sign up list. The first is the "Add/Edit/Delete" button in your sign up menu.

[Admin Tools](#) [Edit Content](#) [Send a Message](#) [Reports & Stats](#) [Add / Edit / Delete](#) [Print Version](#)

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The "add/edit/delete" section will allow you to see your sign up, manually add sign ups, or delete slots.

Sign Ups

Groups

Messages

Reports

Tools

Auctions

Donations

Tickets

High School - Mrs. Bell

Signed Up

Waitlist

People Currently Signed Up:

✎ Sign Someone Up

✚ Move Selected

✕ Delete Selected

Date (mm/dd/yyyy CDT)	Location	Item	Qty	First	Last	Comment	Edit	Select
10/07/2025 4:00pm - 7:30pm	Summit High School	5:00-5:15	1					<input type="checkbox"/>
10/07/2025 4:00pm - 7:30pm	Summit High School	5:45-6:00	1					<input type="checkbox"/>
10/07/2025 4:00pm - 7:30pm	Summit High School	5:30-5:45	1					<input type="checkbox"/>
10/07/2025 4:00pm - 7:30pm	Summit High School	5:15-5:30	1					<input type="checkbox"/>
10/14/2025 4:00pm - 7:30pm	Summit High School	5:30-5:45	1					<input type="checkbox"/>
10/14/2025 4:00pm - 7:30pm	Summit High School	5:15-5:30	1					<input type="checkbox"/>
10/14/2025 4:00pm - 7:30pm	Summit High School	6:15-6:30	1					<input type="checkbox"/>

Hey there, need any help?

Use It For

Helpful For

About Us



Resources & Tips

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Another way is using the "Reports & Stats" button on your sign up menu.

[Admin Tools](#) [Edit Content](#) [Send a Message](#) [Reports & Stats](#) [Add / Edit / Delete](#) [Print Version](#)

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Here you can set the dates to export your sign-up list of sign ups for export to excel (the last report style option.)

Sign Ups

Groups

Messages

Reports

Tools

Auctions

Donations

Tickets

Reports

Sign Ups

Stats

Volunteers

Fill out the form below to build a custom report using data from all your sign ups.

BACK TO SIGN UP

Include the Following Sign Ups:

☒ High School - Mrs. Bell

Date Range (mm/dd/yyyy):

☒ Include all dates from the selected sign ups

☐ Only include dates on the selected sign ups that are between

09/05/2025

12/05/2025

Report Style:

Note: If you collected phone & address information or a custom question, choose the "List of Sign Ups" report.

☒ Total Sign Up Quantity by User

☐ List of Users for Export to Excel

☐ List of Sign Ups for Export to Excel

Create Report

Use It For

School Sign Ups

Business Schedules

Helpful For

Event Registrations

Lessons & Camp

Sign Ups

About Us

Getting Started with

Sign Ups

Features

Resources & Tips

Sign Up Designs

Planning Ideas

Hey there, need any help?

11 Once you are happy with your export selection, click create report.

The screenshot shows a web interface for creating a report. On the left is a sidebar with icons and labels for 'Tools', 'Auctions', 'Donations', and 'Tickets'. The main area is titled 'Report Style:' and contains two radio button options: 'Include all dates from the selected sign ups' (unselected) and 'Only include dates on the selected sign ups that are between' (selected). Below these are two date input fields with calendar icons, containing the dates '09/05/2025' and '12/05/2025'. A note states: 'Note: If you collected phone & address information or a custom question, choose the "List of Sign Ups" report.' Below the note are three radio button options: 'Total Sign Up Quantity by User' (unselected), 'List of Users for Export to Excel' (selected), and 'List of Sign Ups for Export to Excel' (unselected). A green 'Create Report' button is at the bottom left of the main area. On the right, there is a small navigation control with '>' and '<' arrows. At the bottom of the page is a yellow footer bar with four sections: 'Use It For' (School Sign Ups, Business Schedules), 'Helpful For' (Event Registrations, Lessons & Camp Sign Ups), 'About Us' (Getting Started with Sign Ups, Features), and 'Resources & Tips' (Sign Up Designs, Planning Ideas). A chat bubble with a speech icon and the text 'Hey there, need any help?' is on the right side of the footer bar.

Tools

Auctions

Donations

Tickets

Report Style:

☐ Include all dates from the selected sign ups

☒ Only include dates on the selected sign ups that are between

Note: If you collected phone & address information or a custom question, choose the "List of Sign Ups" report.

☐ Total Sign Up Quantity by User

☒ List of Users for Export to Excel

☐ List of Sign Ups for Export to Excel

Create Report

Hey there, need any help?

Use It For

School Sign Ups

Business Schedules

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Event Registrations

Lessons & Camp Sign Ups

About Us

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