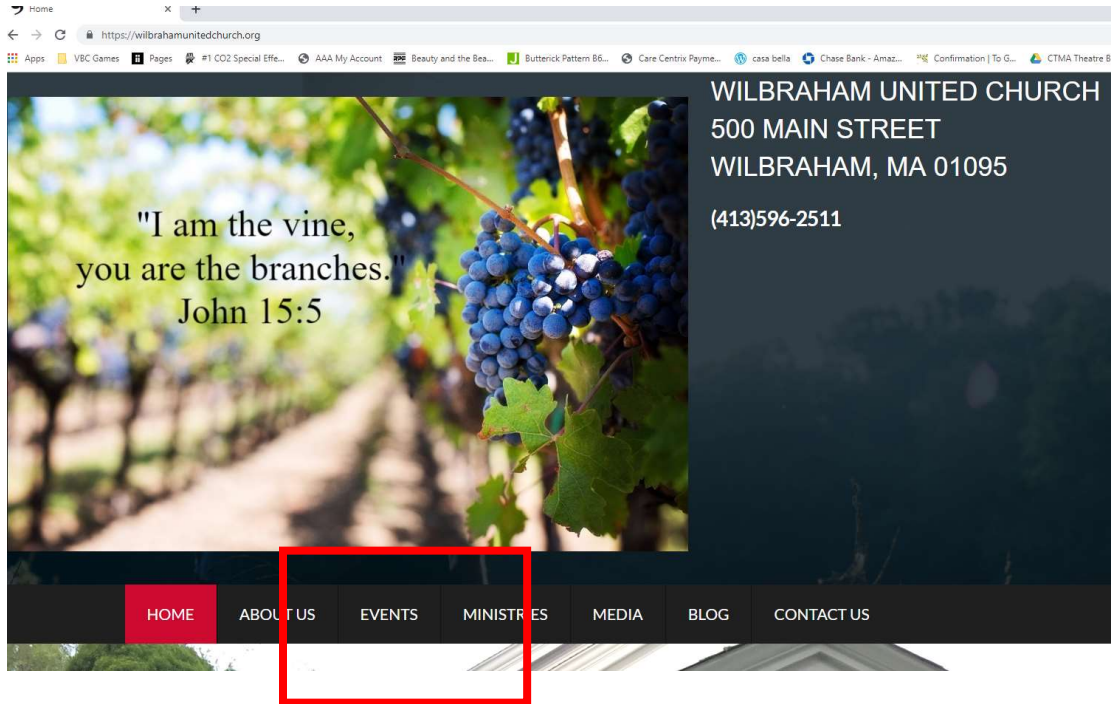


## How to Sign up online for Coffee Hour

Go to the church's website:

[www.wilbrahamunitedchurch.org](http://www.wilbrahamunitedchurch.org)





Click on "Events"




Scroll towards the middle of the page until you see the Sunday Morning Coffee Hour Sign-Ups section.

A screenshot of the "Sunday Morning Coffee Hour Sign-Ups" section on the church website. The section has a light gray background and is separated from the header by a thin red line. The title "Sunday Morning Coffee Hour Sign-Ups" is written in a dark red font. Below the title, there is a paragraph of text: "We now encourage our church family to sign up **online** as hosts for our Coffee and Fellowship Hour after Sunday morning worship. Coffee Hour is an important part of the Sunday worship experience. **Here's** a really great article about why we think Coffee Hour has a key role in our church life! Connect below to our sign up calendar! Provide just your name and email (so that the calendar can send you a reminder) and choose dates that are convenient to you!". At the bottom of the section, there is a prominent red button with white text that says "Coffee Hour Sign Up".

Press the Coffee Hour Sign Up button which will take you out to the sign up website for our church.



### WUC Sunday Morning Coffee Hour

Sun Feb 3, 2019 – Sun Apr 26, 2020

Hi - we're hoping you will sign up to host Coffee Hour at Wilbraham United Church. Please sign up for a Sunday that's convenient for you and your schedule. We will send you a reminder email when it's your turn. Coffee hour can be as simple as some store bought cookies, fruit and cheese or as elaborate as you care to make it. We plan to serve around 50-60 people on most Sundays. Coffee and coffee supplies are provided. You should plan on arriving no later than 9:45 to start brewing coffee. Thank you for your time!

[← Share this Invite](#)



↑

↓

Find Spots By Date

Hide Past Spots     Hide Full Spots

▼ Sun Jun 2, 2019
2 of 4 Filled

SPOT	TIME	FILLED	PARTICIPANTS	
<a href="#">&gt; refreshments for coffee hour</a> Coffee and coffee supplies ar...	10:00am – 12:00pm	1 of 1	🗨️ (0) 	FULL
<a href="#">&gt; refreshments for coffee hour</a> Coffee and coffee supplies ar...	10:00am – 12:00pm	1 of 3	🗨️ (0) 	SIGN UP

▼ Sun Jun 9, 2019
0 of 4 Filled

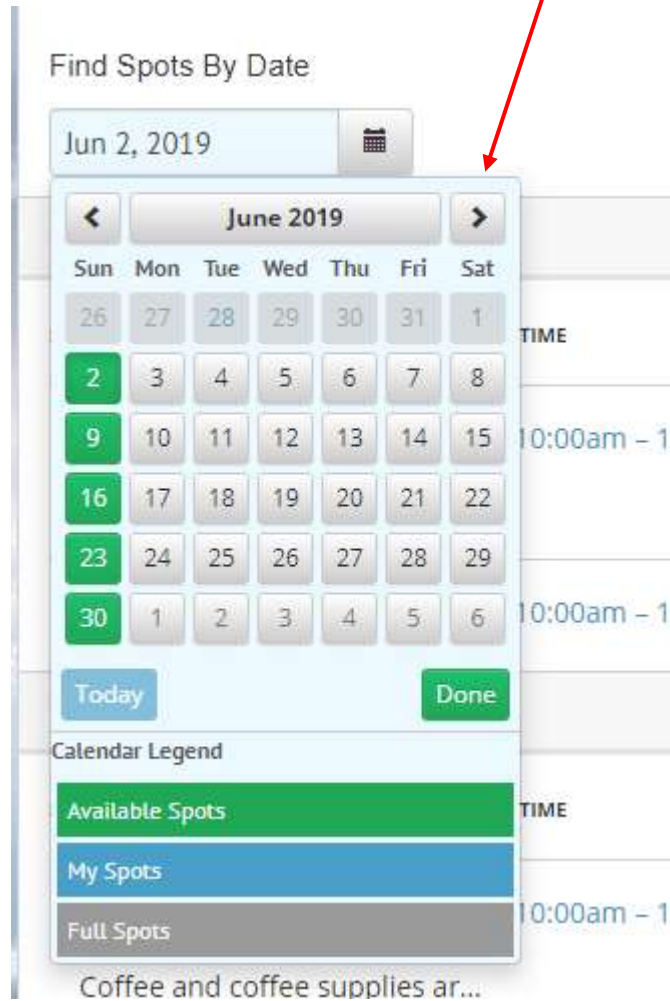
SPOT	TIME	FILLED	PARTICIPANTS	
<a href="#">&gt; refreshments for coffee hour</a> Coffee and coffee supplies ar...	10:00am – 12:00pm	0 of 1	🗨️ (0)	SIGN UP

The available dates are shown by list view.

To see a full calendar, in the top left hand corner above the first date change the view by clicking on calendar icon to the right of the “Find Spots By Date”



You can also choose to only show available spots by checking the “Hide Full Spots” box




NOTE THAT THERE ARE FOUR SLOTS AVAILABLE for each date. You can sign up for the “1 of 1” or one of the “1 of 3” spots. It’s doesn’t make any difference which one you choose.

For example: on June 16<sup>th</sup>, 2019 one person is already signed up, but three more people can also sign up to help.

Sun Jun 16, 2019		
SPOT	TIME	FILLED
> refreshments for coffee hour Coffee and coffee supplies ar...	10:00am – 12:00pm	1 of 1
> refreshments for coffee hour	10:00am – 12:00pm	0 of 3

When you are ready to sign up for a date click on the green “sign up” button next to the date you’ve chosen.

Sun Jun 9, 2019				0 of 4 Filled
SPOT	TIME	FILLED	PARTICIPANTS	
> refreshments for coffee hour Coffee and coffee supplies ar...	10:00am – 12:00pm	0 of 1	🗨 (0)	 <a href="#">SIGN UP</a>
> refreshments for coffee hour	10:00am – 12:00pm	0 of 3	🗨 (0)	<a href="#">SIGN UP</a>

You will be asked to sign into the site either with Facebook or Google (for example if you use a “gmail” email address), or you can simply type in your email address in the blue box. (*Just type over the example text. As soon as you start to type it will disappear.*) Once you’ve entered your contact information press the “Continue” button in the lower right-hand corner.

The screenshot shows a registration form for 'WUC Sunday Morning Coffee Hour' on 'Sun Jun 9, 2019'. The form is titled 'Please tell us who you are'. It offers three sign-in options: 'Sign in with Facebook', 'Sign in with Google', and 'or sign in with email'. The 'or sign in with email' option is selected, and the email address 'coffeemaker@wuc.org' is entered in a blue text box. A red oval highlights this text box. Below the text box are 'Cancel' and 'Continue >' buttons. A red arrow points from the top right corner of the form to the 'Continue >' button.

You’ll be given the opportunity to make sure you’ve entered your email correctly. If it is correct then press the “Confirm” button. If it isn’t correct, press the <Back button and re-enter your contact information.

The screenshot shows a confirmation step for the registration form. It is titled 'Please double check that your address looks correct:'. The email address 'coffeemaker@wuc.org' is displayed in a blue text box. Below the text box are '< Back' and 'Confirm' buttons. A red oval highlights the 'Confirm' button.

You'll be asked to enter your name and phone number. Name is a "required" field, but phone number is optional.

WUC Sunday Morning Coffee Hour  
Sun Jun 9, 2019 – refreshments for coffee hour

Quantity: 0 Spots / 1 Available

Name

coffeemaker@wuc.org

Participant's Information

Name \* Participant name # of Spots \* 1

Email coffeemaker@wuc.org Phone

Count me in for updates and special offers from SignUp.com  
 **theSkimm** makes it easier to be smarter. Our daily e-mail newsletter gives you all the news and info you need to start your day. Join the 6 million people who wake up with us every morning. Subscribe today.  
 Sign up for emails & receive 40% off 1 item + Free shipping over \$75. Privacy

Save and Done

You will also probably want to uncheck the update marketing boxes so that you don't get unwanted email from the site. Once you've completed your information click the "Save and Done" green box in the lower right-hand corner.

WUC Sunday Morning Coffee Hour  
Sun Jun 9, 2019 – refreshments for coffee hour

Quantity: 0 Spots / 1 Available

Name

CM Coffee Maker

Participant's Information

Name \* Coffee Maker # of Spots \* 1

Email coffeemaker@wuc.org Phone

Count me in for updates and special offers from SignUp.com  
 **theSkimm** makes it easier to be smarter. Our daily e-mail newsletter gives you all the news and info you need to start your day. Join the 6 million people who wake up with us every morning. Subscribe today.  
 Sign up for emails & receive 40% off 1 item + Free shipping over \$75. Privacy

Cancel Save and Done

The site will refresh and you will then see yourself added to the schedule.

You can click on the blue “My Spots” button to update.



To remove yourself from the date if you have a change of plans simply click on the blue button to reveal the update options. You can make an edit, change the date or delete the sign-up for yourself.



You will receive a reminder email to the email address you entered on the Friday before the date for which you signed up!

That's all – you're signed up!