

Canteen Roster - FAQs

Q: How do I access the Canteen Roster?

A: The Canteen Roster is an online roster using signupgenius.com, a link is provided through the Mowbray P&C website

<http://www.mowbraypandc.org.au/canteen/>

Q: How do I sign up?

A: Once you have opened the roster, a list of timeslots will be displayed. Available timeslots will appear as a red box labelled "Sign Up" (see below)

		Canteen Helper	Sign Up <input type="checkbox"/>
22/05/2017 (Mon.)	9:00am	Canteen Helper	Sign Up <input type="checkbox"/>
	12:30pm	Canteen Helper	Sign Up <input type="checkbox"/>
24/05/2017 (Wed.)	9:00am	Canteen Helper	Sign Up <input type="checkbox"/>
	12:30pm	Canteen Helper	Sign Up <input type="checkbox"/>

Submit and Sign Up

Tick the check box, then click the button "Submit and Sign Up"

A sign up confirmation page will open (see below). Here you can add any additional information and nominate to be sent a confirmation email.

Mowbray Public School Canteen

Canteen Roster

Sign Me Up For:

Date (dd/mm/yyyy - AEDT)	Available Slot	Qty	My Comment
24/05/2017 (Wed) 9:00am	Canteen Helper	1	<input type="text"/>

Login with my SignUpGenius or Facebook account

I do not have a SignUpGenius account

First Name *

Last Name *

Email *

Re-enter Email *

Create an account at SignUpGenius so I can login and edit my items if I need to make a change.

Send me a confirmation email with an ICS file and a link that will allow me to edit this item later.

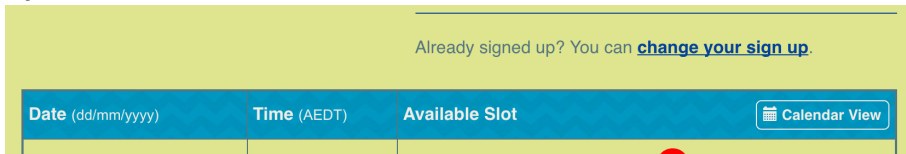
SIGN UP NOW! **CANCEL**

Click the button "Sign Up Now!"

Q: How do I edit/delete my Sign Up?

A: Open the Canteen Roster using the roster link and choose one of the methods below to edit or delete your Sign Up

Method 1: Just above the table of timeslots there is a link to change your signup. Click the link and follow the instructions (note these will vary according to how you signed up – as a SignUpGenius member, guest or if you were added by someone else.)



Method 2: If you have a SignUpGenius account, log in first and you will see buttons under your timeslot where you can edit, swap and delete.



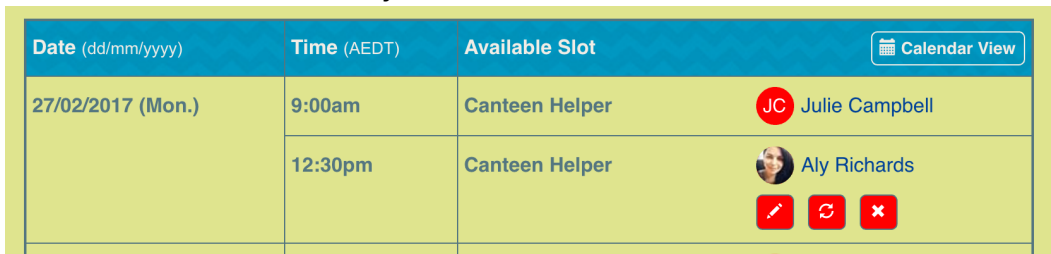
Edit – will allow you to change comments and/or display an alternate name








Swap – will allow you to request a swap with someone already on the roster.



Delete – will remove you from that timeslot



Date (dd/mm/yyyy)	Time (AEDT)	Available Slot	Calendar View
27/02/2017 (Mon.)	9:00am	Canteen Helper	 Julie Campbell
	12:30pm	Canteen Helper	   

Q: What do I do if I have signed up to be a Canteen Helper?

A: Please arrive at the canteen at your nominated time. If you cannot get access to the canteen (either via the external door or the internal door in the hall) please ask for the key at the office.

The Canteen Helper instructions are located on the wall in the canteen (next to the windows).