



June 2020

ONLINE RESERVATION SOLUTION FOR PARISHES

As parishes prepare for Phase 2 of our reopening plan, it is necessary to have a registration/reservation process in place to manage attendance for Masses and various events. Per the Phase 2 certification form, a parish may opt for an online reservation system, phone-in, hybrid or alternate system. For those desiring an online reservation system, [SignUpGenius*](#) is an easy, free (or low-cost) option for managing signups. SignUpGenius provides registrations for attendance at Mass, parish private prayer and/or Eucharistic schedules. SignUpGenius can also be used for managing volunteers. Additional features include customizing how information is collected, selecting automatic reminders, text messaging, and limiting the number of spots available per person. This latter feature may be highly relevant during reopening given Mass schedules and limited seating availability. Other volunteers must review the guidelines and checklists associated with their team and tasks assigned.

How-to Resources

Click the links to view instructional videos and guides

[SignUpGenius Introduction](#)

[Create a SignUpGenius Account](#)

[Create and publish an event signup, such as for a Mass](#)

[Organizing church activities](#)

[Tutorial for church event volunteers](#)

[Maximize use of a free SignUpGenius account](#)

Examples from other churches

Click the links to see actual SignUpGenius reservations (live as of 6/2/20)

Masses and Liturgies:

[Church Service Signup](#)

[Weekend Masses](#)

[Mass Signup Example 1](#)

[Mass Signup Example 2](#)

Private Prayer and Eucharistic Adoration:

[Daily Adoration Example](#)

Free vs. Paid Subscriptions for SignUpGenius

A free subscription will likely meet the needs of many parishes. Free subscriptions allow parishes to:

- Create simple signups for Masses and other events
- Provide information in the event listing (for example mask requirements)
- Set limits for signups (e.g., one Mass per period/parishioner)
- Create reports from signup data

Attractive features with paid subscriptions include:

- Ability to attach files (such as the Parishioner Reopening Guide)
- Advertisement-free signup forms
- Ability to send reminder text messages
- Multiple administrators

For more detailed pricing and features at all subscription levels, please click here: [pricing](#). For a reference guide of both free and paid short cuts or hacks, click here: [featured hacks](#).

* This is not an endorsement of one product/service over others that are available.