

Go to our website ([www.gcwg.org](http://www.gcwg.org)) and click on “Cabin Hosting”

Then click on “Cabin Sign Up”

Click on either the Monarch or Junco signup button at the bottom. This takes you to “signup.com”.

1. Once there, click on the little calendar by “Find Spots by Date” and select the date you want to host, or browse down to the correct date.

Ideally, we want to have 2 people for each day.

2. If, on the cabin hosting line under the day you have chosen, it has 2 of 2, please select a different date.

3. If the day is available, click on the “Sign Up” button to the right, **below** the date.

4. On the next screen confirm you are signing up for the right day, enter your email address, and press “Continue”.

5. On the next screen confirm your email address and press “Confirm”.

6. On the next screen you can enter your name and phone number.

If you are already in the system, verify your name and phone number. Otherwise enter them.

7. If you are signing up more than 1 person,

- a. If he/she is your spouse add their name (if needed), and change the number to 2.
- b. If he/she has their own email address you can add them later, by starting over after closing “signup.com”.

8. Press “Save and Done”. You will see that your initials, embedded in a colored circle, have been added under “PARTICIPANTS” for the date you selected.

You can then sign up for additional dates.

1. Find the next date. You may have to click on the right arrow next to the date.

2. If the day is available, click on the “Sign Up” button to the right, **below** the date.

3. You will see that it has immediately added you, by your initials, under “PARTICIPANTS”..

4. If you are signing up more than 1 person with the same email,

- a. Click on the right arrow next to "Cabin Hosting".
- b. Click on your name, NOT your initials.
- c. On the next screen change the 1 in the "# of spots" to 2.

5. Press "Save and Done".

After you have finished signing up:

You can click on "Show My Spots" to display only the dates you have signed up for.

You can also click on "Print Spots" to print your commitment.

If you want to see or print your dates after you are out of the system:

Go back into "Cabin Hosting" and choose the cabin you signed up for:

Confirm your email. Then you can print or display your dates.