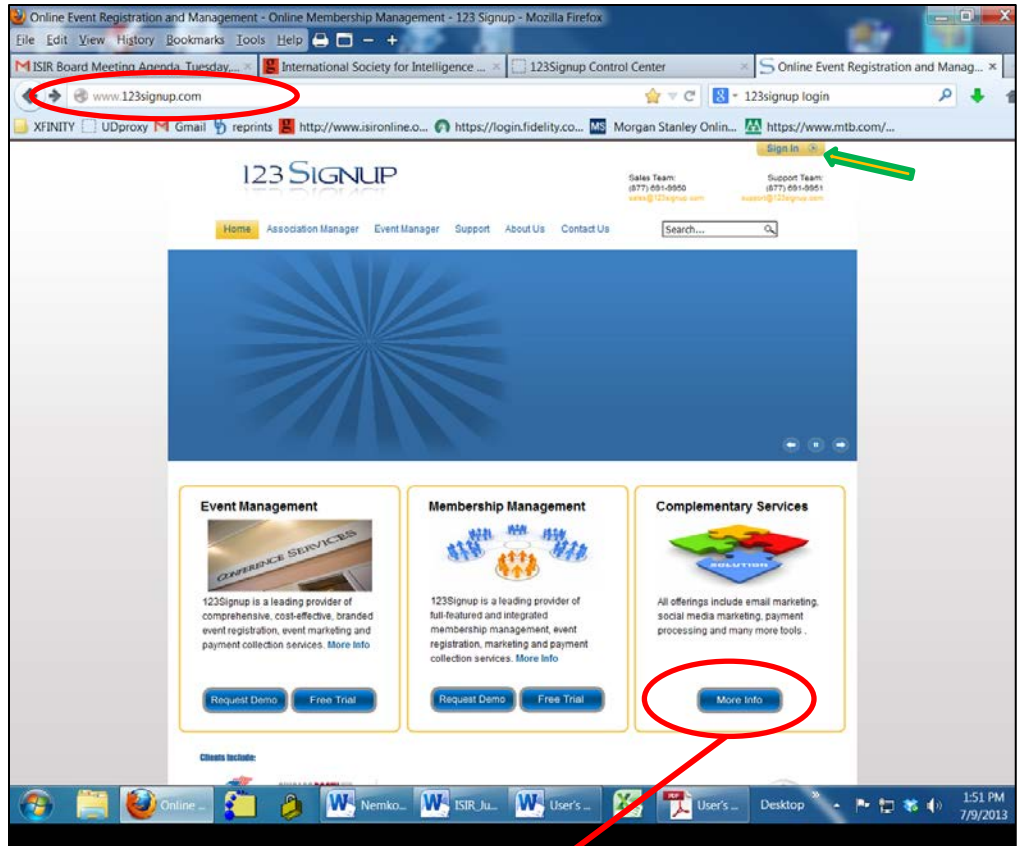


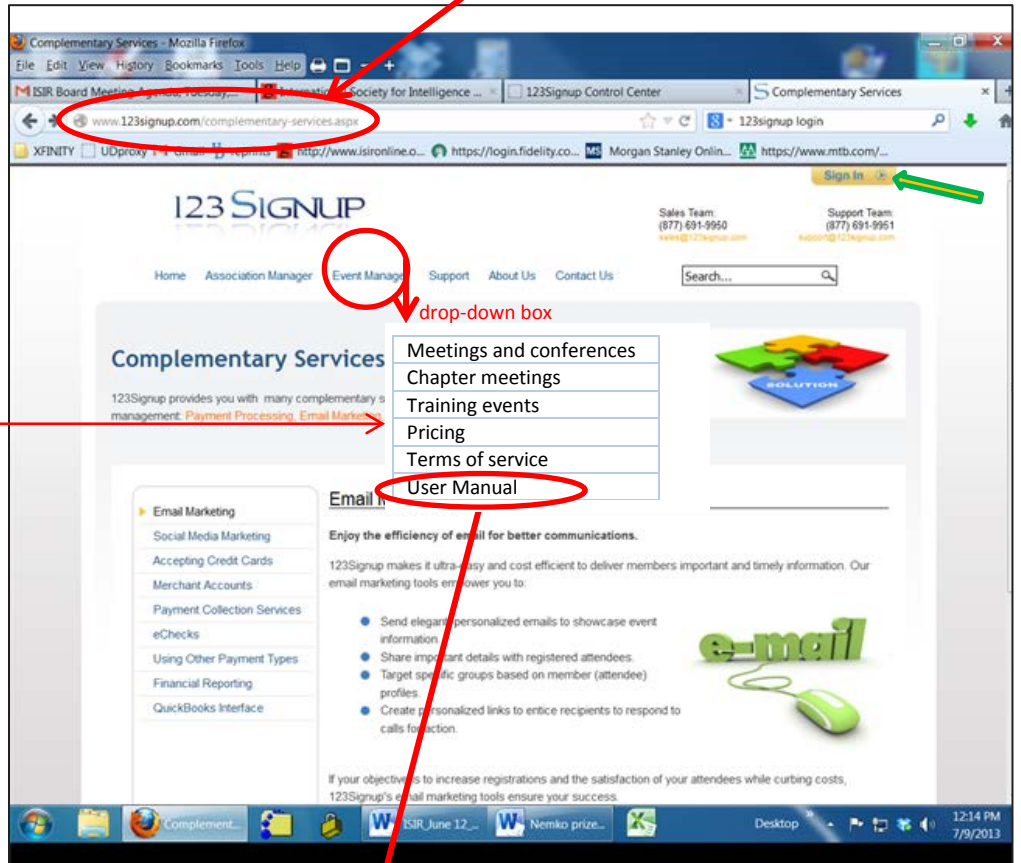
How do you find the 123Signup.com user's manual?

It is available online. At least at the present time (July 2013), you need to go through 3 windows to reach it. Here is how. Bookmark it.

The staff are very helpful if you write to the "contact" email, or phone them.



**Want some online instruction too?
Or, to know pricing and terms of service?**



Who can get into the ISIR Signup system?

To log into the site as an ISIR administrator (“event manager”), you need administrator privileges. There are different levels of access. It is useful for all 3 presidents and treasurer to all have full access. Anyone with full access can grant it to someone else. The outgoing president might routinely give access to new officers and remove it for outgoing ones.

The screenshot shows a Mozilla Firefox browser window displaying the 123Signup website. The address bar shows the URL www.123signup.com/event-manager/user-manual.aspx, which is circled in red. A red arrow points from the top of the page to this URL. The page content includes the 123 SIGNUP logo, navigation links (Home, Association Manager, Event Manager, Support, About Us, Contact Us), and a search bar. A 'Sign In' button is located in the top right corner, highlighted with a green arrow. The main content area is titled 'User Manual' and contains a search bar and a table of contents with links to sections like 'Getting Started Basics', 'Event Definition', 'Registration', 'Mailings', 'Post-Event Survey', 'Database Management', 'Donations', 'Social Media', and 'Reports'. An 'Overview' section is also visible, providing introductory text and contact information for the support team.