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.