

1) Go to [SignupGenius](#)



The image shows the top section of a SignupGenius page. On the left is the SignupGenius logo, which includes a lightbulb icon and the text "SignupGenius". To the right of the logo is a blue banner with the text "Welcome new customers with an ad on Google." Below the logo and banner is a navigation menu with a home icon and the following links: "How it Works", "Pricing", "Resources", and "Help".

2016 Facilitators


## 2016 AIR Forum Facilitator Sign-up

Thank you for volunteering to facilitate a session at the 2016 AIR Forum in New Orleans, May 31 - June 3.

This sign up page mirrors the [MyForum Scheduler](#). Sessions are listed alphabetically within each time band. You can choose to facilitate multiple sessions during the forum but please be sure to *only choose one session within each time band*.

Please select the session(s) you wish to facilitate by clicking "Sign Up" next to each session. Then click "Submit and Sign up" at the bottom of the page.

See you in New Orleans!

Created by: Laura Knoll 

Date (mm/dd/yyyy)	Time (FDT)	Available Slot	 Calendar View
05/31/2016 (Tue.)	1:00pm -	IPEDS Update (2887) <i>Impact Session</i>	<a href="#">Sign Up</a> 
	2:30pm	It Started with One Conversation: A Practical Guide to the Statement of Aspirational Practice for IR (2989) <i>Impact Session</i>	<a href="#">Sign Up</a> 
		NACE First Destination Surveys:	<a href="#">Sign Up</a> 

- 2) Check the box next to the session you plan on facilitating. If you choose more than one, please ensure they are not at the same date/time.

Date (mm/dd/yyyy)	Time (EDT)	Available Slot
05/31/2016 (Tue.)	1:00pm	IPEDS Update (2887) Impact Session
	2:30pm	It Started with One Conversation: A Practical Guide to the Statement of Aspirational Practice for IR (2989) Impact Session
		NACE First Destination Surveys: Creating Standards and Reporting Results (2885) Impact Session

- 3) After selecting all of the sessions you wish to facilitate (remember to scroll down using the bar on the right side of the screen to see the entire list), click “Submit and Sign Up” at the bottom of the screen.

Date (mm/dd/yyyy)	Time (EDT)	Available Slot
05/31/2016 (Tue.)	1:00pm	IPEDS Update (2887) Impact Session
		It Started with One Conversation: A Practical Guide to the Statement of Aspirational Practice for IR (2989) Impact Session
	2:30pm	NACE First Destination Surveys: Creating Standards and Reporting Results (2885) Impact Session
		Putting Big Data to Work: Community College Perspectives on Economic Outcomes (2889) Impact Session
		The Evolving Role of IR in Regional Accreditation (2396) Impact Session
	3:00pm	Dollars and Datapoints: Collaboration Between IR and Business Officers (2883) Impact Session
		Next Steps in Data Visualization: How Online Dashboards and Factbooks Change Interaction with Data Users (2884) Impact Session
4:30pm	Perspectives on the College Forecard (2888)	

- 4)

5) On the Sign up page, you will choose account status, and notification status.

2016 Facilitators

## 2016 AIR Forum Facilitator Sign-up

Sign Me Up For:

**A** →

Date (mm/dd/yyyy - EDT)	Available Slot	Qty	My Comment
05/31/2016 (Tue) 1:00pm-2:30pm	IPEDS Update (2887)	1	<input type="text"/>
05/31/2016 (Tue) 3:00pm-4:30pm	Dollars and Datapoints: Collaboration Between IR and Business Officers (2883)	1	<input type="text"/>

**B** →

Login with my SignUpGenius or Facebook account

I do not have a SignUpGenius account

First Name \*

Last Name \*

Email \*

Re-enter Email \*

**C** →

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

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

A - For each session you have selected to facilitate, you may enter in a comment to the Forum Administrators. This does NOT go to the Presenter of the session.

B - Select this, if you already have a Signup Genius account already. You will then be prompted for your credentials, as shown in the image below.

### SignUpGenius Login

Email:

Password:

Remember me [Forget your password?](#)

**LOGIN**

OR

**LOGIN WITH FACEBOOK**

C - If you do not have a SignUpGenius Account, enter in your First Name, Last Name and Email Address.

D - It is STRONGLY recommended that you select this box, or the next one, so you can will have the ability to change your sessions if needed.

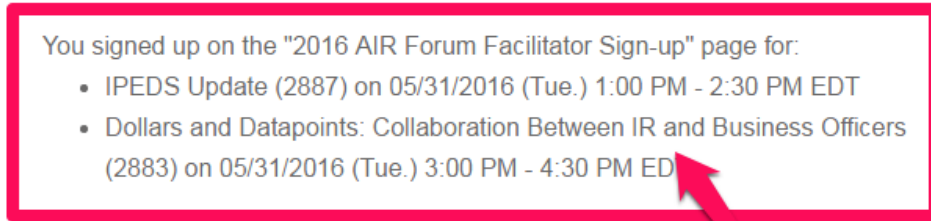
E - It is STRONGLY recommended that you select this box, or the previous one, so you can will have the ability to change your sessions if needed.

6) The final screen will show a verification of the sessions you have signed to facilitate. (Box A)




## Thank You!




You signed up on the "2016 AIR Forum Facilitator Sign-up" page for:

- IPEDS Update (2887) on 05/31/2016 (Tue.) 1:00 PM - 2:30 PM EDT
- Dollars and Datapoints: Collaboration Between IR and Business Officers (2883) on 05/31/2016 (Tue.) 3:00 PM - 4:30 PM EDT



**Tell Your Friends!**

**Add To Your Calendar!**

Outlook      Mac iCal      Google Calendar



[RETURN TO SIGN UP](#)

There is also a convenient link to add the sessions to the calendar of your choice (Block B)