



LEAHI ACTIVE SHOOTER PREPAREDNESS REGISTRATION INSTRUCTIONS

REGISTRATION BEGINS: MONDAY, AUGUST 22, 2022

ENDS: WEDNESDAY, AUGUST 31, 2022

Sign-up Genius Instructions **(Please read ALL instructions below before proceeding):**

- 1) Click on the Sign-up Genius Link:

<https://www.signupgenius.com/go/8050B4DAEA729A2FB6-leahi1> Review the available dates/times.

- 2) When ready to reserve your time, click on the gray "Sign-up" box for the date/specific time you would like to reserve. Then click the "Submit and Sign Up" box at the bottom of the page.

(NOTE: If you cannot proceed to the next screen that means you are using an HHSC computer and are not logged in using VMware. Sign out and log back in using VMware. Then click on the link above which will allow you to complete your registration.)

- 3) On the next screen, **do not** fill in anything in the "My Comment" box and the quantity box should remain at "1". **Only 1 name per reservation will be allowed.**
- 4) Type in your first/last name and email address.
- 5) Click on the "Sign Up Now" box at the bottom of the page to complete your reservation. Do not attempt to change your reservation date/time once completed.
- 6) Confirmation of reservation will be sent to the email address entered.

For any questions, please contact your Supervisor or call the Education Office at x39887 or x37971.