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Why are my Sheets aligned to the left? Why does the formatting look different compared to versions prior to 2.1? How do I fix the conflict my theme?

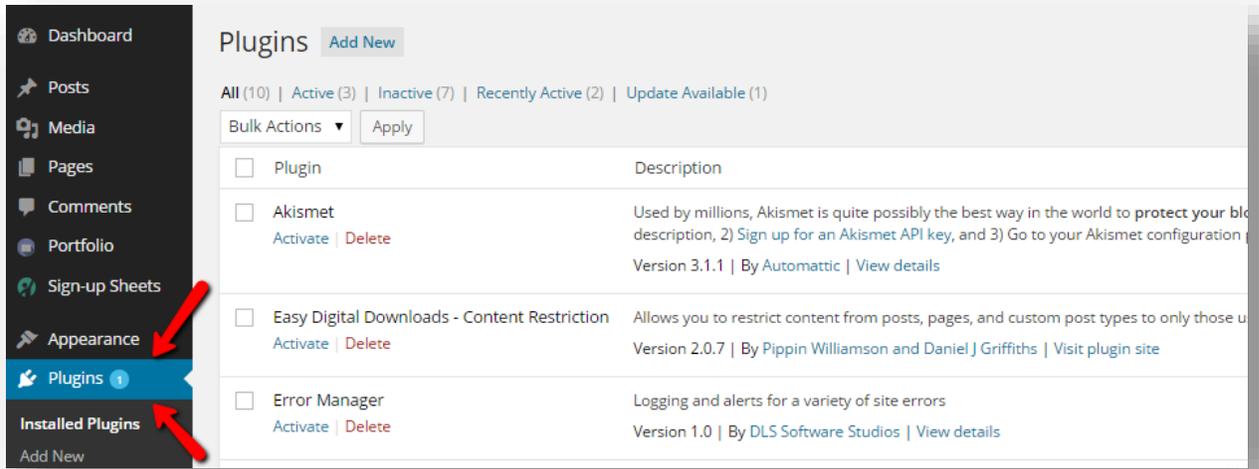
Sign-up Sheets PRO 2.1 and greater use theme files to display the sheets. If the theme is written without a fallback for these pages, then it breaks resulting in alignment issues. There are a few ways to fix this.

1. Update the theme files/edit the template files. We have created a page on our site with some information on how to edit the files. <https://www.dlssoftwarestudios.com/sign-up-sheets-pro-overriding-templates-in-your-theme/>
2. Uninstall the latest version of the plugin and install the previous version (2.0.23). This should work fine with your theme. Email me at enevarez@liventus.com if you would like me to send you the previous version. ***If you are running PHP 7+, you will need to continue using version 2.1 or greater.***
3. Update your theme to one of WP's standard themes (Twenty Fifteen, Twenty Sixteen etc.)

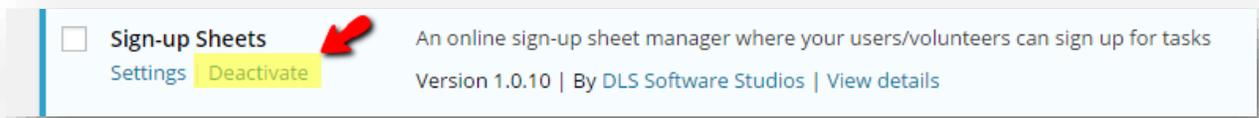
Installation

Automatic install

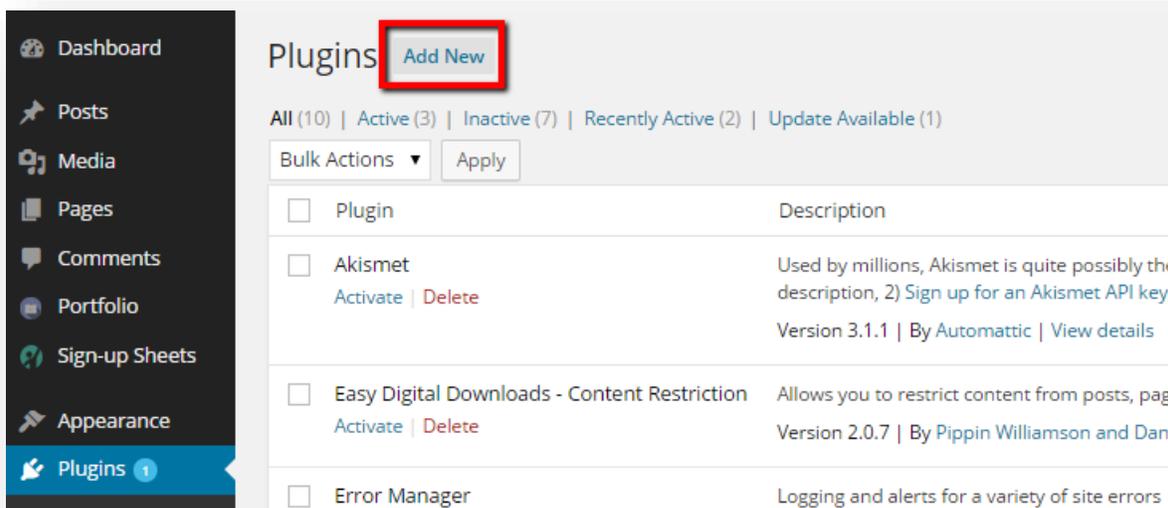
1. Log into your WordPress Admin
2. From the Administration panel, click the Plugins menu



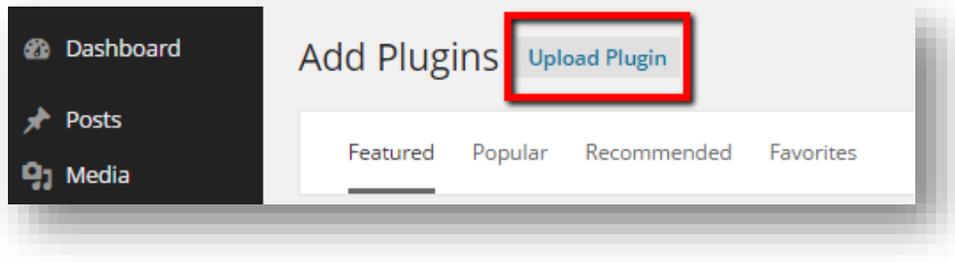
3. Deactivate and delete any previous versions of Sign-up Sheets including the free version. You will not lose any information and will retain all of your current sign-up sheets and sign-ups.



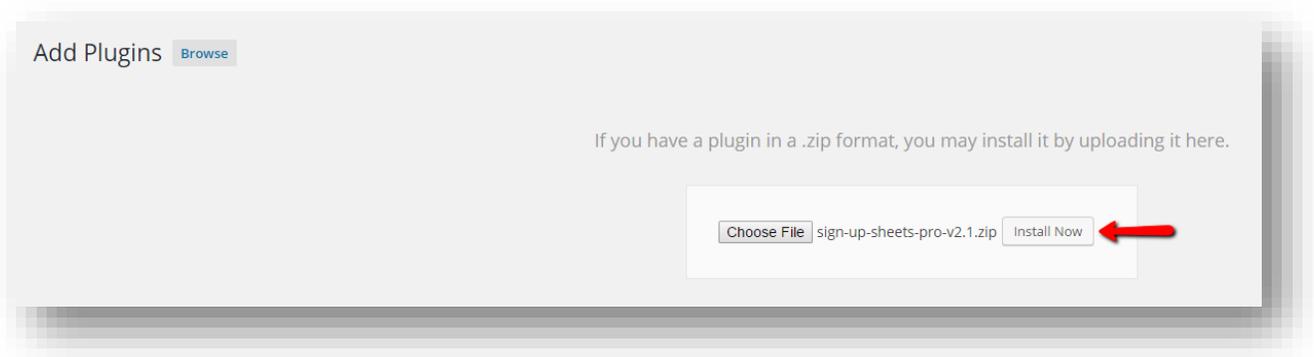
4. Under Plugins, click the “Add New” button



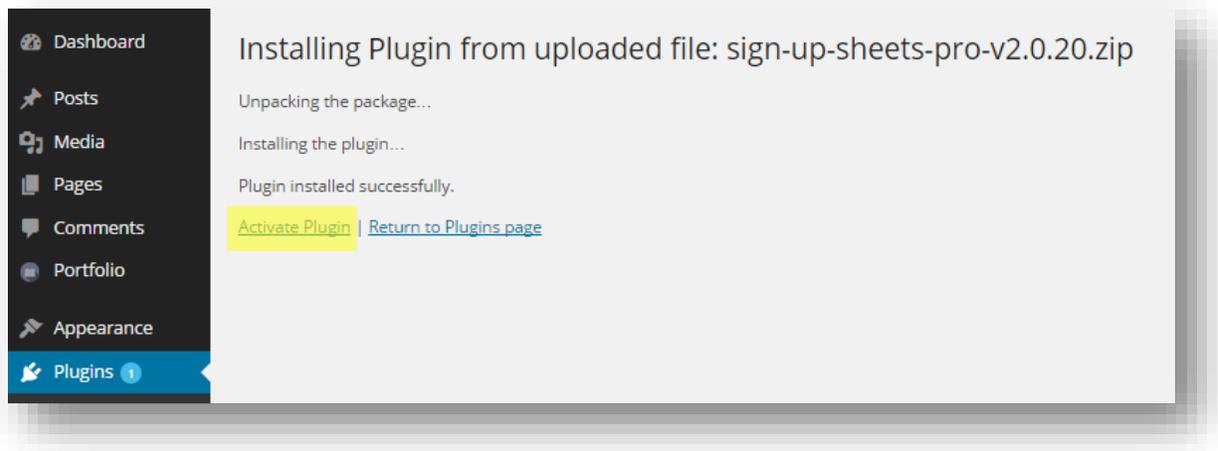
5. Click "Upload Plugin" from the menu at the top



6. Choose the zip file you downloaded and click "Install Now"



7. After installation is complete, click "Activate Plugin"



8. Go to the “Sign-up Sheets” section, click on Settings, click on the Licensing tab and enter the License Key (license key can be found on your purchase receipt or the [my-account](#) page of our site.)

The screenshot displays the WordPress dashboard for the Sign-up Sheets Pro plugin. The left sidebar contains a navigation menu with the following items: Dashboard, Posts, Media, Pages, Comments, Products, Sign-up Sheets (highlighted), All Sheets, Add New, Sheet Categories, Settings (highlighted with a red arrow), Help, Appearance, Plugins (1), Users, Tools, Settings, and Collapse menu. The main content area is titled 'Sign-up Sheets Pro Settings' and features a list of settings tabs: Sign-up Sheet, Sign-up Form, Captcha and Spam Prevention, Confirmation E-mail, Removal Confirmation E-mail, Reminder E-mail, Status E-mail, Advanced, Text Overrides, Debug, and Licensing. The 'Licensing' tab is active, showing a 'Software License Key:' label and an empty text input field, with a red arrow pointing to it. A 'Save Changes' button is located at the bottom of the settings area.

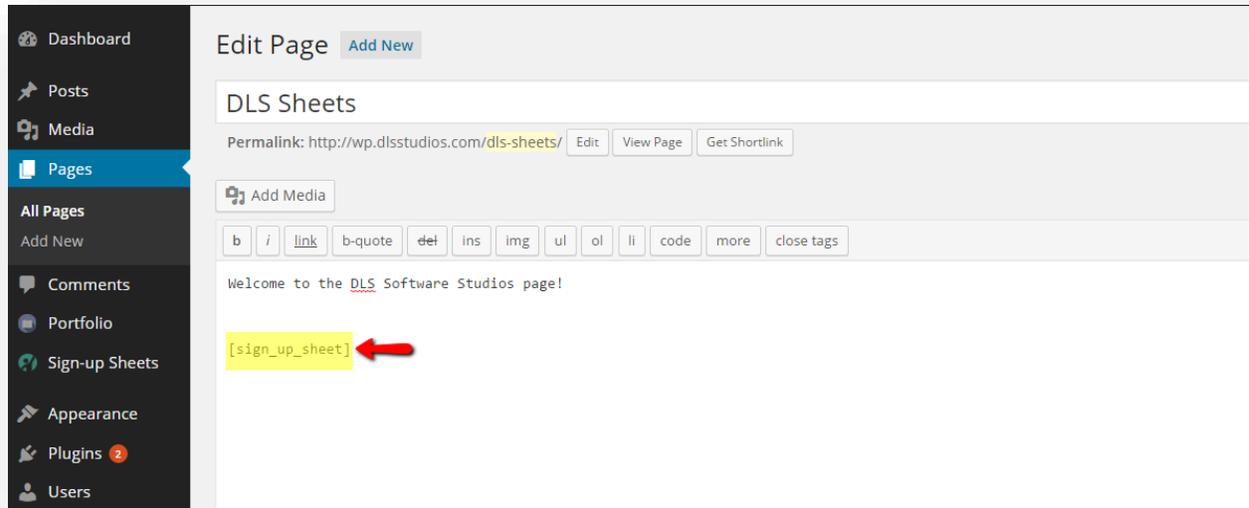
Manual Install – FTP

1. If you have the free Sign-up Sheets plugin installed, Deactivate and delete
2. Delete the “sign-up-sheets” folder from your “plugins” directory
3. Copy the “sign-up-sheets-pro” folder to your “plugins” directory
4. Activate the Sign-up Sheets Pro plugin

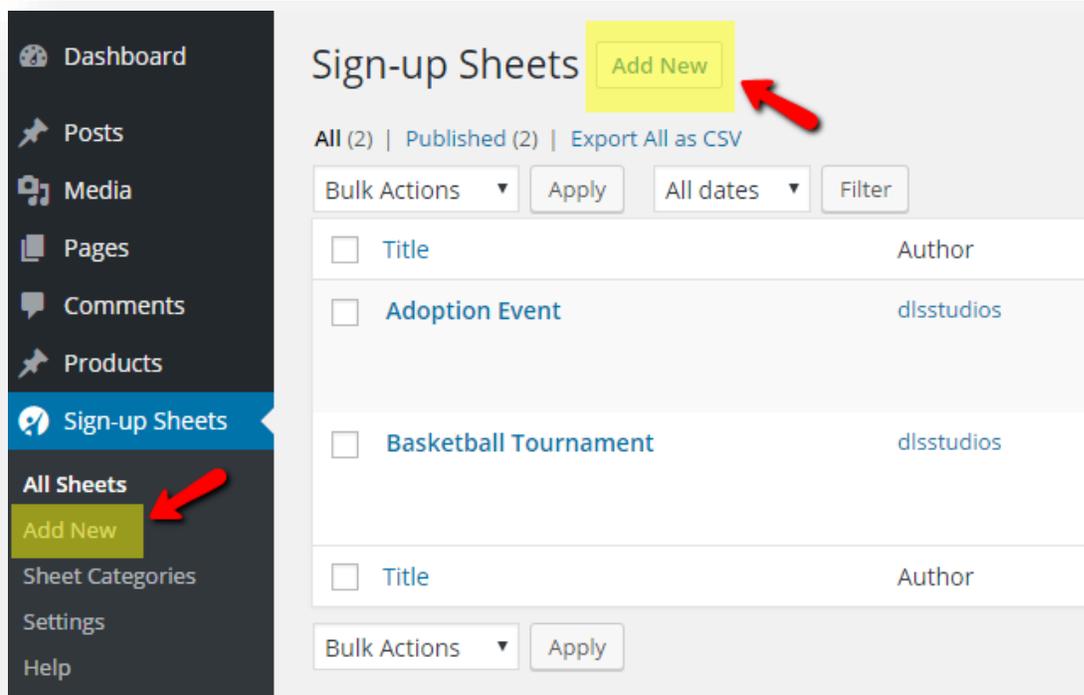
Creating a Sign-up Sheet

1. Create a page or post
2. Add the shortcode `[sign_up_sheet]` to the content section of the page you created.

Note: You can add multiple shortcodes on the same page/post (pro version)



3. Go to the "Sign-up Sheets" section of your WP admin and create a new sheet.



4. Enter information to create the Sheet

5. Additional Settings tab within the Sheet.

6. After the Sheet is created, within admin, you can see the Sheet Dates, # of tasks, Total spots and Filled spots. Hovering your mouse pointer over the sheet title displays the Sheet ID # and sheet options, which include, Manage Sign-ups, Edit, Copy, Trash and View.



7. View of the page that is setup with the Sign-up Sheet.



8. Clicking the Sheet Title will display the Sign-up Sheet.

Basketball Tournament

Date: July 31, 2016

Please join us for a game of basketball.

Sign up below...

What To Do	Name
Play Basketball	#1: Sign up »
	#2: Sign up »
	#3: Sign up »
	#4: Sign up »
	#5: Sign up »
	#6: Sign up »
Referee	#1: Sign up »
	#2: Sign up »
Serve Refreshments	#1: Sign up »
	#2: Sign up »

9. Clicking the "Sign-up" link will direct you to the Sign-up form.

Basketball Tournament

Sign-up below

You are signing up for... *Play Basketball*

First Name *

Last Name *

E-mail *

Required fields on all sheets

Phone *

Address

City State Zip

Fields can be required, optional or hidden. This can be setup globally for all sheets within the "Sign-up Form" tab. Sheets can also override the global settings within the "Additional Settings" tab when creating/editing a sheet.

Favorite Basketball player

Years playing Basketball *

Custom Sign-up Fields. See "Sign-up Form Settings" tutorial to see how to add custom sign-up form fields

Answer the following: $7 + 1 = __$ *

Captcha/Spam protection. Global feature that can be disabled or replaced with a stronger version called reCAPTCHA. See "Captcha and Spam Prevention" tutorial for setup.

Remember me
(saves your information for future signup forms during this visit on our site)

Sign me up! or « go back to the Sign-Up Sheet

Global field that can be hidden within the "Sign-up Form" tab of the Settings section

Adding Custom Sign-up tasks

Custom Task Fields (on the Sign-up Sheet) are fields that appear when you create or edit a sheet in admin on each task that you create. They are for display purposes only on the front-end of the Sign-up Sheet.

Custom Task fields are located under the “Sign-up Sheet” tab within settings.

The screenshot displays the WordPress admin interface for the Sign-up Sheets plugin. The left sidebar contains a navigation menu with the following items: Posts, Media, Pages, Comments, Products, Sign-up Sheets (highlighted in blue), All Sheets, Add New, Sheet Categories, Settings (highlighted in yellow with a red arrow), Help, Appearance, Plugins (with a notification badge), Users, Tools, Settings, and Collapse menu. The main content area is titled "Sign-up Sheets Pro Settings". Below the title, there is a list of settings tabs: Sign-up Sheet (highlighted in yellow with a red arrow), Sign-up Form, Captcha and Spam Prevention, Confirmation E-mail, Removal Confirmation E-mail, Reminder E-mail, Status E-mail, Advanced, Text Overrides, Debug, and Licensing. At the bottom of the settings list, there is a "Save Changes" button.

Enter the name of the new fields, select the type, enter the options (for checkbox, radio and dropdown fields only) and select the sheets that will utilize the new fields.

Note: Slug fields are automatically populated after saving.

Custom Task Fields:

Name	Slug	Type	Options *	Sheets
Types of Basketballs	types-of-basketballs	dropdown	Leather Synthetic Leather Rubber	All #12: Basketball Tournament (2015-03-20) #9: Sunday Picnic #3: Really Big Event
Basketball Shoes Req'd	basketball-shoes-reqd	radio	Yes No	All #12: Basketball Tournament (2015-03-20) #9: Sunday Picnic #3: Really Big Event
		text		All #12: Basketball Tournament (2015-03-20) #9: Sunday Picnic #3: Really Big Event

To add more fields, save this page and a new blank row will appear.
 * Options are for checkbox, radio and dropdown fields. Put multiple values on new lines.

NOTE: Custom Task Fields are for display only on the frontend. To add custom fields that your users fill out, use the Custom Sign-up Fields in the "Sign-up Form" section below.

After the fields have been added and associated with the sheets, we need to add them to the Sign-up Sheet. Click the "Edit" link on the Sign-up Sheet within admin and update.

Tasks

What	# of Spots	Types of Basketballs	Basketball Shoes Required	
Play Basketball	6	Leather	<input checked="" type="radio"/> Yes <input type="radio"/> No	+ x H
Referee	2	Leather	<input checked="" type="radio"/> Yes <input type="radio"/> No	+ x H
Serve Refreshments	2	N/A	<input type="radio"/> Yes <input checked="" type="radio"/> No	+ x H

Below is a screen shot of the Sign-up Sheet with the Custom Task fields.

Basketball Tournament

Date: July 31, 2016

Please join us for a game of basketball.

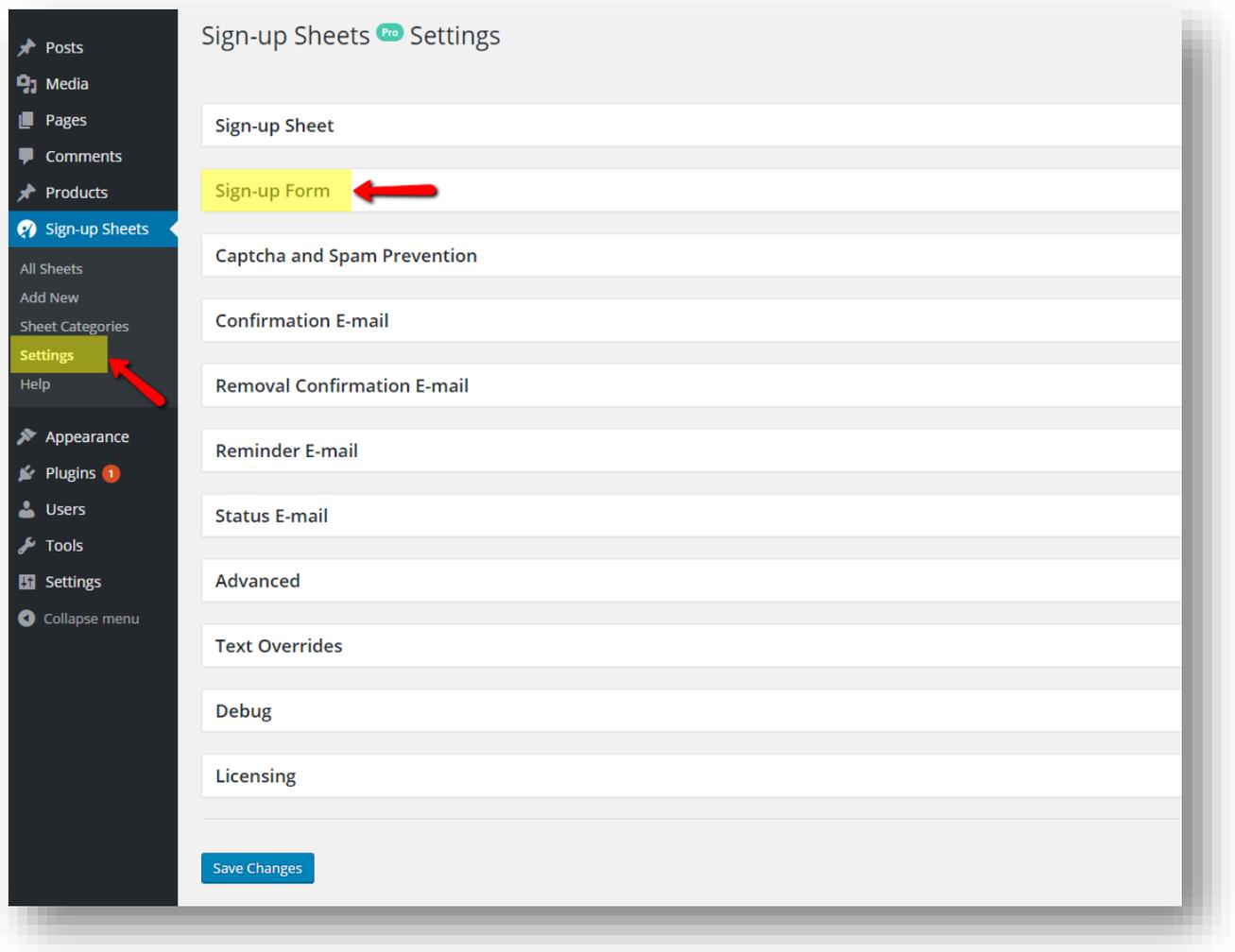
Sign up below...

What To Do	Types of Basketballs	Basketball Shoes Required	Name
Play Basketball	Leather	Yes	#1: Sign up » #2: Sign up » #3: Sign up » #4: Sign up » #5: Sign up » #6: Sign up »
Referee	Leather	Yes	#1: Sign up » #2: Sign up »
Serve Refreshments	N/A	No	#1: Sign up » #2: Sign up »

Adding Custom Sign-up Form fields

Custom Sign-up Fields (on the Sign-up Form) are fields that the users fill out on the front-end of the form when they sign-up for an open spot.

Custom Sign-up Fields are located under the “Sign-up Form” tab within settings



Enter the name of the new fields, select the type, enter the options (for checkbox, radio and dropdown fields only), select the sheets that will utilize the new fields, select if it's a required field and select if you would like the information to be displayed on the frontend of the sheet.

Note: Slug fields are automatically populated after saving.

Custom Sign-up Fields:

Name	Slug	Type	Options *	Sheets	Required	Results on Frontend
Favorite Basketball play	favorite-basketball-play	text		All #12: Basketball Tournament (2015-03-20) #9: Sunday Picnic #3: Really Big Event	<input type="checkbox"/>	<input type="checkbox"/>
Years playing Basketball	years-playing-basketball	dropdown	0-2 years 3-5 years 6+ years	All #12: Basketball Tournament (2015-03-20) #9: Sunday Picnic #3: Really Big Event	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		text		All #12: Basketball Tournament (2015-03-20) #9: Sunday Picnic #3: Really Big Event	<input type="checkbox"/>	<input type="checkbox"/>

To add more fields, save this page and a new blank row will appear.
* Options are for checkbox, radio and dropdown fields. Put multiple values on new lines.

Below is a screen shot of the Sign-up form with the Custom Sign-up fields.

Basketball Tournament

Sign-up below

You are signing up for... *Play Basketball*

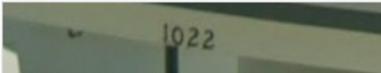
First Name *

Last Name *

E-mail *

Favorite Basketball player

Years playing Basketball *



[Privacy & Terms](#)

Remember me
(saves your information for future signup forms during this visit on our site)

or « go back to the Sign-Up Sheet

* = required

Adding Categories

Categories allow you to filter by category with the [sign_up_sheet] shortcode. Categories are optional and can be added before or after creating a sign-up sheet. To create a Category, click the “Sheet Categories” link. *Note: Slug field is automatically populated after saving.*

Dashboard

Sheet Categories

Add New Sheet Category

Name

The name is how it appears on your site.

Slug

The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.

Parent

None

Description

The description is not prominent by default; however, some themes may show it.

Add New Sheet Category

Bulk Actions Apply

Name	Description	Slug	Count
<input type="checkbox"/> Name			1 item
<input type="checkbox"/> DLS		dls	0
<input type="checkbox"/> Name		Slug	Count

Bulk Actions Apply

1 item

1 item

Screen Options

Search Sheet Categories

Slug is used for the shortcode that is added to the page/post. Versions prior to 2.1 were using the category ID # in the shortcode, which will continue working on versions 2.1 and greater.

After the category has been created, add them to the Sign-up Sheet(s). Click the “Edit” link on the Sign-up Sheet within admin and update.

Edit Sheet Add New

Basketball Tournament

Permalink: http://2.wp.dlsstudios.com/dlsstudios_sheet-test Change Permalinks

Add Media

Visual Text

Please join us for a game of basketball.

Word count: 8

Last edited by dlsstudios on June 22, 2016 at 4:05 pm

Screen Options

Publish

Preview Changes

Status: Published Edit

Visibility: Public Edit

Revisions: 2 [Review](#)

Published on: Jun 16, 2016 @ 11:02 [Edit](#)

Move to Trash Update

Sheet Categories

All Sheet Categories Most Used

DLS

+ Add New Sheet Category

Update the page/post with a Category Shortcode which will only display sheets assigned to the category.



Short code overview

Here is a list of some short code options:

`[sign_up_sheet]`

Lists all active sheets in a table and allows you to click into them to view each individual sheet.

`[sign_up_sheet id="7"]`

Displays an individual sheet. Change "7" to the sheet ID you would like to display.

`[sign_up_sheet list_title="Volunteer Opportunities"]`

The "list_title" variable defaults to "Current Sign-up Sheets", however, you can override it to anything you like. In this case "Volunteer Opportunities"

`[sign_up_sheet category_slug="dls"]`

Displays a list of all sheets in a specific category (change "dls" to the slug of the category you would like to display. Note that this requires setting up a category and adding one or more sheets to it. (Pro version only)

`[sign_up_sheet category_slug="dls" list_title_is_category="true"]`

The "list_title_is_category" variable defaults to "false". If set to "true" this will force the list title to be the name of your category. (Pro version only)

Sign-up Sheet Settings

Sign-up Sheet tab under Settings allows customization of the Sign-up Sheet.

The screenshot displays the WordPress dashboard's 'Sign-up Sheets' settings page. The left-hand sidebar contains a navigation menu with the following items: Posts, Media, Pages, Comments, Products, Sign-up Sheets (selected), All Sheets, Add New, Sheet Categories, Settings (highlighted with a red arrow), Help, Appearance, Plugins (1), Users, Tools, Settings, and Collapse menu. The main content area is titled 'Sign-up Sheets ^{Pro} Settings' and features a list of settings tabs: Sign-up Sheet (highlighted with a yellow background and a red arrow), Sign-up Form, Captcha and Spam Prevention, Confirmation E-mail, Removal Confirmation E-mail, Reminder E-mail, Status E-mail, Advanced, Text Overrides, Debug, and Licensing. At the bottom of the settings area, there is a blue 'Save Changes' button.

Sign-up Sheet

Front-end Display Names: "John S." - first name plus first letter of last name 1 How the user's name should be displayed on the front-end after they sign-up

Show All Sheets in Compact Sign-up Mode: Show sign-up spots on one line with just # of open spots and a link to sign-up if open. 2

Show All Sign-up Data Fields on Front-end: WARNING: Sign-up sheet table will appear much like the table when sign-ups are viewed via the admin. This option will potentially display personal user information on the frontend like email address and phone. This option is best used if you are using the [sign_up_sheet] short code within a password protected area. (This also overrides the "Front-end Display Names" option and displays all as full names.) 3

Enable task sign-up limit: Prevent users from being able to sign-up for a task more than once. This is checked by email address. 4

Enable contiguous task sign-up limit: Prevent users from being able to sign-up for a task directly before or after a task for which they have already signed up. This is checked by email address. 5

Enable Task Checkboxes: Allow check boxes on sign-up line items that allow user to sign up for multiple tasks. 6

Enable Spot Lock: Spot will be locked and held for current user for 3 minutes when they access the sign-up form page. Spot Lock is available when signing up for a single task at a time. 7

Custom Task Fields:

Name	Slug	Type	Options *	Sheets
Types of Basketballs:	types-of-basketballs	dropdown	Leather Synthetic Leather Rubber	All #36: Adoption Event (July 1, 2016) #20: Basketball Tournament (July 31, 2016)
Basketball Shoes Req'd	basketball-shoes-reqd	radio	Yes No	All #36: Adoption Event (July 1, 2016) #20: Basketball Tournament (July 31, 2016)

Custom Task fields - Fields that appear when you create or edit a sheet in admin on each task. They are for display purposes only on the front-end.

1. Three options for displaying the users name after they have signed up.
 - a. First name plus first letter of last name (default setting)

THINGS TO DO	TYPES OF BASKETBALLS	BASKETBALL SHOES REQUIRED	NAME
Play Basketball	Leather	Yes	#1: John S.

b. Full Name

THINGS TO DO	TYPES OF BASKETBALLS	BASKETBALL SHOES REQUIRED	NAME
Play Basketball	Leather	Yes	#1: John Smith

c. Filled - Anonymous

THINGS TO DO	TYPES OF BASKETBALLS	BASKETBALL SHOES REQUIRED	NAME
Play Basketball	Leather	Yes	#1: Filled

2. Option to show sign-up spots on one line with just # of open spots and a link to sign-up if open. (Sheet specific settings can override this global setting)

Sign up below...

THINGS TO DO	TYPES OF BASKETBALLS	BASKETBALL SHOES REQUIRED	TOTAL SPOTS	AVAILABLE SPOTS
Play Basketball	Leather	Yes	6	5 • Sign up »
Serve Refreshments	N/A	No	2	2 • Sign up »
Referee	N/A	Yes	2	2 • Sign up »

3. Option to display all Sign-up data fields on the Front-end. This option will potentially display personal user information on the front-end like email address and phone. (Sheet specific settings can override this global setting)

Sign up below...

THINGS TO DO	TYPES OF BASKETBALLS	BASKETBALL SHOES REQUIRED	NAME	E-MAIL	PHONE	ADDRESS	CITY	STATE	ZIP	FAVORITE BASKETBALL PLAYER	YEARS PLAYING BASKETBALL	REMINDED *
Play Basketball	Leather	Yes	#1: John	jsmith@gmail.com	555-5555	123 N. Street	Chicago	IL	60611	MJ	0-2 years	
			#2: Sign up »									

4. Option to Prevent users from being able to sign-up for a task more than once. This is checked by email address. (Sheet specific settings can override this global setting)

Basketball Tournament

 You are not allowed to sign up more than once for the same task.
[« Go back to the Sign-up Sheet](#)

Sign-up below

You are signing up for... *Play Basketball*

First Name *

Last Name *

E-mail *

5. Option to prevent users from being able to sign-up for a task directly before or after a task for which they have already signed up for. This is checked by email. (Sheet specific settings can override this global setting)

Basketball Tournament

 You are not allowed to sign-up for a task directly before or after one where you are already signed up.
[« Go back to the Sign-up Sheet](#)

Sign-up below

You are signing up for... *Play Basketball on March 28, 2015*

First Name *

Last Name *

E-mail *

6. Option to allow users to sign up for multiple tasks with one sign-up. Users would check the boxes for the task they want to sign up for. (Sheet specific settings can override this global setting)

Basketball Tournament

Date: March 28, 2015

Please join us for a game of basketball and some refreshments.

Sign up below...

THINGS TO DO	TYPES OF BASKETBALLS	BASKETBALL SHOES REQUIRED	NAME
<input checked="" type="checkbox"/> Play Basketball	Leather	Yes	#1: <i>John S.</i> #2: Sign up » #3: Sign up » #4: Sign up » #5: Sign up » #6: Sign up »
<input checked="" type="checkbox"/> Serve Refreshments	N/A	No	#1: Sign up » #2: Sign up »
<input checked="" type="checkbox"/> Referee		Yes	#1: Sign up » #2: Sign up »

7. Option to lock and hold a spot for 3 minutes when a user accesses the sign-up form. A 3 minute countdown will begin on the sign-up form and the spot will be held until the user signs up or the 3 minutes have expired.

A spot is being temporarily held for you. Expires in... 2m 53s

Sign-up below

You are signing up for... *Play Basketball*

First Name *

Last Name *

E-mail *

Favorite Basketball Player

Years playing Basketball *

0-2 years ▾

SIGN ME UP! or [« go back to the Sign-Up Sheet](#)

Sign up below...

What To Do	Types of Basketballs	Basketball Shoes Required	Name
Play Basketball	Leather	Yes	#1: Locked by another user #2: Sign up » #3: Sign up » #4: Sign up » #5: Sign up » #6: Sign up »

Sign-up form Settings

Sign-up Form tab under Settings allows customization of the Sign-up Form.

The screenshot displays the 'Sign-up Sheets' settings interface. The left sidebar contains a navigation menu with the following items: Posts, Media, Pages, Comments, Products, Sign-up Sheets (selected), All Sheets, Add New, Sheet Categories, Settings (highlighted with a red arrow), Help, Appearance, Plugins (1), Users, Tools, Settings, and Collapse menu. The main content area is titled 'Sign-up Sheets ^{Pro} Settings' and features a list of settings tabs: Sign-up Sheet, Sign-up Form (highlighted with a red arrow), Captcha and Spam Prevention, Confirmation E-mail, Removal Confirmation E-mail, Reminder E-mail, Status E-mail, Advanced, Text Overrides, Debug, and Licensing. A 'Save Changes' button is located at the bottom of the settings area.

Sign-up Form

Show "Remember Me" checkbox:

1

Set Phone as Optional:

2

Set Address as Optional:

3

Hide Phone Field:

4

Hide Address Fields:

5

Custom Sign-up Fields:

6

Custom Sign-up Fields - Fields that users fill out on the front-end of the form when they sign-up for an open spot.

Name	Slug	Type	Options *	Sheets	Required	Results on Frontend
Favorite Basketball player	favorite-basketball-player	text		All #12: Basketball Tournament (2015-04-10) #7: DLS Programming party (2015-04-13) #13: Test Sheet (2015-04-30)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Years playing Basketball	years-playing-basketball	dropdown	0-2 years 3-5 years 6+ years	All #12: Basketball Tournament (2015-04-10) #7: DLS Programming party (2015-04-13) #13: Test Sheet (2015-04-30)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		text		All #12: Basketball Tournament (2015-04-10) #7: DLS Programming party (2015-04-13) #13: Test Sheet (2015-04-30)	<input type="checkbox"/>	<input type="checkbox"/>

To add more fields, save this page and a new blank row will appear.
* Options are for checkbox, radio and dropdown fields. Put multiple values on new lines.

1. Option to show “Remember Me” checkbox on the sign-up form. Saves user information for future signup forms during the current visit on the site.

Sign-up below

You are signing up for... *Play Basketball*

First Name *

Last Name *

E-mail *

Favorite Basketball player

Years playing Basketball *

Answer the following: $7 + 1 = __$ *

Remember me
(saves your information for future signup forms during this visit on our site)

Sign me up! or « go back to the Sign-Up Sheet

2. Checkbox to set Phone as optional on the sign-up form. (Sheet specific settings can override this global setting)

Sign-up below

You are signing up for... *Play Basketball*

First Name *

Last Name *

E-mail *

Phone

Favorite Basketball player

Years playing Basketball *

Answer the following: $7 + 1 = __$ *

Remember me
(saves your information for future signup forms during this visit on our site)

Sign me up! or « go back to the Sign-Up Sheet

* = required

3. Checkbox to set Address as optional on the sign-up form. (Sheet specific settings can override this global setting)

Sign-up below

You are signing up for... *Play Basketball*

First Name *

Last Name *

E-mail *

Address

City State Zip

Favorite Basketball player

Years playing Basketball *

Answer the following: $7 + 1 = __$ *

Remember me
(saves your information for future signup forms during this visit on our site)

or « go back to the Sign-Up Sheet

* = required

4. Option to hide Phone field from the sign-up form. (Sheet specific settings can override this global setting)
5. Option to hide Address fields from the sign-up form. (Sheet specific settings can override this global setting)
6. Custom Sign-up fields that users fill out when they sign-up for an open spot.

Enter the name of the new fields, select the type, enter the options (for checkbox, radio and dropdown fields only), select the sheets that will utilize the new fields, select if the fields will be required and select if the results will display on the front-end.

Note: Slug fields are automatically populated after saving

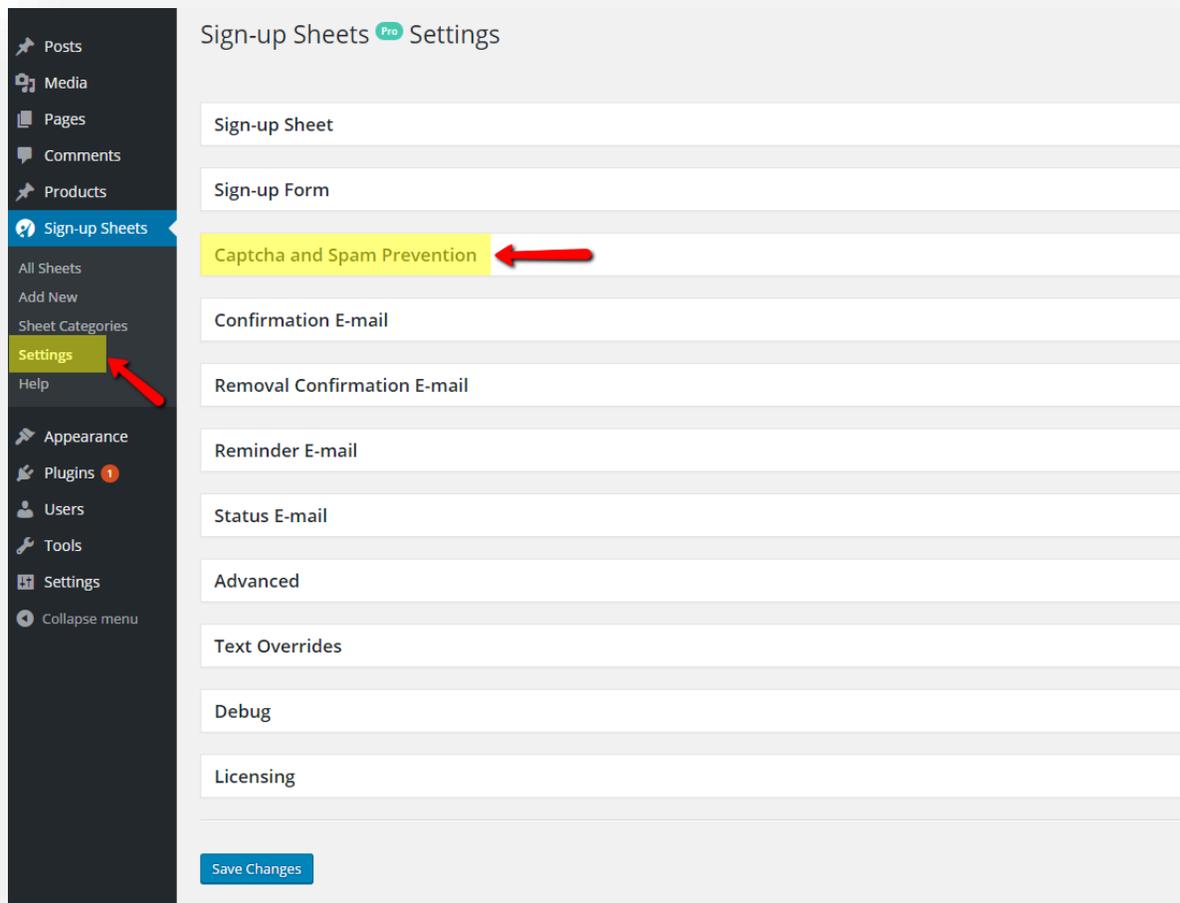
Custom Sign-up Fields:

Name	Slug	Type	Options *	Sheets	Required	Results on Frontend
Favorite Basketball player	favorite-basketball-player	text		All #12: Basketball Tournament (2015-03-31) #9: Sunday Picnic #4: Fun Run (2016-01-31)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Years playing Basketball	years-playing-basketball	dropdown	0-2 years 3-5 years 6+ years	All #12: Basketball Tournament (2015-03-31) #9: Sunday Picnic #4: Fun Run (2016-01-31)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		text		All #12: Basketball Tournament (2015-03-31) #9: Sunday Picnic #4: Fun Run (2016-01-31)	<input type="checkbox"/>	<input type="checkbox"/>

To add more fields, save this page and a new blank row will appear.
* Options are for checkbox, radio and dropdown fields. Put multiple values on new lines.

Captcha and Spam Prevention

Captcha and Spam Prevention tab under Settings allows customization of SPAM protection on the sign-up form.



Three options for Spam Protection



1. Option to disable Honeypot – Hidden field on the form that is required to be blank. Prevents automatic form spammers from submitting the form if they auto fill all the fields on the form and accidentally fill that hidden field.
2. Option to disable Captcha and reCAPTCHA Spam prevention (doesn't affect Honeypot). By default, simple Captcha spam prevention is turned on. To replace simple Captcha with reCAPTCHA, leave this box unchecked and select the "Use reCAPTCHA" checkbox and fill out the remaining reCAPTCHA fields. Below is a screen shot of the simple Captcha Spam protection.

Basketball Tournament

Sign-up below

You are signing up for... *Play Basketball*

First Name *

Last Name *

E-mail *

Favorite Basketball player

Years playing Basketball *

Answer the following: $7 + 1 = __$ *

Remember me
(saves your information for future signup forms during this visit on our site)

or « go back to the Sign-Up Sheet

* = required

3. Option to enable reCAPTCHA – Stronger Spam protection. Checking this will replace the simple Captcha validation (unless Disable all Captcha was checked). Public and private keys can be obtained from www.recaptcha.com. There are 4 available reCAPTCHA themes available. Below is a screen shot of reCAPTCHA with the red theme.

Sign-up below

You are signing up for... *Play Basketball*

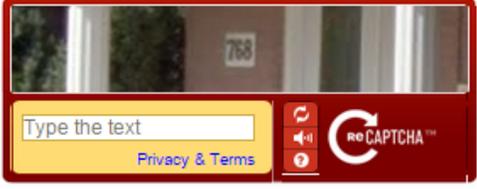
First Name *

Last Name *

E-mail *

Favorite Basketball player

Years playing Basketball *



Type the text 

[Privacy & Terms](#)

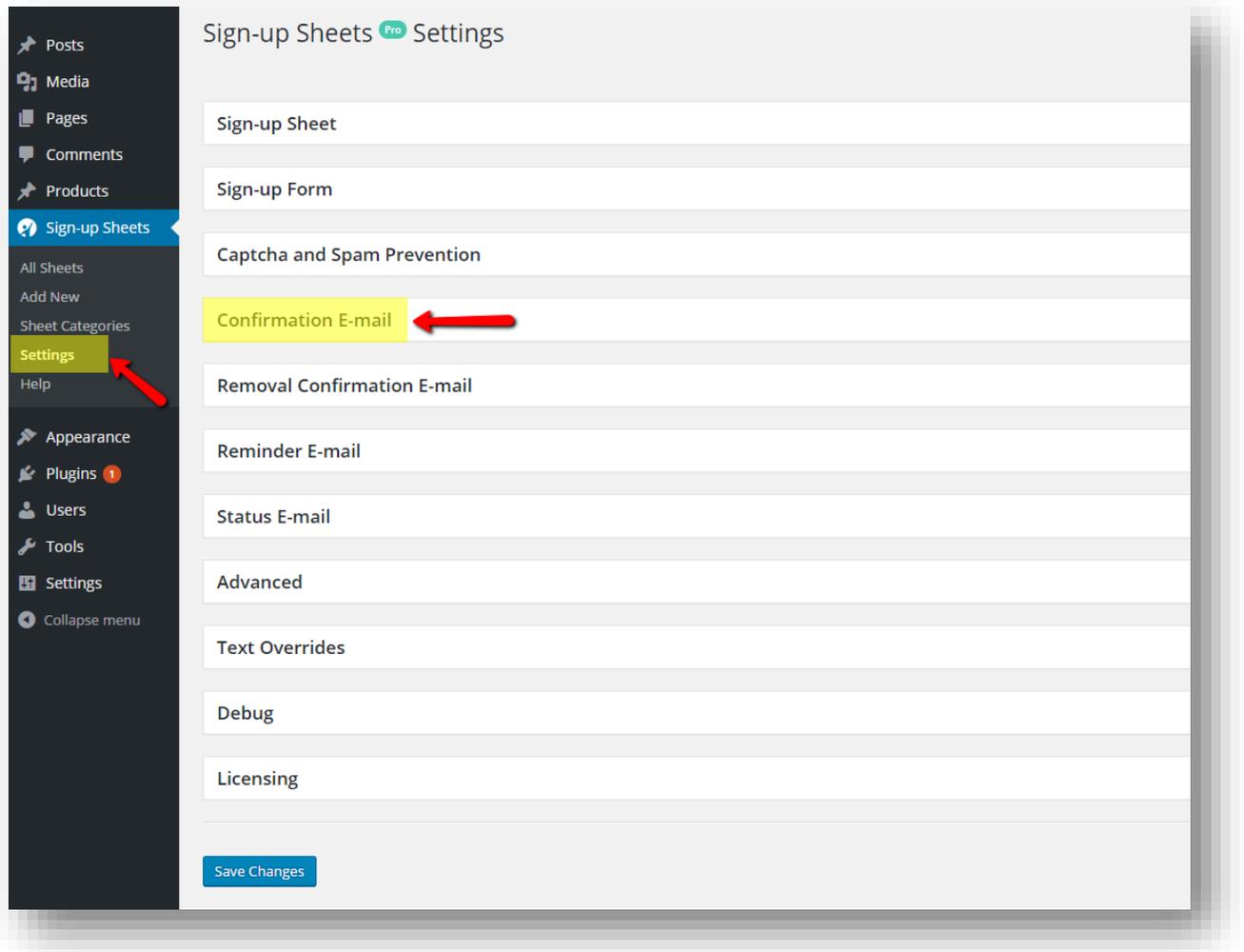
Remember me
(saves your information for future signup forms during this visit on our site)

or « go back to the Sign-Up Sheet

* = required

Confirmation E-mail

Confirmation E-mail tab allows customization of the confirmation email that is sent to users who sign-up for a task on a sheet. This is the global setting which can be overridden by a sheet specific Confirmation E-mail message.



The screenshot displays the 'Sign-up Sheets ^{Pro} Settings' interface. On the left is a dark sidebar menu with the following items: Posts, Media, Pages, Comments, Products, Sign-up Sheets (highlighted in blue), All Sheets, Add New, Sheet Categories, Settings (highlighted in yellow with a red arrow pointing to it), and Help. Below these are Appearance, Plugins (with a red notification badge), Users, Tools, Settings, and Collapse menu. The main content area lists various settings tabs: Sign-up Sheet, Sign-up Form, Captcha and Spam Prevention, Confirmation E-mail (highlighted in yellow with a red arrow pointing to it), Removal Confirmation E-mail, Reminder E-mail, Status E-mail, Advanced, Text Overrides, Debug, and Licensing. A 'Save Changes' button is located at the bottom of the settings list.

Confirmation E-mail

Subject: (If blank, defaults to... "Thank you for signing up!") **1**

From E-mail Address: (If blank, defaults to WordPress email on file under Settings > General) **2**

BCC: (Comma separate for multiple email addresses) **3**

Message:
This message was sent to confirm that you signed up for...
{signup_details} **4**
To cancel your sign-up use the removal link at the bottom of this email or contact us at {from_email}
Thanks,
{site_name}

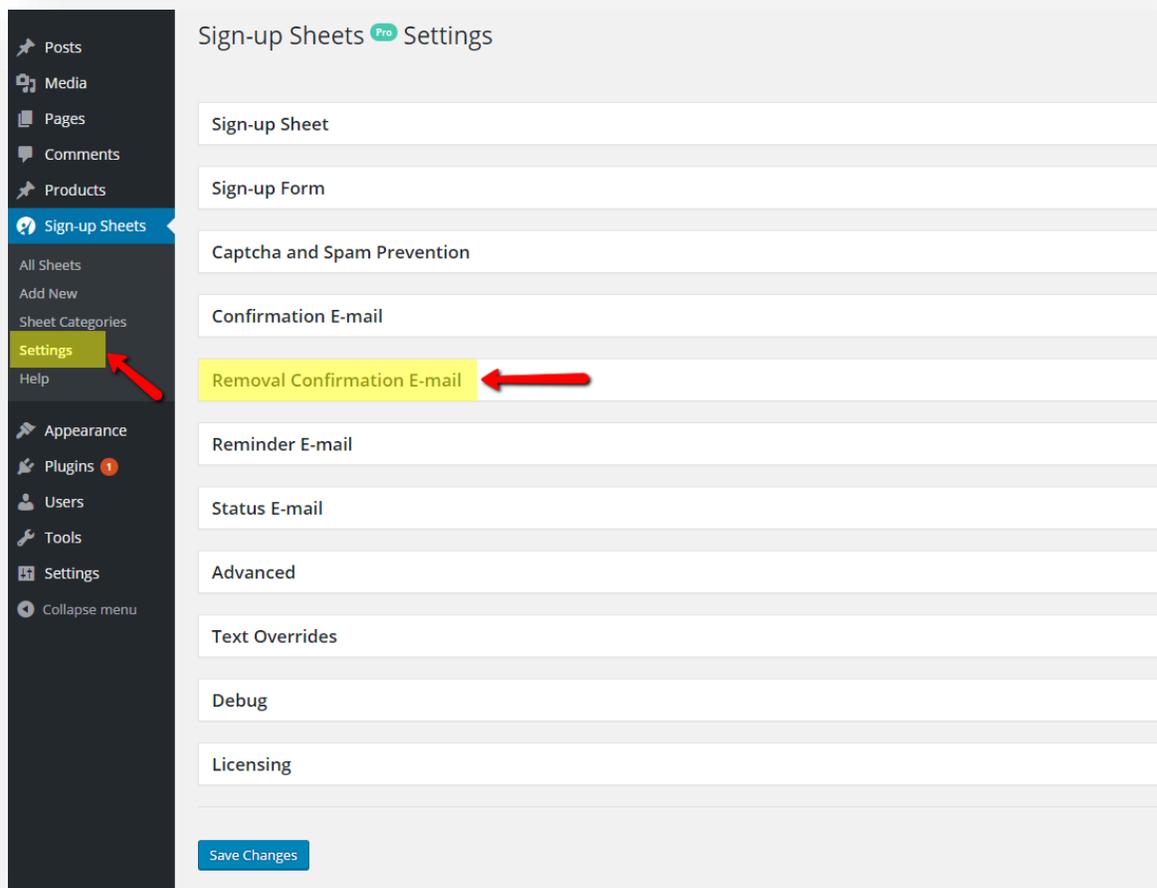
1. Option to edit the Subject line of the email. If blank, defaults to "Thank you for Signing up!"
2. Option to edit the address of whom is sending the email. If blank, defaults to the WordPress email on file under Settings>General.
3. Option to BCC multiple email address when a confirmation email is sent.
4. Option to customize the message that is sent. Below is a list of available Dynamic Variables that can be used.

- {site_name}
- {site_url}
- {from_email}
- {removal_link}
- {signup_details}
- {signup_firstname}
- {signup_lastname}
- {signup_email}

Removal Confirmation E-mail

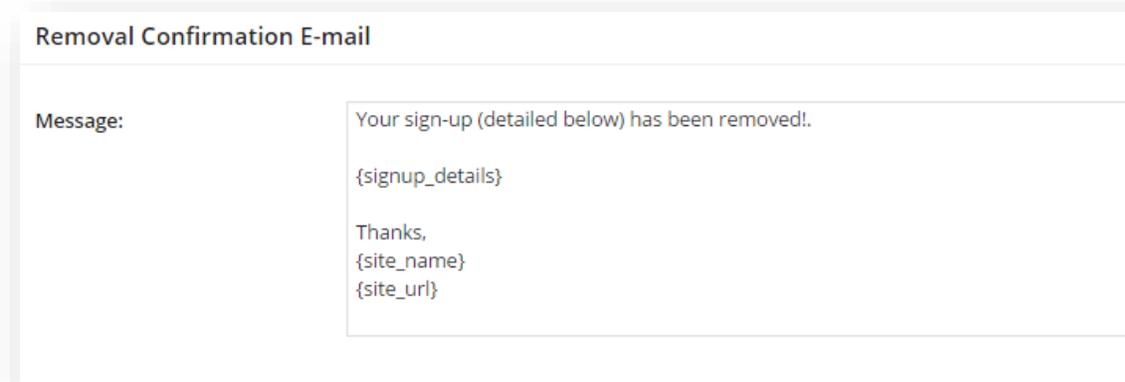
Removal Confirmation E-mail tab allows customization of the removal confirmation email that is sent to users who have removed themselves from the sign-up via the removal link within the confirmation email.

Note: Removal confirmation email is not sent if they have been removed via the admin panel.



The screenshot shows the 'Sign-up Sheets' settings page. The left sidebar contains a navigation menu with 'Sign-up Sheets' selected. Under 'Sign-up Sheets', the 'Settings' option is highlighted with a red arrow. The main content area shows a list of settings tabs: 'Sign-up Sheet', 'Sign-up Form', 'Captcha and Spam Prevention', 'Confirmation E-mail', 'Removal Confirmation E-mail' (highlighted with a red arrow), 'Reminder E-mail', 'Status E-mail', 'Advanced', 'Text Overrides', 'Debug', and 'Licensing'. A 'Save Changes' button is located at the bottom left of the settings area.

Option to customize the removal confirmation email.



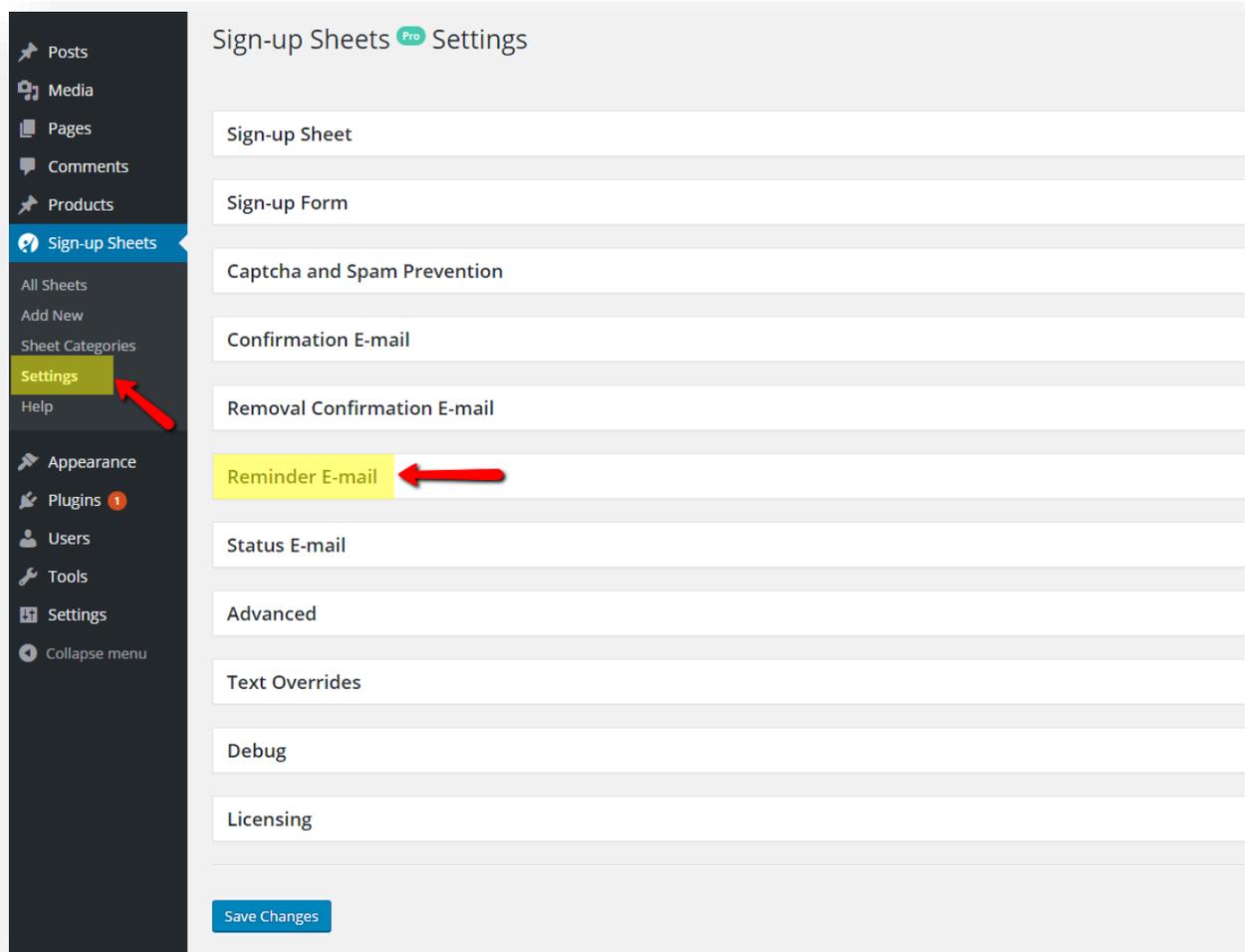
The screenshot shows the 'Removal Confirmation E-mail' customization form. The 'Message:' field contains the following text:

```
Your sign-up (detailed below) has been removed!.  
  
{signup_details}  
  
Thanks,  
{site_name}  
{site_url}
```

Reminder E-mail

Reminder E-mail tab allows customization of the reminder email that is sent to users who sign-up for a task. Reminders are only sent once. This is the global setting which can be overridden by a sheet specific Reminder E-mail message.

Note: Reminder emails are only sent if someone accesses the site the day of the scheduled reminder email. The WordPress cron depends on someone visiting the site in order to trigger the cron job. For sites with lower traffic, it's usually recommended they setup a more precise cron system on their web server that can run the WordPress cron in the event that no users access the site.



The screenshot displays the 'Sign-up Sheets Pro Settings' interface. On the left is a dark sidebar menu with various WordPress and plugin options. The 'Sign-up Sheets' menu item is highlighted in blue, and its sub-menu 'Settings' is highlighted in yellow with a red arrow pointing to it. The main content area shows a list of settings tabs: 'Sign-up Sheet', 'Sign-up Form', 'Captcha and Spam Prevention', 'Confirmation E-mail', 'Removal Confirmation E-mail', 'Reminder E-mail', 'Status E-mail', 'Advanced', 'Text Overrides', 'Debug', and 'Licensing'. The 'Reminder E-mail' tab is highlighted in yellow with a red arrow pointing to it. At the bottom of the settings area is a blue 'Save Changes' button.

Reminder E-mail

Enable Reminders: *Next scheduled reminder check: Apr 1, 2015 9:31 am* **1**
** Your site will check hourly to see if there are reminders that need to be sent using the WordPress Cron.*
** If you just enabled/disabled this, you may need to refresh this page to see the updated "Next scheduled reminder"*

Reminder Schedule: *Number of days before the date on the sign-up sheet that the email should be sent. Use whole numbers like 1 to remind 1 day before. This field is required.* **2**

Subject: *(If blank, defaults to... "Sign-up Reminder")* **3**

From E-mail Address: *(If blank, defaults to WordPress email on file under Settings > General)* **4**

BCC: *(Comma separate for multiple email addresses)* **5**

Message:
 This is just a reminder that you signed up for...
 {signup_details} **6**
 Thanks.
 {site_name}
 {site_url}

1. Option to enable reminder emails. Your site will check hourly to see if there are reminders that need to be sent using the WordPress Cron. Reminders will only be sent once. (Note: To see which users have been sent an email reminder, within admin click Sign-Up Sheets plugin, hover over the sheet with your mouse to see the sheet options and click on the "Manage Sign-ups" link.)

Basketball Tournament

Date: April 2, 2015

Please join us for a game of basketball and some refreshments.

Sign-ups

Things to do	Types of Basketballs	Basketball Shoes Required	Name	E-mail	Favorite Basketball player	Years playing Basketball	Reminded *	Case Sps
Play Basketball	Leather	Yes	#1: John Smith #2: (empty) #3: (empty)	jsmith@gmail.com	MJ	0-2 years	2015/03/30 15:46:12	

2. Option to customize the number of days before the date of the sign-up sheet, that the email should be sent. This is the global setting which can be overridden by a sheet specific Reminder E-mail schedule.

3. Option to edit the subject line of the reminder email. Defaults to "Sign-up Reminder"

4. Option to edit the address of whom is sending the email. If blank, defaults to the WordPress email on file under Settings>General.

5. Option to BCC multiple email address when a reminder email is sent.

6. Option to customize the message that is sent. Below is a list of available Dynamic Variables that can be used.

- {site_name}
- {site_url}
- {from_email}
- {removal_link}
- {signup_details}
- {signup_firstname}
- {signup_lastname}
- {signup_email}

Status E-mail

Status E-mail tab allows customization of the status email that is sent when a user is added or removed from a sign-up from the frontend.

Note: If a user is removed from a sign-up via admin, status e-mail will not be sent.

The screenshot displays the 'Sign-up Sheets' settings page. The left sidebar menu includes options like Posts, Media, Pages, Comments, Products, Sign-up Sheets (selected), All Sheets, Add New, Sheet Categories, Settings (highlighted with a red arrow), Help, Appearance, Plugins (1), Users, Tools, Settings, and Collapse menu. The main content area is titled 'Sign-up Sheets Pro Settings' and contains a list of settings: Sign-up Sheet, Sign-up Form, Captcha and Spam Prevention, Confirmation E-mail, Removal Confirmation E-mail, Reminder E-mail, Status E-mail (highlighted in yellow with a red arrow pointing to it), Advanced, Text Overrides, Debug, and Licensing. A 'Save Changes' button is located at the bottom left of the main content area.

Status E-mail

Enable Status E-mail: Shows all signups for a sheet. Sent when a user adds or removes a signup from the frontend. **1**

Subject: (If blank, defaults to... "Sign-up Status Report") **2**

From E-mail Address: (If blank, defaults to WordPress email on file under Settings > General) **3**

Send to main admin emails: ("E-mail Address" specified under Settings > General) **4**

Send to "Sheet BCC" recipients: (These address will be added as a recipient only for sheets on which they are assigned.) **5**

1. Option to enable/disable Status emails.
2. Option to customize the subject line of the email. Defaults to "Sign-up Status Report"
3. Option to change the "From E-mail Address". Defaults to the WordPress email on file under Settings>General
4. Option to send status email to the WordPress email on file under Settings>General
5. Option to send status emails to the "Sheet Specific BCC" recipients. These addresses will be added as a recipient only for sheets on which they are assigned. To add email addresses for sheet specific status emails, find the sheet within admin, click edit and click on "Additional Settings" tab.

Additional Settings

Sheet Specific BCC
 Comma-separated list of emails to be copied on confirmations/removals

Set Phone as Optional
 ▾

Set Address as Optional
 ▾

Hide Phone Field
 ▾

Hide Address Fields
 ▾

Advanced Tab

- Allows customization of the Sheet URL Slug
- Option to grant other types of user roles the ability to manage sheets
- Ability to re-run the 2.1 data migration – for sign-up sheet users that have Upgraded to version 2.1 (previously on 2.0.23 or less) but are missing sign-up sheet data after installing the new version.

Sign-up Sheets ^{Pro} Settings

- Sign-up Sheet
- Sign-up Form
- Captcha and Spam Prevention
- Confirmation E-mail
- Removal Confirmation E-mail
- Reminder E-mail
- Status E-mail
- Advanced**
- Text Overrides
- Debug
- Licensing

Save Changes

Advanced

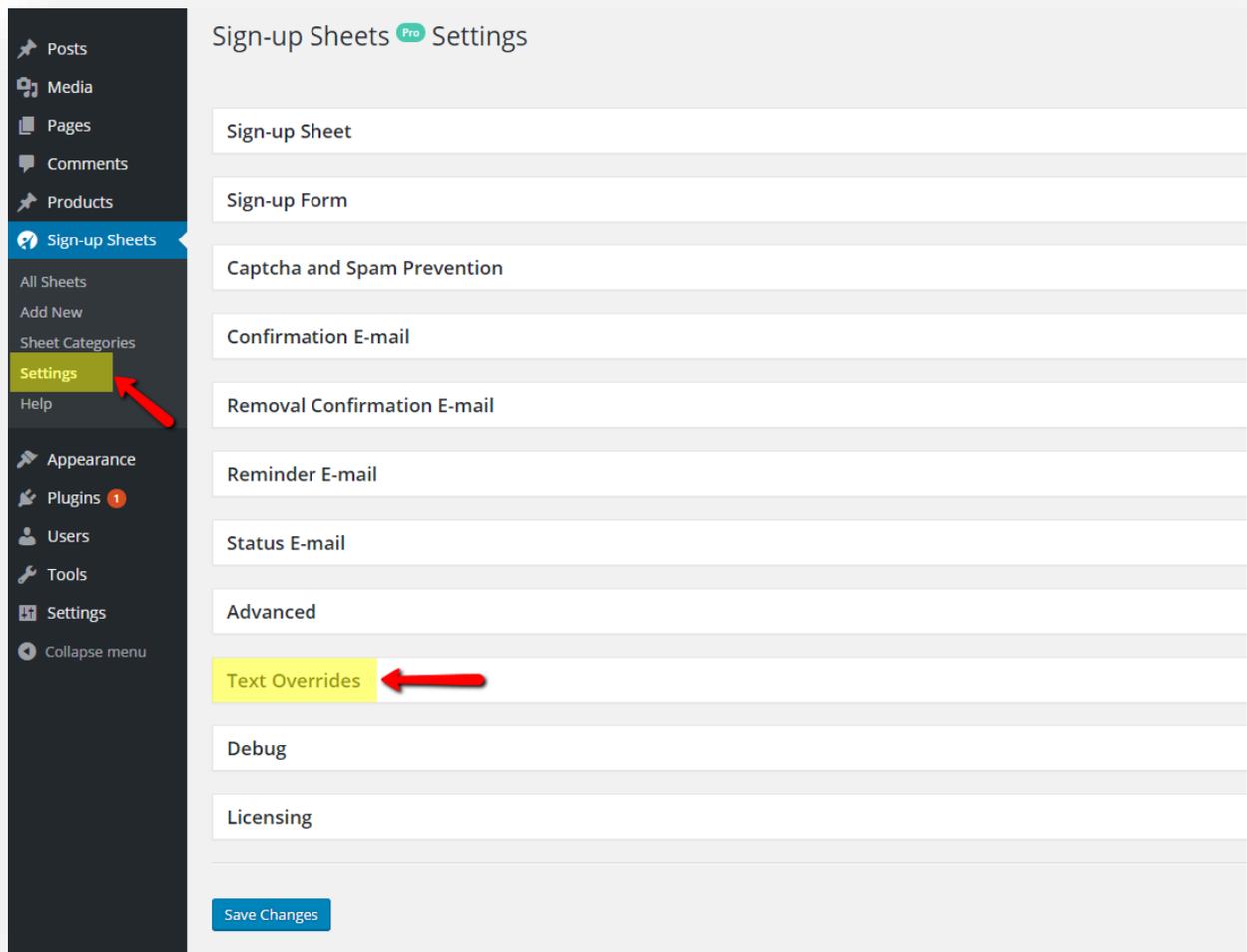
Sheet URL Slug: Will be used in permalinks for your frontend archive page as well as single sheets pages. Ex: <https://example.com/sheet/my-signup-sheet/>

User roles that can manage sheets: Editor
 Author
 Contributor
 Subscriber
(Note: Administrators and Sign-up Sheet Managers can always manage sheets)

Re-run v2.1 Data Migration:

Text Overrides tab

Text Overrides Tab allows customization of the Task Title Label. Task Title Label defaults to “What”



The screenshot shows the 'Sign-up Sheets Settings' page. The left sidebar contains a navigation menu with the following items: Posts, Media, Pages, Comments, Products, Sign-up Sheets (selected), All Sheets, Add New, Sheet Categories, Settings (highlighted with a red arrow), Help, Appearance, Plugins (1), Users, Tools, Settings, and Collapse menu. The main content area lists various settings: Sign-up Sheet, Sign-up Form, Captcha and Spam Prevention, Confirmation E-mail, Removal Confirmation E-mail, Reminder E-mail, Status E-mail, Advanced, Text Overrides (highlighted with a red arrow), Debug, and Licensing. A 'Save Changes' button is located at the bottom left of the settings area.

Text Overrides

Task Title Label:

Default: What

Below is a screen shot of the task title label as “Things to do”

Basketball Tournament

Date: July 31, 2016

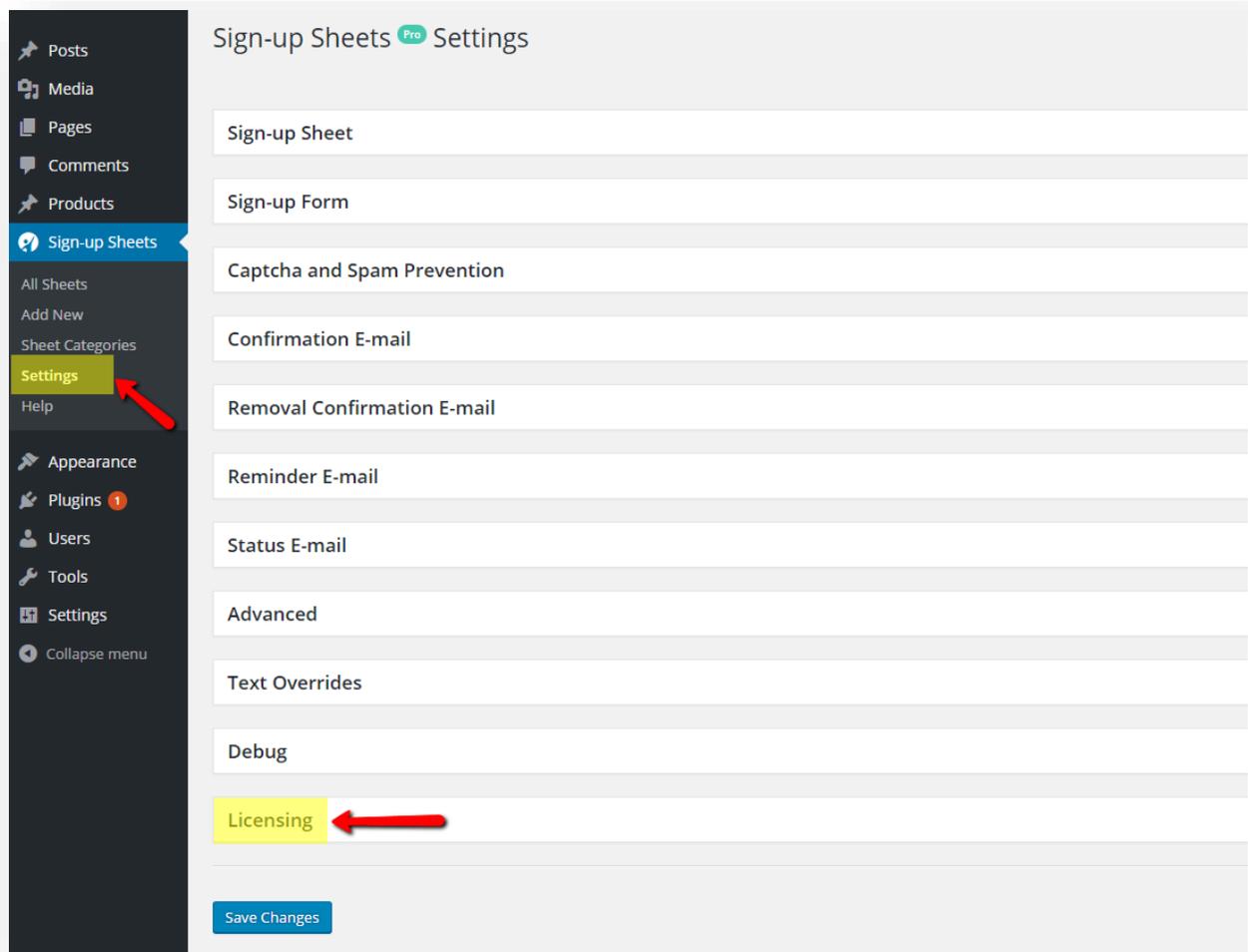
Please join us for a game of basketball.

Sign up below...

Things To Do	Types of Basketballs	Basketball Shoes Required	Name
Play Basketball	Leather	Yes	#1: Sign up » #2: Sign up » #3: Sign up » #4: Sign up » #5: Sign up » #6: Sign up »

Licensing tab

License key is required and needs to be renewed annually for ongoing support and updates. Enter the License Key which can be found on the purchase receipt and the [my-account](#) page of our site.



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