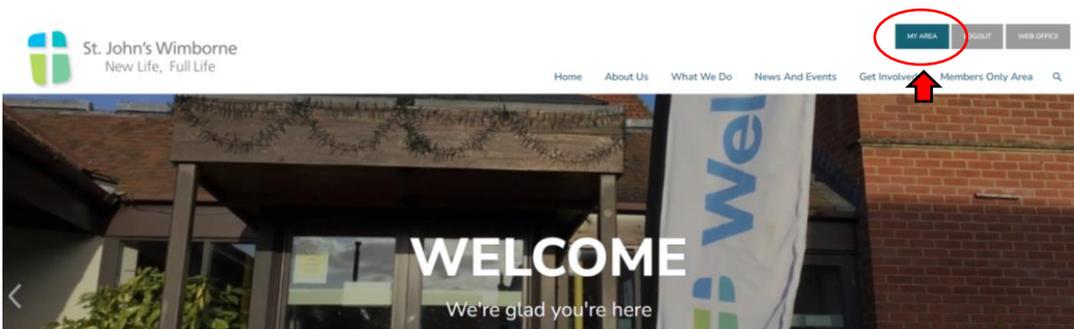# How To: Sign-up onto the St John's Unavailability Rotas
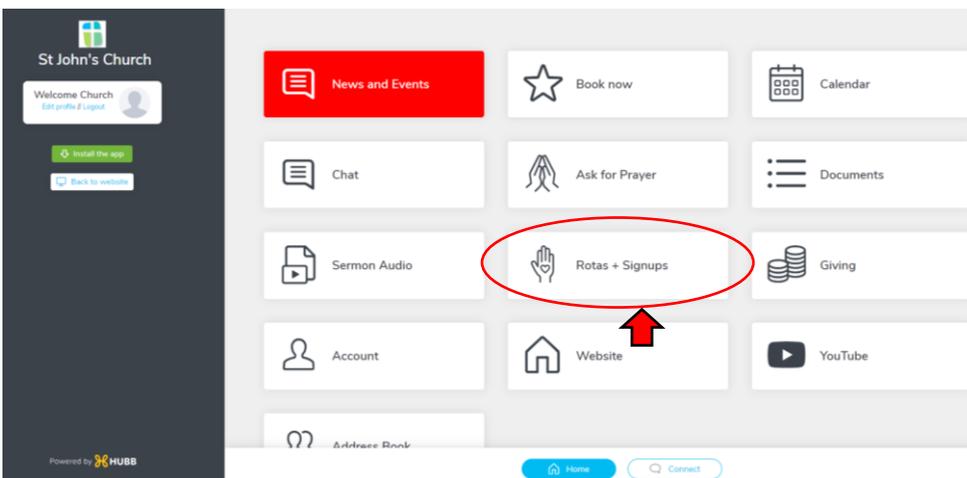
Step 1 - **Login** to the St John's Website with your username and password.



Step 2 – Click on the **My Area** button at the top right of the screen.
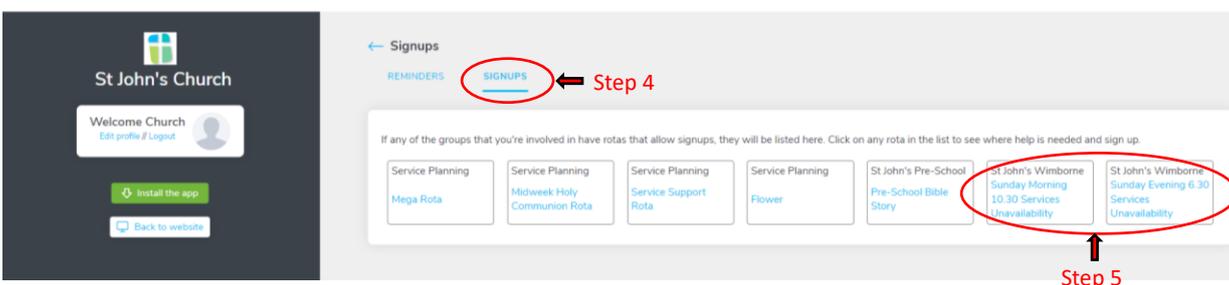


Step 3 – Click on the **Rotas & Signups** button.



Step 4 – Click on the **Signups** tab.

Step 5 – Select the rota you want to sign up to

Step 6 – Scroll down the list of services.

Step 7 – Click on the green **Sign up** button next to the service for which you will be unavailable. Your name will then be added to the rota.