

Lap Pool Sign Up Instructions using Sign Up Genius

STEP ONE


1. Click on the Sign Up Genius link that was sent to your email address:

<https://www.signupgenius.com/go/904054CADA828A3F58-saddlebrooke>

Save this link so that you can go back to it every Wednesday at 8am in order to sign up for sessions during the following Monday—Sunday.

After clicking the link to the Sign Up Genius—you will find the following helpful information (see below).

Keep scrolling down to view the calendar.

 Sign Up Genius

FeaturesPricingMore

Create a Sign UpLIQ

Admin Tools

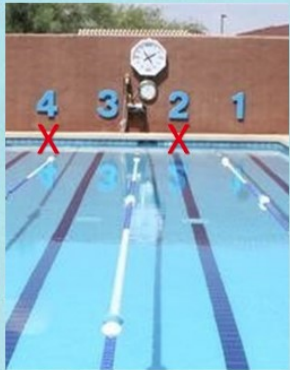
Edit Content

Send a Message

Reports & Stats

Add / Edit / Delete People

Print Version



SaddleBrooke One Lap Pool

LAP POOL SIGN-UP: October 26 - November 1

Please review the available slots below for either Lane #1 or Lane #3 and click on the button to sign up.

Please note: Residents may sign up for Qty. 3 sessions per week on Sign Up Genius. If there are open timeslots throughout the day/week, Residents may swim additional sessions by being first to pool and placing their name on the paper sign up sheet. Any reservations above Qty. 3 sessions on Sign Up Genius will not be honored at the lap pool. Additional sessions are first come, first serve. Thank you.

NOTE NEW TIME TO REGISTER FOR SWIM SESSIONS

8am every Wednesday

In order to accommodate ALL swimmers, the Sign Up Genius will open weekly at 8am each Wednesday. For swimmers that might be in the pool at that time, please ask a friend to sign up for you or contact Annette at 520-825-3048 x 115 for assistance.

- The link to the Lap Pool Sign Up Genius does not change and can be accessed at www.saddlebrooke.org.
- Qty. 1 45-minute sign up session allowed per day. The last session is 30 minutes.
- If you sign up for another swimmer, please add their full name in the comment section of the Sign-Up Genius.
- In order to serve all swimmers, Qty. 3 sessions allowed per week. Additional sessions will be canceled.
- Members of the same household may swim in lanes 3 & 4.
- Enter the pool via the back, side gate.
- Bathrooms will be open during swim sessions.
- Swimmers are to arrive 2-3 minutes prior to their session and not enter the pool until the other swimmer has finished swimming.
- Please continue to be considerate of other swimmers and cancel your reservation if you are unable to swim at your designated time.
- Be sure to initial the Sign-Up sheet. If the swimmer in the other lane is not present during your session, please mark the sign-up sheet with "no show" next to their name so that we can track usage.
- Cancel and/or Change? Yes! You can now cancel or change your Sign Ups! Create a Sign Up Genius account in order to cancel or change your swim sessions:
If you signed up with an account (using an email and password), log in and click the **Invited To** tab on your account Sign Ups page. Click the pencil icon to the right of the sign up to edit any details. If you want to delete yourself from a sign up slot, click the **X** under your name, and confirm on the next screen that you want to remove yourself. If you need to sign up for a different date/time, you can go back to the sign up and select a new one.

Submit and Sign Up

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STEP TWO

2. View the calendar and (a.) click on the “Sign Up” button on the day you would like to reserve a session. Please note that if the sign up period straddles two months, (b.) click on the right arrow button to the right of the Month / Year to view next month’s calendar.

The screenshot shows a calendar for October 2020. At the top left, it says "OCT 2020" with left and right arrow buttons. At the top right, there is a "List View" button. The calendar grid has columns for Sun, Mon, Tue, Wed, Thu, Fri, and Sat. Days 1 through 17 are empty. Days 18 through 31 contain session information for three lanes (Lane #1, Lane #3, and Lane #3) with time slots (6:00am-6:45am). Each day from 18 to 31 has a "Sign Up" button. A blue arrow labeled "(b.) Click right arrow button to view next month's calendar" points to the right arrow button next to "OCT 2020". Another blue arrow labeled "(a.) Click here to Sign Up" points to the "Sign Up" button for the 22nd. A third blue arrow labeled "Do Not click here yet" points to the "Submit and Sign Up" button at the bottom. The footer contains copyright information: "©2020 SignUpGenius. All Rights Reserved. Privacy Policy | Terms of Service | Do not sell my info".

OCT 2020 List View

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19		21	22 Lane #1 (12:45pm-1:30pm) Lane #3 (12:45pm-1:30pm) + more Sign Up	23 Lane #1 (6:00am-6:45am) Lane #3 (6:00am-6:45am) + more Sign Up	24 Lane #1 (6:00am-6:45am) Lane #3 (6:00am-6:45am) + more Sign Up
25 Lane #1 (6:00am-6:45am) Lane #3	26 Lane #1 (6:00am-6:45am) Lane #3	27 Lane #1 (6:00am-6:45am) Lane #3	28 Lane #1 (6:00am-6:45am) Lane #3	29 Lane #1 (6:00am-6:45am) Lane #3	30 Lane #1 (6:00am-6:45am) Lane #3	31 Lane #1 (6:00am-6:45am) Lane #3

Do Not click here yet Submit and Sign Up

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STEP THREE

3. After clicking on the “Sign Up” button scroll down to choose from a list of the available timeslots open for reservations.

The screenshot shows a reservation interface for Thursday, 10/22/2020. It features a table with columns for Time (MST), Location, and Lane. The table lists several time slots, all of which are marked as "All slots filled". Each entry includes a dropdown menu for selecting a name. A "Sign Up" button is visible next to the first entry. A large blue arrow labeled "(b.) Click here to reserve additional timeslots OR go to (c.)" points to the "Sign Up" button. Another blue arrow labeled "(a.) Click in box" points to the "Sign Up" button. A third blue arrow labeled "(c.) Click to Submit & Sign Up" points to a yellow "Submit and Sign Up" button at the bottom. A "Select Other Days" button is also present at the bottom left.

Time (MST)	Location	Lane
12:45pm-1:30pm		Lane #4 (1)
		Lane #3 (1)
1:30pm-2:15pm		Lane #1 (1)
		Lane #3 (1)
2:15pm-3:00pm		Lane #1 (1)
		Lane #3 (1)

Select Other Days

OR

Submit and Sign Up

(a.) Click in box

(b.) Click here to reserve additional timeslots OR go to (c.)

(c.) Click to Submit & Sign Up

STEP FOUR

(a.) If you are signing up for more than one person, add the other name(s) in the “My Comment” field. Change the “Quantity” to the number of people you are signing up.

(b.) Enter your First Name, Last Name, Email Address and Phone Number.

(c.) Final Step! Click “Sign Up Now”.

The screenshot shows the 'Sign Me Up' page on the SignUpGenius website. The page has an orange header with the logo and navigation links. A green button 'Create a Sign Up' is in the top right. Below the header, a link 'Back to LAP POOL SIGN-UP: October 26 - November 1' is visible. The main heading is 'Sign Me Up'. Below it, the text 'Sign me up for:' is followed by a table. The table has four columns: 'Lane', 'Date (mm/dd/yyyy - MST)', 'Optional Comment', and 'Quantity'. The first row shows 'Lane #3', 'Thu., 10/22/2020 12:45pm - 1:30pm', an empty comment box, and a quantity of '1'. To the right of the table, a large blue arrow points to the 'Optional Comment' and 'Quantity' columns with the text '(a.) Add Other Name(s) and update Quantity'. Below the table, there are input fields for 'Name' (split into 'First' and 'Last'), 'Email', and 'Phone' (with a 'Mobile' dropdown). A link 'Already have a SignUpGenius account? Login' is below the email field. A large blue arrow points to these input fields with the text '(b.) Enter your First and Last Name, Email Address and Phone Number'. At the bottom, there is a disclaimer: 'By signing up, you agree to the SignUpGenius Terms of Service and Privacy Policy.' Below this are two buttons: 'Sign Up Now' (orange) and 'Cancel' (light blue). A large blue arrow points to the 'Sign Up Now' button with the text '(c.) Click “Sign Up Now”.

SignUpGenius Features Pricing More Create a Sign Up

Back to LAP POOL SIGN-UP: October 26 - November 1

Sign Me Up

Sign me up for:

Lane	Date (mm/dd/yyyy - MST)	Optional Comment	Quantity
Lane #3	Thu., 10/22/2020 12:45pm - 1:30pm		1

Name First Last

Email

Already have a SignUpGenius account? [Login](#)

Phone Mobile ▾

By signing up, you agree to the SignUpGenius [Terms of Service](#) and [Privacy Policy](#).

(a.) Add Other Name(s) and update Quantity

(b.) Enter your First and Last Name, Email Address and Phone Number


(c.) Click “Sign Up Now”.

STEP FIVE

Congratulations!




You are now signed up for a fitness session using Sign Up Genius.

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Thank you, Name!

You're all signed up for **LAP POOL SIGN-UP: October 26 - November 1.**

A confirmation email with an attached iCalendar has been sent to you.

 **Lane #3**
Thu., 10/22/2020 3:00pm - 3:45pm MST

Back to Sign Up

 [Add to Calendar](#)  [Contact Fitness Coordinator](#)

CONFIRMATION EMAIL—EXAMPLE

Check your email inbox for confirmation from Sign Up Genius.

(a.) Click “View Sign Up” to view your name on sign up.

(b.) Click pencil icon “Edit My Sign Up” to make changes to your reservation.

(c.) Click on “Envelope” icon to send an email to the Fitness Coordinator.

