

PWCA Pool Signup Genius Instructions

1. Navigate to the PWCA Pool Reservations Signup Genius. If you are at home and have a Signup Genius account, you may login, otherwise continue as a guest. If you are at the pool, you will use the pool user account that is already signed in.
2. Select the tab for the current month and choose the desired day (you can sign up a day prior to your planned visit), then check the “Sign Up” box and click the “Submit and Sign Up” button.

PWCA Pool Sign Up 2021

May - June July August September

Date (mm/dd/yyyy EDT)	Location	Entry Time	Actions
05/30/2021 (Sun. 11:00am - 8:00pm)		Pool Entrance Reservation (190)	<input checked="" type="checkbox"/> Sign Up

Submit and Sign Up

3. Fill in the information for the first person in your group:
 - a. Do not change the quantity; it should always be 1.
 - b. Enter Name, Email, Address, and Phone; if you are logged in to your Signup Genius account, these fields will pre-fill. If you are registering at the pool, check the “Display an alternate name” box to enter the correct name for the reservation.
 - c. Select Yes to agree to the Waiver and Pool User Agreements.
 - d. Select the status of the person named in the reservation. If the status is a child or guest, enter the name of the responsible adult resident.
 - e. Leave the Arrival Time and Exit Time blank, unless you are registering at the pool.
 - f. Click the “Sign Up Now” button.

Entry Time Date (mm/dd/yyyy - EDT) My Comment Quantity

Pool Entrance Reservation Sun., 05/30/2021 11:00am - 8:00pm 1 Do not change

Sign up as: Pool User (pvcapooluser@gmail.com). This isn't me Display an alternate name on the sign up (like a child or spouse) Check to enter another name

Name First Last Make this my default member name

Address 1

Address 2 (Optional)

City Fairfax

State/Zip Code Virginia - 22032

Country (Optional) United States

Phone Mobile

Save my contact info for use on future sign ups

By signing in and entering the pool deck, all attendees in your reservation agree to and accept the 2021 Waiver for Pool Use and agree to abide by the requirements of the 2021 Pool User Acknowledgement, as attached to this signup and posted to the sign boards.

Yes Select "Yes" to agree

No

Status Select

Resident accompanying child or guest (Optional) Enter if individual is not a resident adult

Arrival Time (Enter at pool) (Optional)

Exit Time (Enter at pool) (Optional) Enter at the pool when you arrive and exit

Sign Up Now **Cancel**

4. You will receive a message like the one below. If you have no more names to enter you are finished. To enter another name, click “Return to Sign Up” and continue to repeat Steps 1 - 5.



User Tips

1. If you plan to use the pool often, consider creating a Signup Genius account and making your reservations before you come to the pool. You can enter your name and contact information in “Settings”. Creating an account will also allow you to edit or delete reservations that you have made.
2. If you are logged in, but you are entering information for another person such as a spouse, child, or guest, in Step 4 you will see a screen like the one below, pre-filled with your contact information. Check the “Display an alternate name on the sign up” box, and enter the other person’s name, while leaving the contact info the same.

The image shows a sign-up form titled "Sign me up for:". It includes a table with columns: Entry Time, Date (mmddyyyy - EDT), My Comment, and Quantity. The table row shows "Pool Entrance Reservation" and "Sun., 05/30/2021 11:00am - 8:00pm" with a quantity of "1". Below the table, a message says "Sign up as: Marguerite Wiese (marguerite.j.wiese@gmail.com) This isn't me" followed by a checkbox labeled "Display an alternate name on the sign up (like a child or spouse)". The "Display an alternate name" message and the checkbox are highlighted by a red box.