

Fitness Center 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-saddlebrooke1>

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—Friday.

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.



SaddleBrooke One Fitness Center

SaddleBrooke One Fitness Center - October 19-23. Remember to swipe your Resident ID Card on scanner upon entry.

Please remember to **swipe your Resident ID Card** on scanner upon entry.

Scroll down to the calendar to view available dates and time slots. Click on the "Sign Up!" button to sign up for a fitness session. **Be sure to scroll to bottom of page** and click on the "Submit and Sign Up" button to reserve your session.

Please Note:

- **HOURS:** Monday through Friday - 6am until 7:30pm. **OPEN:** 6am; 8am; 10am; 12pm; 2pm; 4pm; 6pm. **CLOSED:** Saturday and Sunday and at the end of each 90 minute session for atomizing and sanitizing.
- **RESERVATIONS:** By appointment through Sign Up Genius. Weekly Sign-Ups will open every Wednesday at 8am for the following Monday through Friday sessions. The Lap Pool Sign Up will remain separate from the Fitness Center Sign Up.
- **QUANTITY:** Qty. 20 residents allowed during each of the 7 sessions. Qty. 1 session allowed per resident per day. Qty. 3 sessions allowed per week. Walk-ins are welcome and encouraged to arrive 20-30 minutes after a session begins.
- **HEALTH & SAFETY:** **Temperatures** will be taken upon entry. Per CDC Guidelines, residents with a temperature of 100.4 or higher will not be allowed to enter the Fitness Center. **Masks must be worn everywhere in the Fitness Center except while using cardio equipment which is enclosed on three sides.**
- **CANCELLATIONS OR CHANGES:** Please be courteous to other residents and be sure to cancel your session if you are unable to attend.

Need to Cancel or Edit your Sign Up?

If you signed up with an account at www.signupgenius.com (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.

If you signed up without an account, you can go back to the sign up by following the link that was provided in your original invite or you can go back to the confirmation email that was sent to you after you signed up. When you view the sign up, you'll see a link: "Already signed up? You can change your sign up". Click that link to follow the steps to edit your sign up slot.

Keep scrolling down to **calendar** to sign up for a session.

Keep scrolling down to **calendar** to sign up for a session.

If you need assistance signing up electronically, please contact the Fitness Coordinator: **825-3048 x 135**. Queries will be returned in the order received.

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, it says "OCT 2020" with left and right arrow buttons. A blue arrow points to the right arrow button with the text "(b.) Click right arrow button to view next month's calendar". In the top right corner, there is a "List View" button. The calendar grid has days of the week as headers. Tuesday, October 20th is highlighted in purple. Below the date, it shows session times: "6:00am - 7:30am" and "8:00am - 9:30am", followed by a "+ more" link and a green "Sign Up" button. A blue arrow points to this "Sign Up" button with the text "(a.) Click to Sign Up". At the bottom of the calendar, there is a "Submit and Sign Up" button. A blue arrow points to this button with the text "Do Not click here yet".

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 8:00am - 9:30am + more Sign Up	20 6:00am - 7:30am 8:00am - 9:30am + more Sign Up	21 6:00am - 7:30am 8:00am - 9:30am + more Sign Up	22 6:00am - 7:30am 8:00am - 9:30am + more Sign Up	23 6:00am - 7:30am 8:00am - 9:30am + more Sign Up	24
25	26	27	28	29	30	31

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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.

(a.) Click in “Sign Up” box so that a checkmark appears.

(b.) Click “Select Other Days” to reserve additional timeslots—OR—

(c.) Click “Submit and Sign Up” and continue on to Step Four.

The screenshot shows a reservation interface with a date of 10/22/2020 (Thu.). It features two reservation slots, each with a list of five names, each preceded by a checkmark. Below each list is a green "Sign Up" button. A large blue arrow labeled "(b.) Click here to reserve additional timeslots OR go to step (c.)" points to the "Select Other Days" button. Another blue arrow labeled "(a.) Click in box" points to the first "Sign Up" button. A third blue arrow labeled "(c.) Click to Submit & Sign Up" points to the "Submit and Sign Up" button at the bottom. The interface also includes a "7 of 20 slots filled" status and a scroll bar on the right.

Date: 10/22/2020 (Thu.)

Sign Up

(a.) Click in box

7 of 20 slots filled

Sign Up

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

Select Other Days

Submit and Sign Up

(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 SignUpGenius 'Sign Me Up' form. At the top, there is an orange navigation bar with the SignUpGenius logo, links for 'Features', 'Pricing', and 'More', and a 'Create a' button. Below the navigation bar, a link points back to a specific event: 'Back to SaddleBrooke One Fitness Center - Ring Doorbell for Service & Swipe Resident ID Card / FOB upon entry.' The main heading is 'Sign Me Up'. Below this, it says 'Sign me up for:'. There is a table with four columns: 'Available Slot', 'Date (mm/dd/yyyy - MST)', 'My Comment', and 'Quantity'. The first row shows '6:00am - 7:30am', 'Thu., 10/29/2020', an empty text box, and a quantity of '1'. A large blue arrow points from the 'My Comment' and 'Quantity' columns to the instruction '(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 dropdown for 'Mobile'). A link for 'Already have a SignUpGenius account? Login' is present. At the bottom, there is a 'Sign Up Now' button and a link to the 'Terms of Service' and 'Privacy Policy'. A large blue arrow points from the 'Sign Up Now' button to the instruction '(c.) Click “Sign Up Now”.'. Another large blue arrow points from the 'Name', 'Email', and 'Phone' fields to the instruction '(b.) Enter your First and Last Name, Email Address and Phone Number'.

SignUpGenius Features Pricing More Create a

Back to SaddleBrooke One Fitness Center - Ring Doorbell for Service & Swipe Resident ID Card / FOB upon entry.

Sign Me Up

Sign me up for:

Available Slot	Date (mm/dd/yyyy - MST)	My Comment	Quantity
6:00am - 7:30am	Thu., 10/29/2020		1

Name First Last

Email

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

Phone 520-xxx-xxxx Mobile

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

Sign Up Now

(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

(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. At the top, there is an orange navigation bar with the logo and links for Features, Pricing, and More. A green button labeled 'Create a Sign Up' is on the right. Below the navigation bar, a link says 'Back to SaddleBrooke One Fitness Center - October 19-23. Remember to swipe your Resident ID Card on scanner upon entry.' The main heading is 'Sign Me Up'. Below it, the text 'Sign me up for:' is followed by a table with four columns: 'Available Slot', 'Date (mm/dd/yyyy - MST)', 'My Comment', and 'Quantity'. The first row shows a slot from 6:00pm to 7:30pm on Thursday, 10/22/2020, with a comment field and a quantity dropdown set to 1. Below the table, there are input fields for Name (First and Last), Email, and Phone (with a Mobile dropdown). A link for 'Already have a SignUpGenius account? Login' is between the Email and Phone fields. At the bottom, there is a disclaimer about terms of service and privacy policy, and two buttons: 'Sign Up Now' and 'Cancel'. Three blue arrows with black outlines point to specific parts of the form: one points to the 'My Comment' field and 'Quantity' dropdown, another points to the Name, Email, and Phone fields, and a third points to the 'Sign Up Now' button.

SignUpGenius Features Pricing More Create a Sign Up

Back to SaddleBrooke One Fitness Center - October 19-23. Remember to swipe your Resident ID Card on scanner upon entry.

Sign Me Up

Sign me up for:

Available Slot	Date (mm/dd/yyyy - MST)	My Comment	Quantity
6:00pm - 7:30pm	Thu., 10/22/2020	<input type="text"/>	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 SIX

Congratulations!

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

FeaturesPricingMore

Create a Sign UpLog In



Thank you, Name!

You're all signed up for **SaddleBrooke One Fitness Center - October 19-23**. Remember to **swipe your Resident ID Card on scanner upon entry..**

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

✓ 6:00pm - 7:30pm
Thu., 10/22/2020

Back to Sign Up

 Add to Calendar  Contact SaddleBrooke One 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.
- (d.) Sign Up Genius session reminders are emailed 2 days prior to your session. To opt out of receiving Sign Up Genius Reminders — click on the word “Unsubscribe” located at the bottom of the confirmation email.

