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 Synday and at the end of each 90 minute specien for stemizing and spatitizing.
- 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. <u>Masks must be worn everywhere in the Fitness</u> 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.

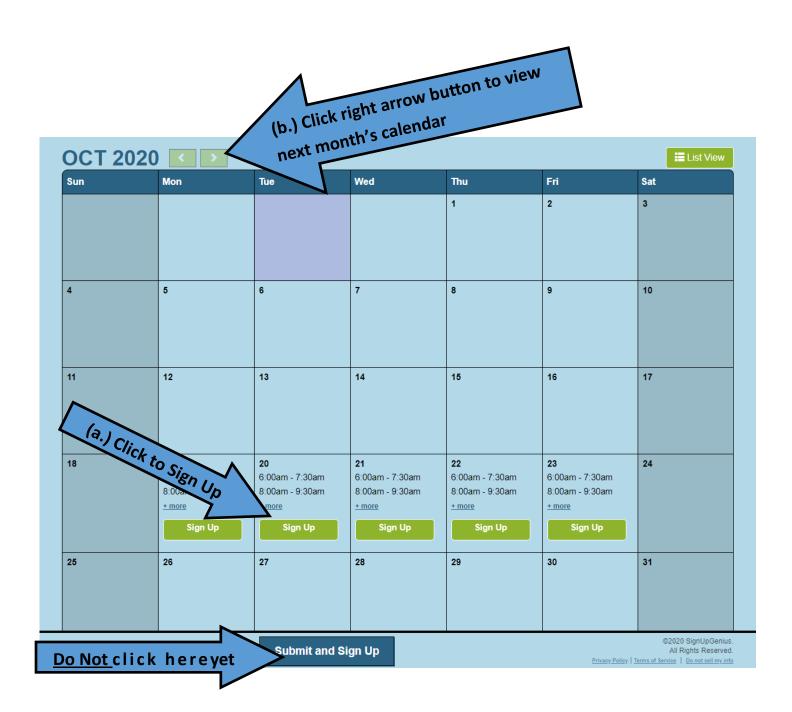
Keep scrolling down to <u>calendar</u> to sign up for a session.

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

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.



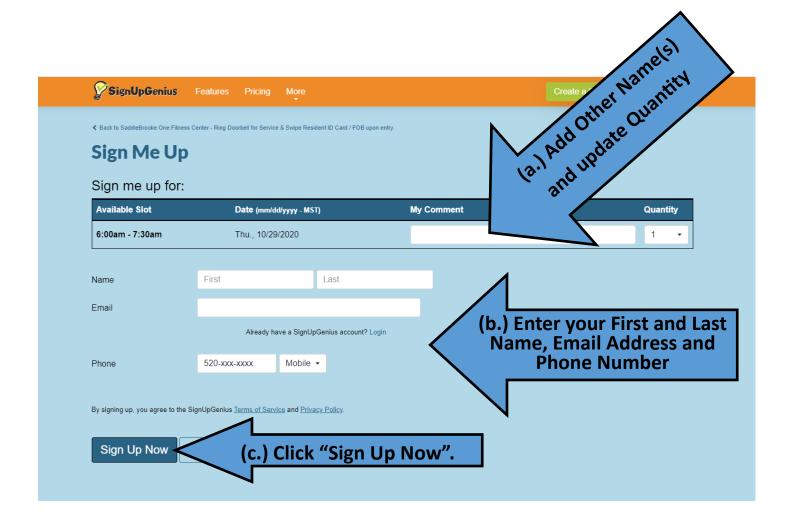
STEP THREE

- 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.



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".



STEP FIVE

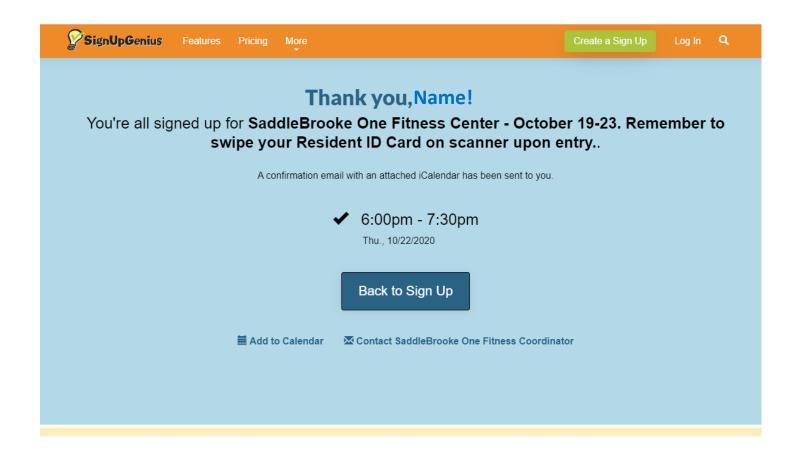
(a.) If you are signing up for more than one person, add the other name(s) in the "My Comment" field. Change the "Quantity" to the number of people you are signing up.

(b.) Enter your First Name, Last Name, Email Address and Phone Number. (a.) Add Other Mamels)
and update Quantity (c.) Final Step! Click "Sign Up Now". SignUpGenius 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 First Last Name Email (b.) Enter your First and Last Name, Email Address and Already have a SignUpGenius account? Login **Phone Number** Mobile ▼ Phone By signing up, you agree to the SignUpGenius Terms of Service and Privacy Policy. Sign Up Now Cance

(c.) Click "Sign Up Now".

Congratulations!

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



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.

