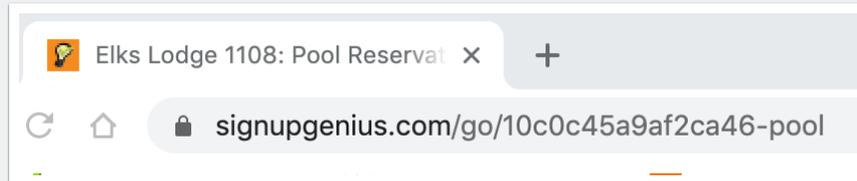
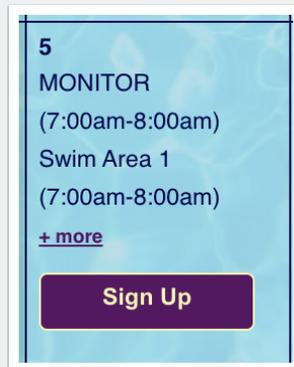


How to use the Elks Pool Reservation System

1) Bookmark the SUG url so you can access it easily.



2) Click on the day you want to book



How to use the Elks Pool Reservation System

3) Click on the slot(s) you want

Select the slot or slots (indicated by check marks)

Click on Submit and Sign Up Button

4:00pm-5:00pm	<input type="checkbox"/>	MONITOR (1)	<input type="checkbox"/>	Sign Up
	<input type="checkbox"/>	Swim Area 1 (1)	<input type="checkbox"/>	Sign Up
	<input type="checkbox"/>	Swim Area 2 (1)	<input type="checkbox"/>	Sign Up
	<input type="checkbox"/>	Swim Area 3 (1)	<input type="checkbox"/>	Sign Up
	<input type="checkbox"/>	Swim Area 4 (1)	<input type="checkbox"/>	Sign Up

How to use the Elks Pool Reservation System

4) SELECT LOG IN: ****THIS STEP IS IMPORTANT!!****

SUG is set to require an account in order to sign up for a slot. This screen features NEW Account Registration. So it should only be used if you have not created an account already.

If you have **ALREADY** created an account, do not register for a new one!!

Instead, click on the "Login" link circled below.

How to use the Elks Pool Reservation System

Account Registration

For added security, the sign up creator requires you to have an account at SignUpGenius to sign up. Login or register below to continue.

Membership is FREE and makes it easy to create a sign up or manage the items you sign up for!

Name

Email

Password 

I'm not a robot  reCAPTCHA
Privacy - Terms

[Register Now](#)

By clicking Register Now, you agree to the SignUpGenius [Terms of Service and Privacy Policy](#).

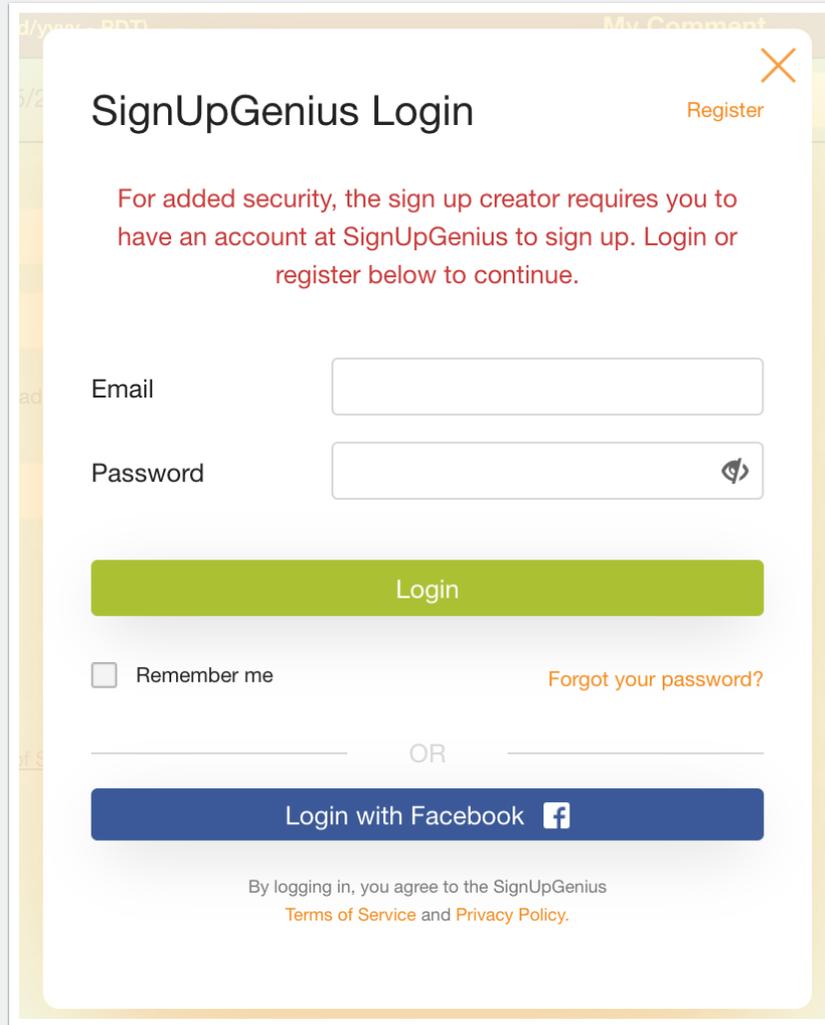
Already a member? [Login](#)

5) Log into your account

This is the screen where you should log in if you already have an account

How to use the Elks Pool Reservation System

Enter your account's email and password



The image shows a 'SignUpGenius Login' modal window. At the top right, there is a close button (X) and a 'Register' link. The main heading is 'SignUpGenius Login'. Below the heading is a red message: 'For added security, the sign up creator requires you to have an account at SignUpGenius to sign up. Login or register below to continue.' There are two input fields: 'Email' and 'Password'. The 'Password' field has a toggle icon for visibility. Below the fields is a green 'Login' button. Underneath the button is a 'Remember me' checkbox and a 'Forgot your password?' link. A horizontal line with 'OR' in the center separates this from a blue 'Login with Facebook' button with the Facebook logo. At the bottom, there is a small text line: 'By logging in, you agree to the SignUpGenius Terms of Service and Privacy Policy.'

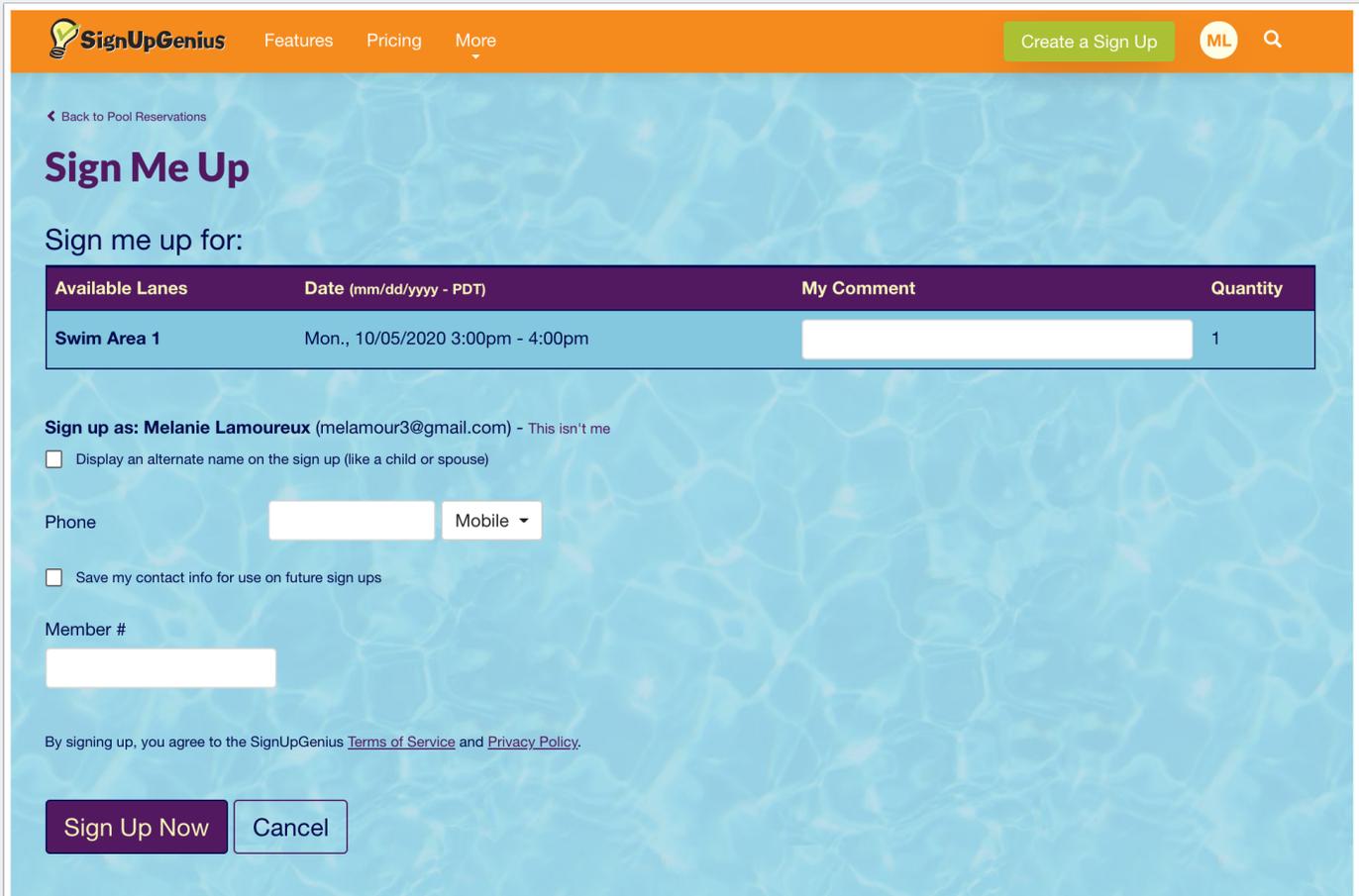
How to use the Elks Pool Reservation System

6) Once you are logged in, you can complete your reservation

Use My Comment Area for another family member's name indicate you will be sharing this lane.

Enter your phone number and member number.

Click Sign Up Now



The screenshot shows the 'Sign Me Up' page on the SignUpGenius website. The page has a blue water ripple background. At the top, there is an orange navigation bar with the SignUpGenius logo, links for 'Features', 'Pricing', and 'More', a green 'Create a Sign Up' button, and a user profile icon with the initials 'ML'. Below the navigation bar, there is a link to 'Back to Pool Reservations' and the main heading 'Sign Me Up'. The form is titled 'Sign me up for:' and contains a table with the following data:

Available Lanes	Date (mm/dd/yyyy - PDT)	My Comment	Quantity
Swim Area 1	Mon., 10/05/2020 3:00pm - 4:00pm	<input type="text"/>	1

Below the table, the user is signed up as 'Melanie Lamoureux (melamour3@gmail.com) - This isn't me'. There is a checkbox for 'Display an alternate name on the sign up (like a child or spouse)'. The 'Phone' field is empty, with a 'Mobile' dropdown menu. There is a checkbox for 'Save my contact info for use on future sign ups'. The 'Member #' field is empty. At the bottom, there is a disclaimer: 'By signing up, you agree to the SignUpGenius [Terms of Service](#) and [Privacy Policy](#)'. Finally, there are two buttons: 'Sign Up Now' and 'Cancel'.

How to use the Elks Pool Reservation System

Note: You can use this option to sign up a family member for this slot

Swim Area 1 Mon., 10/05/2020 3:00pm - 4:00pm

Sign up as: **Melanie Lamoureux** (melamour3@gmail.com) - This isn't me

Display an alternate name on the sign up (like a child or spouse)

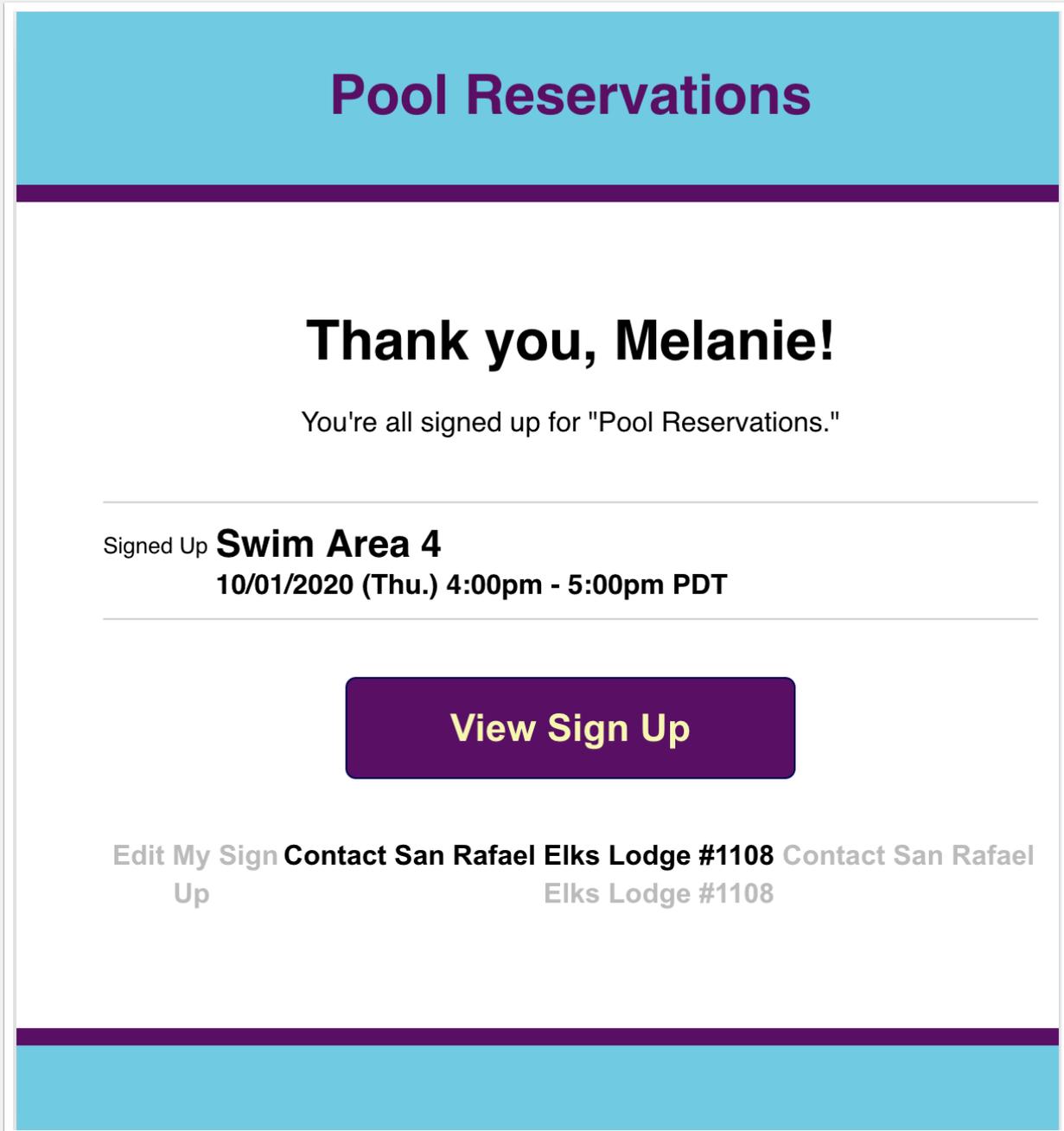
Name

Make this my default member name

Phone

How to use the Elks Pool Reservation System

7) Receive Confirmation



The screenshot shows a confirmation email with a light blue header and footer. The main content is white with a dark purple horizontal bar at the top and bottom. The text is centered and includes a thank you message, reservation details, and a 'View Sign Up' button.

Pool Reservations

Thank you, Melanie!

You're all signed up for "Pool Reservations."

Signed Up **Swim Area 4**
10/01/2020 (Thu.) 4:00pm - 5:00pm PDT

View Sign Up

[Edit My Sign Up](#) [Contact San Rafael Elks Lodge #1108](#) [Contact San Rafael Elks Lodge #1108](#)

How to use the Elks Pool Reservation System

Delete your reservation

1. Login into your account from the pool reservation page
2. Click on the day you reserved and locate your reservation
3. Click on the X to delete

