



TUTORIAL – Creating and Using SignUpGenius, Spring 2021

STEP 1. Creating a sign-up Genius account

The image shows the SignUpGenius registration page. At the top, there's a navigation bar with 'SignUpGenius', 'Features', 'Pricing', 'More', 'Create a Sign Up', and 'Log In'. Below this is a 'litmus' logo and a 'Learn more' button. The main heading is 'Let's get started, Genius!' followed by the subtext 'Register below to start building your sign up page in minutes. It's easy!'. The registration form includes fields for 'Name' (First Name, Last Name), 'Email', and 'Password'. There's a checkbox for 'I'm not a robot' and a 'Register Now' button. At the bottom, it says 'By clicking Register Now, you agree to the SignUpGenius Terms of Service and Privacy Policy.' and 'Already a member? Login'.

The image shows an email invitation from SignUpGenius. The header says 'Hello!' and 'You have been invited by Saskatoon Pickleball to sign up for one or more events.' Below this is a list of events: 'Reserve A Group Court Apr 12', 'Advanced Bucket Play Apr 12', 'Recreational Bucket Play Apr 12', and 'Intermediate Bucket Play Apr 12'. An arrow points to the 'Recreational Bucket Play Apr 12' link.

The image shows an email confirmation from SignUpGenius. The header says 'Hello,' and 'Welcome to SignUpGenius! You recently created an account at our site with the email'. Below this is the text 'Your account will be finalized once you confirm your email address.' and a large orange button that says 'Activate Your Account'. At the bottom, it says 'If you did not register at our site and you received this email, please [contact us](#).' and a green button that says 'Get Deal'.

The easiest way to book, is to sign up for a free account at the SignUpGenius home page:

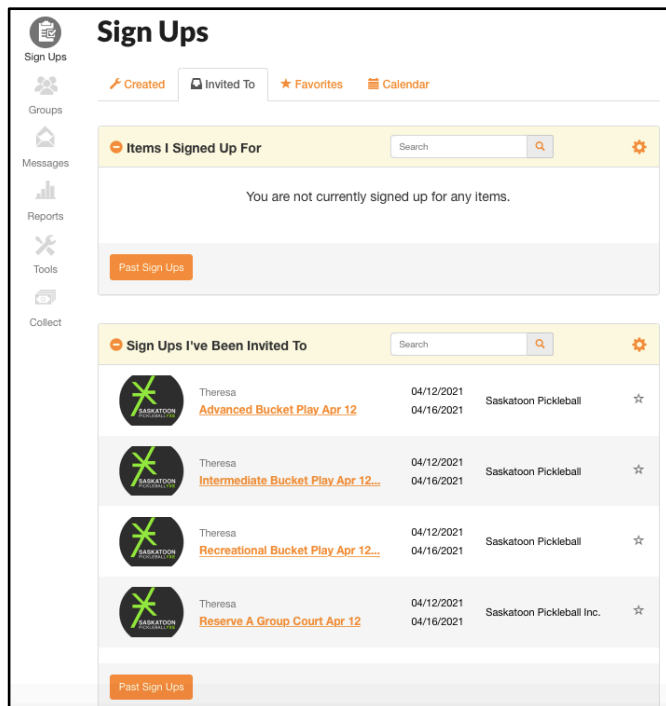
<https://www.signupgenius.com>

If you have more than one email address, please make sure you use the same email you used for your SPI membership as this is the email used by SUG. If you are unsure which email is used by SPI, please contact us at spiprograms9@gmail.com.

Please note that as an SPI member, you will be able to respond to SignUpGenius invitations like the one shown here, without creating your own SUG account.

SPI will send a SUG invitation out weekly with links to signups for the following week. Just click the activity that interests you for access. However, without your own SUG account, functionality is definitely not as good. It's much easier to see what's available and what you've already signed up for, if you have your own SUG account.

Once you create the account, you will receive a confirmation from SignUpGenius to "Activate your Account". Follow instructions.



STEP 2: How to Sign Up for Activities (Except Reserve-A-Court. For that, see step 4)

If you are a current member of Saskatoon Pickleball Inc. (SPI), your email will automatically be added to the “all members group”.

Once you have registered for a SignUpGenius account and activated it, you should have access to all the Sign-Ups available at Uptown Jack’s. (Screen shot to left shows examples of what you might see.)

In the first few weeks, there will be two types of activities that will be available at Uptown Jack’s - “bucket play” and “reserve-a-court”.

Recreational Bucket Play Apr 12

This level of play is for people who are looking for more social, less competitive play. Players in this group can include a variety of skill levels from those who are new to the game to people who might have been playing for several years.

Click on buttons to sign up for available time slots

Insurance requires all players must be members of Saskatoon Pickleball Inc. Thank you!

Location: Court 1 - 4

Created by: Saskatoon Pickleball

Date (mm/dd/yyyy CST)	Available Slot (Prices in CAD)	Calendar View
04/12/2021 (Mon. 8:30am - 10:30am)	Recreational Players (20) (\$5.50 each)	
04/13/2021 (Tue. 8:30am - 10:30am)	Recreational Players (20) (\$5.50 each)	
04/14/2021 (Wed. 11:00am - 1:00pm)	Recreational Players (20) (\$5.50 each)	
04/15/2021 (Thu. 11:00am - 1:00pm)	Recreational Players (20) (\$5.50 each)	
04/16/2021	Recreational Players (20)	

Submit and Sign Up

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Step 3:

Signing up for bucket play

Just click on the activity you are interested in (for example, Recreational Bucket Play) in and it will take you to the sign-up.

You will register by clicking on the date(s) and time(s) you want and then scroll to the bottom and click “Submit and Sign Up”.

← Back to Recreational Bucket Play Apr 12

Sign Me Up

Sign me up for:

Available Slot	Date (mm/dd/yyyy - CST)	My Comment	Quantity	Cost
Recreational Players	Mon., 04/12/2021 8:30am - 10:30am		1	\$5.50 CAD
				\$5.50 CAD

Sign up as: Theresa

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

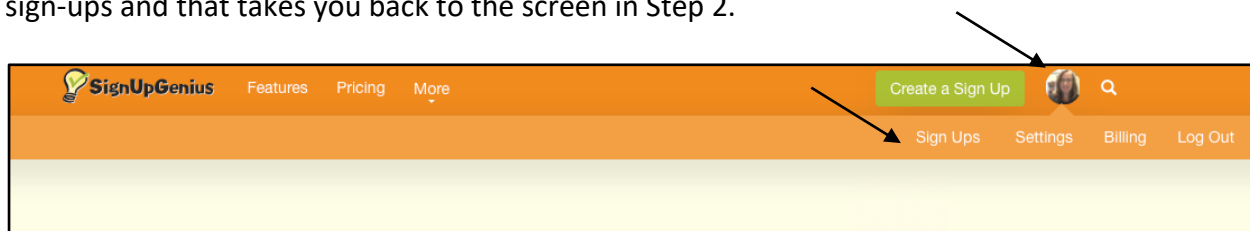
Payments will be made directly to **Saskatoon Pickleball**. SignUpGenius is not responsible for the fulfillment of any goods or services.

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

Sign Up & Pay Now Cancel

The final step once you have submitted your Sign-Up requests, is confirmation and payment. This page shows you details of what you're signing up for and once you've confirmed that details are correct, click on the "Sign Up and Pay Now" button and follow instructions for payment.

If you are not quite done yet, and want to sign up for something else, just click on your personal icon in the orange bar at the top of the page. You will then see a second orange bar. Click on sign-ups and that takes you back to the screen in Step 2.



Theresa

Reserve A Group Court Apr 12

If you are signing up to rent a court, please click on one of the slots entitled **Lead Member** and then submit to pay and book the court. You can then tell the other members of your group to come to this signup and sign up in one of the four "Invited Member" slots associated with your signup.

If you have been invited by a Lead Member who has paid for the court, then sign up as one of the four slots entitled **Invited Member** associated with that rental. Please do not sign up until the lead member has paid and invited you.

Created by: Saskatoon Pickleball Inc. ✕

Date (mm/dd/yyyy)	Location	Time (CST)	Available Slot (Prices in CAD)	Calendar View
04/12/2021 (Mon.)	Court 5	8:30am - 10:30am	Lead Member (\$27.50)	Sign Up ✓
			Invited Members (4)	Sign Up
	Court 6	8:30am - 10:30am	Lead Member (\$27.50)	Sign Up
			Invited Members (4)	Sign Up

Submit and Sign Up

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STEP 4: Reserve-A-Court, Lead Member

The process for Reserve-a-court is different. One individual (**the lead member**) will sign up for the court and pay the fee for everyone.

Click on the sign-up(s) you want. In this case, we are signing up for Court 5, Monday April 12 from 8:30-10:30, and will need to click on the Lead Member sign-up.

Next step is to scroll to the bottom of the page and click "Submit and Sign Up."

Sign me up for:

Available Slot	Date (mm/dd/yyyy - CST)	My Comment	Quantity	Cost
Lead Member	Mon., 04/12/2021 8:30am - 10:30am	<input type="text"/>	1	\$27.50 CAD
				\$27.50 CAD

Name

Email

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

Payments will be made directly to **Saskatoon Pickleball Inc.**. SignUpGenius is not responsible for the fulfillment of any goods or services.

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

[Sign Up & Pay Now](#)

[Cancel](#)

The final step once you have submitted your Sign Up request, is confirmation and payment. This page shows you details of what you're signing up for (**lead member for Monday 8:30-10:30**). Once you've confirmed that details are correct, , click on the "Sign Up and Pay Now" button and follow instructions for payment.

Reserve A Group Court Apr 12

Thank you, Theresa!

You're all signed up for "Reserve A Group Court Apr 12."

☐ **Lead Member**
04/12/2021 (Mon.) 8:30am - 10:30am CST
Location: Court 5
My Comment: Court 5

[View Sign Up](#)

[Edit My Sign Up](#) [Contact Saskatoon Pickleball Inc.](#) [Contact Saskatoon Pickleball Inc.](#)

Once you have reserved the court, you will get an email confirmation of your Sign-Up. Next, you can forward this email to invite up to four other SPI members to register as invited members. All they need to know is the court number, date and time.

Theresa

Reserve A Group Court Apr 12

If you are signing up to rent a court, please click on one of the slots entitled **Lead Member** and then submit to pay and book the court. You can then tell the other members of your group to come to this signup and sign up in one of the four "Invited Member" slots associated with your signup.

If you have been invited by a Lead Member who has paid for the court, then sign up as one of the four slots entitled **Invited Member** associated with that rental. Please do not sign up until the lead member has paid and invited you.

Created by: Saskatoon Pickleball Inc. ✉

Date (mm/dd/yyyy)	Location	Time (CST)	Available Slot (Prices in CAD)	Calendar View
04/12/2021 (Mon.)	Court 5	8:30am - 10:30am	Lead Member (\$27.50) <input type="button" value="Sign Up"/>	
			Invited Members (4) <input type="button" value="Sign Up"/>	

STEP 4A: Reserve-a-Court, invited member

Invited members should NOT sign up until after the lead member has bought and paid for the court and invited them.

Theresa

Reserve A Group Court Apr 12

If you are signing up to rent a court, please click on one of the slots entitled **Lead Member** and then submit to pay and book the court. You can then tell the other members of your group to come to this signup and sign up in one of the four "Invited Member" slots associated with your signup.

If you have been invited by a Lead Member who has paid for the court, then sign up as one of the four slots entitled **Invited Member** associated with that rental. Please do not sign up until the lead member has paid and invited you.

Created by: Saskatoon Pickleball Inc. ✉

Already signed up? You can [change your sign up](#).

Date (mm/dd/yyyy)	Location	Time (CST)	Available Slot (Prices in CAD)	Calendar View
04/12/2021 (Mon.)	Court 5	8:30am - 10:30am	Lead Member (\$27.50) Theresa Kirkpatrick Court 5 Invited Members (4) <input checked="" type="button" value="Sign Up"/>	
	Court 6	8:30am - 10:30am	Lead Member (\$27.50) <input type="button" value="Sign Up"/> Invited Members (4) <input type="button" value="Sign Up"/>	

Once the lead member is signed up, invited members can sign into their SUG account and click on the Reserve-A-Court option on their sign-ups page.

If you don't have an account, invited members will need to click the link from the weekly SUG email and click on the Reserve-a-Court option. Find the court number, date and time that your lead member provided (in our case, Court 5, Monday 8:30-10:30).

Click on the green sign up bar for invited members.

Scroll down to the bottom and hit "Submit and Sign Up"

[← Back to Reserve A Group Court Apr 12](#)

Sign Me Up

Sign me up for:

Available Slot	Date (mm/dd/yyyy - CST)	My Comment	Quantity
Invited Members	Mon., 04/12/2021 8:30am - 10:30am	<input type="text"/>	<input type="text" value="1"/>

Name

First

Last

Email

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

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

This will take you to a confirmation screen.

Confirm the details of the Sign-Up are correct (invited member, Monday 8:30 to 10:30), fill in your details if necessary, and click Sign Up Now. That's all you have to do.

You will not have to pay any fee as an Invited Member because the Lead Member has already paid for that court.

Reserve A Group Court Apr 12

Thank you, Tess!

You're all signed up for "Reserve A Group Court Apr 12."



Invited Members

04/12/2021 (Mon.) 8:30am - 10:30am CST

Location: Court 5

My Comment:

[View Sign Up](#)



[Edit My Sign Up](#)



[Contact Saskatoon Pickleball Inc.](#)

STEP 5: Confirmation

Once you have finished your sign ups, you will receive an email listing what you have signed up for. It's that easy!

QUESTIONS OR PROBLEMS RE: SIGNUPGENIUS

If you have any questions or problems using SignUpGenius, about the facility or about programs, please send an email to spiprograms9@gmail.com and we will try to get back to you as soon as possible.