



TUTORIAL – Creating and Using SignUpGenius, Spring 2021

STEP 1. Creating a sign-up Genius account

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

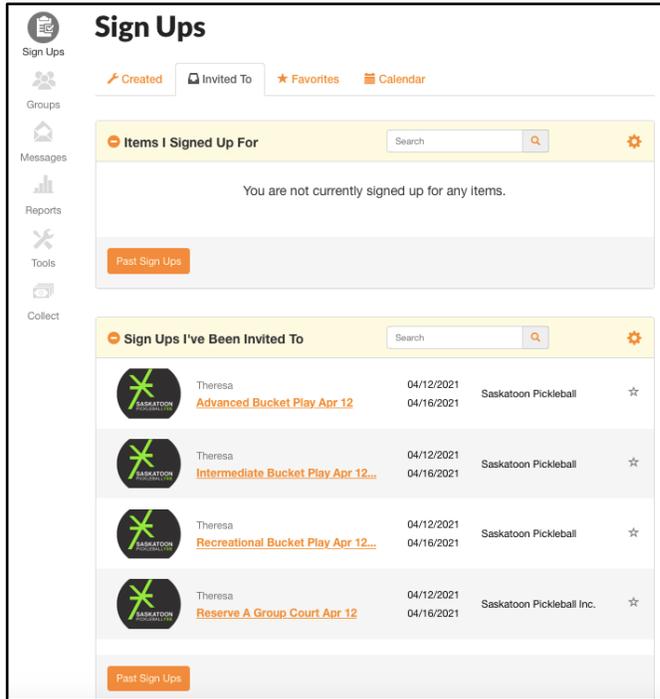
<https://www.signupgenius.com>

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.

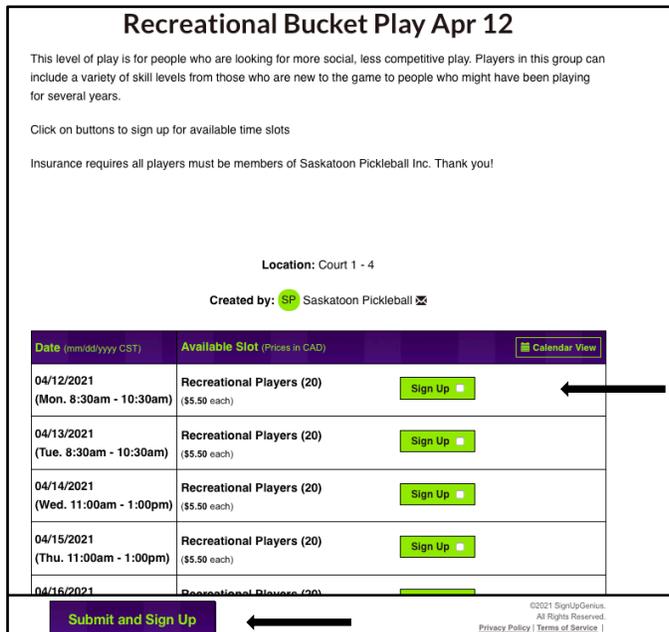


STEP 2: How to Sign Up for Activities (Except Reserve-A-Court. For that, see step 4)

If you are a current member of Saskatoon Pickleball Inc. (SPI), your email will automatically be added to the “Members 2022”. For new members this addition may take up to 24 hours.

Once you have your membership, 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.)

Generally, there are two types of activities that will be available at Uptown Jack’s - “bucket play” and “reserve-a-court”.



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”.

Sign Me Up

Sign me up for:

Available Slot	Date (mm/dd/yyyy - CST)	My Comment	Quantity
Players of all levels	Thu., 05/12/2022 8:30am - 10:30am	<input type="text"/>	1

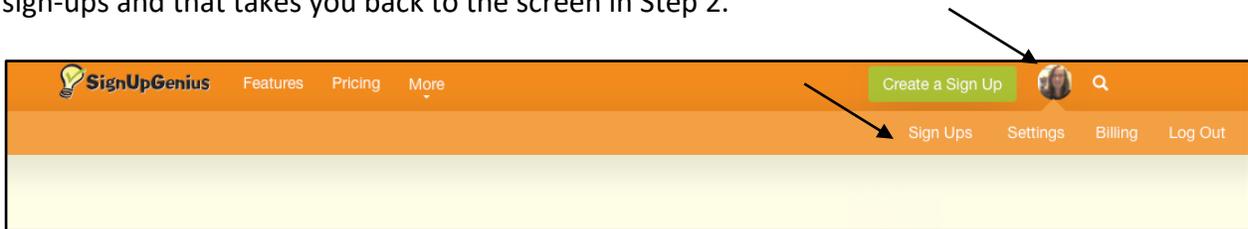
Sign up as: **Theresa Kirkpatrick** (kirkpatrick@sasktel.net) This isn't me

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

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

The final step once is to confirm. Click on the “Sign Up Now” button. That’s it. You will get a confirmation email once you’ve signed up.

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.



STEP 4: Reserve-A-Court, Lead Member

For Reserve-a-court, one individual (**the lead member**) will first sign up for the court.

Please note that the LEAD members on reserve-a-court MUST include the full first and last names of all players in the comments area. Please also make sure that all the named “additional members” on your court also go on to SignUp Genius and sign up for the court. This is necessary to confirm they are part of the group and not a placeholder, they are member in good standing, and our attendance list is accurate. If these steps are not followed, your court could be cancelled so please make sure you and ALL members of your court follow these steps.

Click on the sign-up(s) you want. As you did with the Bucket Play sign up, scroll to the bottom of the page and click “Submit and Sign Up.”

[← Back to 04_UJ_May 16-20_ Reserve-a-Court](#)

Sign Me Up

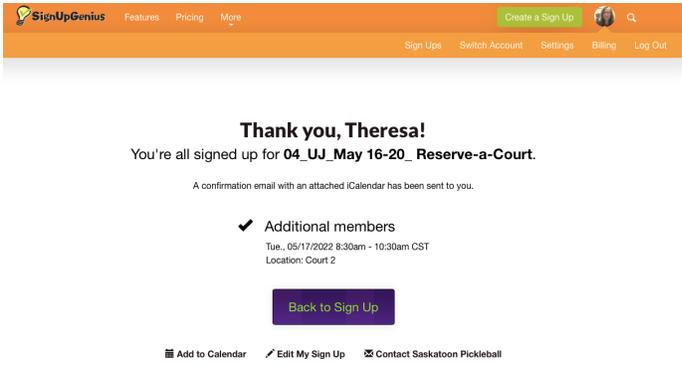
Sign me up for:

Available Slot	Date (mm/dd/yyyy - CST)	My Comment	Quantity
Lead Member	Tue., 05/17/2022 1:00pm - 3:00pm	<input type="text"/>	1

Sign up as: Theresa Kirkpatrick (kirkpatrick@sasktel.net) This isn't me
 Display an alternate name on the sign up (like a child or spouse)

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

The final step once you have submitted your Sign Up request, is confirmation. This page shows you details of your sign up and this is where you fill in the names of your playing partners in the Comments section. Once you've confirmed that details are correct, click on the "Sign Up Now" button and you will get final confirmation that your court has been booked.




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Thank you, Theresa!
 You're all signed up for **04_UJ_May 16-20_ Reserve-a-Court**.
A confirmation email with an attached iCalendar has been sent to you.

Additional members
Tue., 05/17/2022 8:30am - 10:30am CST
 Location: Court 2

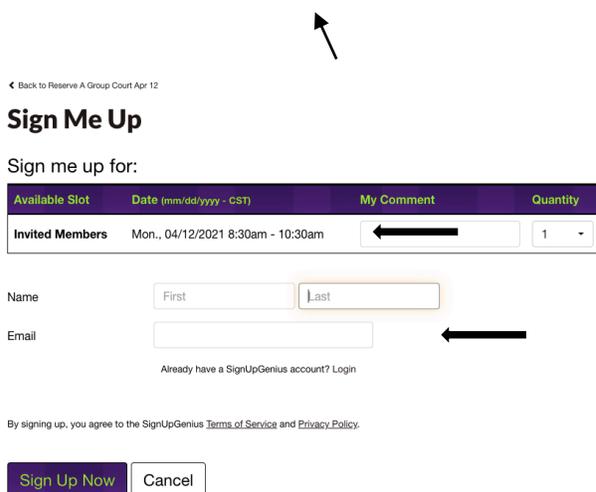
Once you have reserved the court, you will also get an email confirmation of your Sign-Up. You can forward this email to invite to your group OR just let them know the details (court, date, time) and ask them register as additional members.

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 anyone in your group does NOT have an account, those individuals can access the sign up by clicking on the link from the weekly SUG email and click on the appropriate Reserve-a-Court option.

The would find the court number, date and time that the lead member provided.

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"/>	1

Name

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 (additional member, court, date and time), fill in your details if necessary, and click Sign Up Now. That’s all you have to do.

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: Court 5

[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.