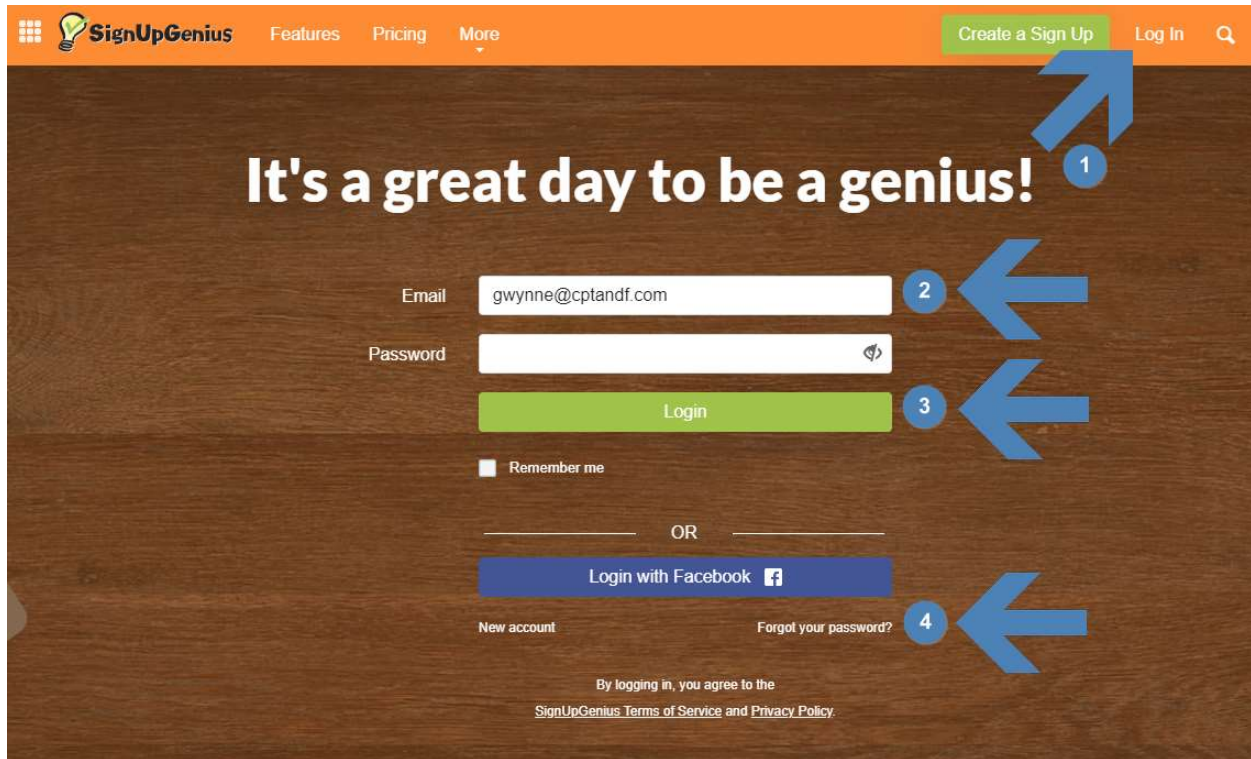


You can get to the sign up one of two ways.

- Log Into the Sign Up Genius Website.
- Click on a link in your email.

Logging Into the Sign Up Genius Website

Go to <https://www.signupgenius.com/register>



1. Click the Log In button at the top right.
2. Enter in your email address that you created an account with. Type in your password.
3. Click the Green Log In button.
4. If you have forgotten your password, click the 'Forgot your password' text to reset your password.

Forgotten Password

If you forgot your password, you would need to reset it through the Sign Up Genius Website.

1. Enter in the email you used to register with the Sign Up Genius Website.
2. Click the box next to 'I am not a robot'.
3. Click the green 'Reset Password' button.

Flash sale: Upgrade your account today with 10% off new annu

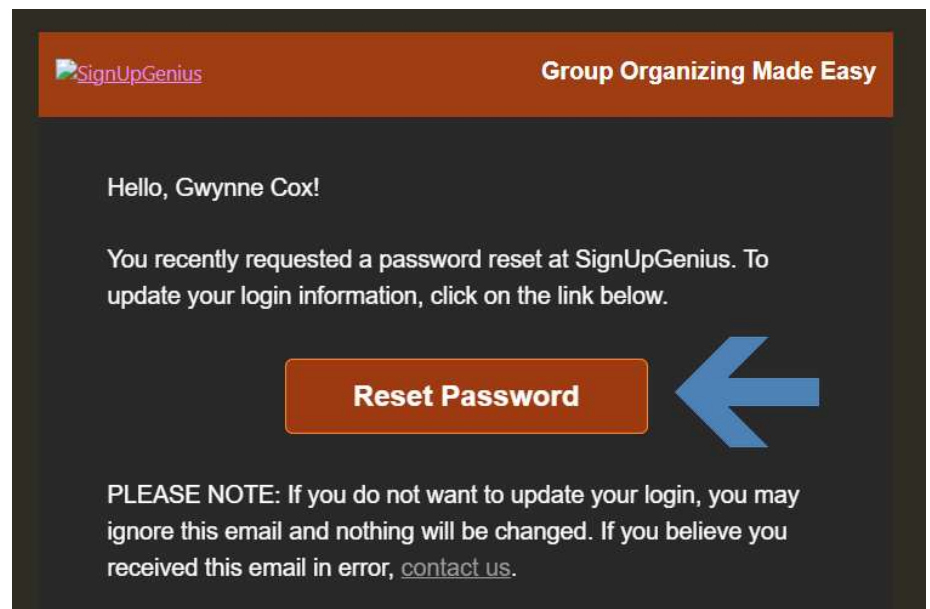
Forgot Your Password?

Hmmm, already tried your cat's name? No problem. Just fill out the form below and we'll email you a link to reset it. Meow're welcome.

Email

I'm not a robot 

After clicking the green button, log onto your email. Click the red 'Reset Password' button. (The background of the email will probably be white. Please do not let the black background of the picture mislead you).



Password Expired

1. Next, choose a password that is a minimum of 8 characters, that includes a number, symbol, upper-, and lower-case letter.
2. Click the green 'Reset' button to save your new password.

To help keep your account secure, please create a new password of 8 character min. with a number, symbol, upper, lower case letter.

Email Address

New Password

Confirm Password

The screen will refresh with a 'Your password was successfully reset'. Go back and Log into the Website using your new password.

Signing up for a Class

After logging into the Website:

The screenshot shows the 'Sign Ups' dashboard. On the left is a sidebar with icons for Sign Ups, Groups, Messages, Reports, Tools, and Collect. The main area has a top navigation bar with 'Created', 'Invited To', 'Favorites', and 'Calendar'. Below this are two main sections: 'Items I Signed Up For' and 'Sign Ups I've Been Invited To'. The first section contains a table with columns for Date, Time/Loc, Sign Up, Item, and Action. A blue arrow labeled '1' points to the 'Sign Up' column. The second section contains a list of sign-up items with columns for image, name, dates, instructor, and star icon. Blue arrows labeled '2', '3', and '4' point to the search bar, the search bar, and the orange text of a class listing, respectively.

Sign Ups Start Your Free Premium Trial

Created Invited To Favorites Calendar

Items I Signed Up For Search

Date	Time/Loc	Sign Up	Item	Action
06/15/2023	12:00 PM - 1:00 PM Comprehensive Physical Therapy	<u>June 2023 TRX</u>	TRX	

Past Sign Ups

Sign Ups I've Been Invited To Search

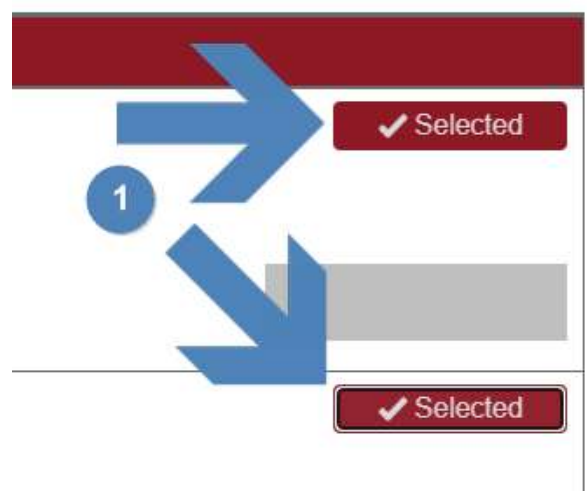
	Pilates <u>CPT Pilates - July 2023</u>	07/03/2023 07/31/2023	Sheri O'Brien	☆
	Pilates <u>CPT Pilates - June 2023</u>	06/02/2023 06/28/2023	Sheri O'Brien	☆
	TRX <u>July 2023 TRX</u>	07/03/2023 07/31/2023	Sheri O'Brien	☆

1. Item's I've Signed up for
 - a. This is where you will find the classes that you have signed up for.
2. Sign Ups I've been Invited to
 - a. This is the list of all sign ups that have been sent to your email.
3. Search
 - a. You can use this to look for a specific sign up.
4. Class Listings
 - a. Click on the orange lettering of any class to open that sign up.

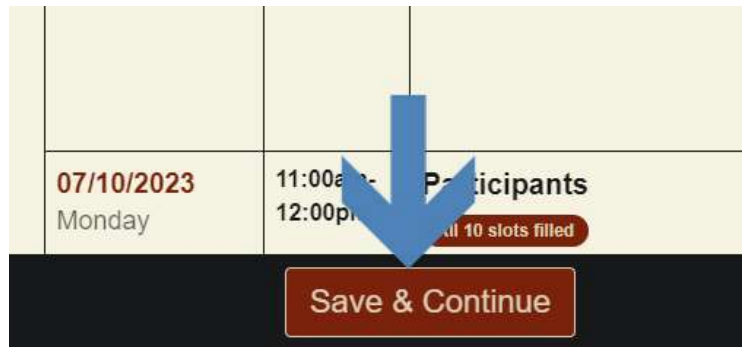
<p>07/05/2023 Wednesday</p>	<p>5:00pm- 6:00pm</p>	<p>Participants</p> <p>5 of 10 slots filled ← 1</p> <p>Class Taught by Jane</p> <p>→ 2 Sign Up</p>
<p>07/07/2023 Friday</p>	<p>1:00pm- 2:00pm</p>	<p>Participants</p> <p>All 10 slots filled ← 3</p> <p>→ 4 Full</p>

After opening a specific class listing, you can scroll down and begin to select the classes you want to sign up for.

1. This area will list the number of participants signed up for the class and if there are any notes about the class. For instance, the class on 7/5/23 at 5pm is being taught by Jane instead of Kim.
2. Click the red 'Sign Up' button to select the class you want to attend.
3. If a class has already reached max participants, you will not be able to select this button.
 - a. As seen to the right, you can select multiple dates to sign up for. Once selected, the button will change to 'Selected'.
4. This is where the names of the participants will be listed; i.e., who is attending the class.



Once you have selected the classes you intend to come to; scroll to the bottom of the page. A red box with 'Save & Continue' will be there. Click on it to save your sign ups.



If you do NOT click this button, you will not have signed up for any classes.



After clicking 'Save & Continue', a new page will load with a list of all the classes you selected.

1. The comments box is used to help with identifying any inconsistencies with your sign up.
 - a. This includes if you plan on bringing a friend, or your spouse, or anything we should know before you arrive for class.
2. The quantity is equal to the number of people coming on your sign up. If you have a friend in town and want to bring them, you must change the quantity to 2. This ensures that 2 spots will be taken from the total number of participants allowed.

- a. If you plan on bringing someone and don't change the quantity, that spot will most likely be taken by someone else.
3. After verifying the dates & times are correct on the openings you want to sign up for, click the 'Sign up Now' button at the bottom of the screen. This will confirm your reservation in the class.
 - a. If you click the cancel button, you will be redirected back to the list of dates and times for the specific sign up.

Canceling a Class

After logging into Sign Up Genius, on the dashboard, look under 'Items I Signed up For' and find the date/time you cannot attend.

The screenshot shows the Sign Up Genius dashboard. On the left is a sidebar with navigation icons for Groups, Messages, Reports, Tools, and Collect. The main content area has tabs for 'Created', 'Invited To', 'Favorites', and 'Calendar'. Below these is a section titled 'Items I Signed Up For' with a search bar and a settings gear. A table lists sign-ups with columns for Date, Time/Loc, Sign Up, Item, and Action. The first row shows a sign-up for 'June 2023 TRX' on '06/15/2023' at '12:00 PM - 1:00 PM' for 'Comprehensive Physical Therapy'. A blue arrow labeled '1' points to the date, and another blue arrow labeled '2' points to the 'X' button in the Action column.

1. I verify that this is the date/time I cannot attend.
2. In this example, I cannot make the TRX class on 6/15/23 at 12pm. So, I click on the small 'X' button to the right.
3. This will load a new page asking me if I'm sure I want to cancel this sign up.

The screenshot shows a confirmation page titled 'TRX June 2023 TRX Are You Sure?'. It asks 'Are you sure you want to delete your sign up for "June 2023 TRX"?' and provides details: '06/15/2023 (Thu) 12:00PM - 1:00PM EDT - TRX - Comprehensive Physical Therapy'. It states 'This sign up will be permanently removed. There is no undo.' and 'Notification will be sent to the sign up administrator (Sheri O'Brien) with the following comment:'. Below this is a text input field and two buttons: 'YES - DELETE' and 'NO - CANCEL'. A blue arrow labeled '3' points to the 'YES - DELETE' button.

- a. You can review that date/time information to ensure it is the correct slot you want to cancel. You can also add a note to the office about why you are cancelling if you feel inclined to.
- b. After confirming this is the class you want to cancel, click the 'Yes - Delete' button. If this is not the class you want to delete, click the 'No - Cancel' button.

You cannot Cancel a class by clicking a sign up link from an email. You MUST log into Sign Up Genius to cancel a class.



If you ever need to get back to the front page, scroll to the top and click on the circle with your initials. Then you can click on the 'Sign Ups' letter to

be directed back to the dashboard. Or you can also find the 'Log Out' button when you are ready to log out of Sign Up Genius.

Signing up for a Class – Email Link

When a Sign Up gets published, a link will be sent to your email. (The background of the email will probably be white. Please do not let the black background of the picture mislead you).



Click the red 'Sign Up' button (2) to be immediately redirected to the sign up (1) indicated in the email.

Follow the same instructions as before to sign up for classes.