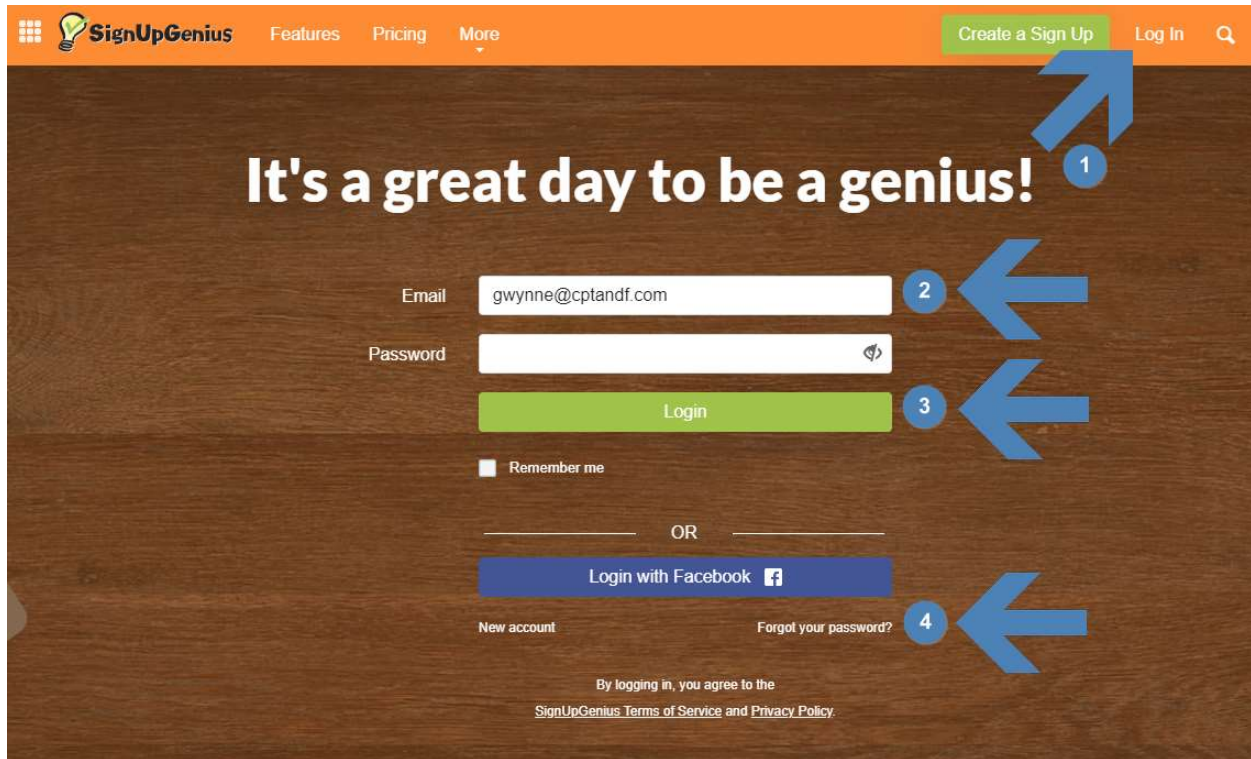You can get to the sign up one of two ways.
- Log Into the Sign Up Genius Website.
- Click on a link in your email.

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.

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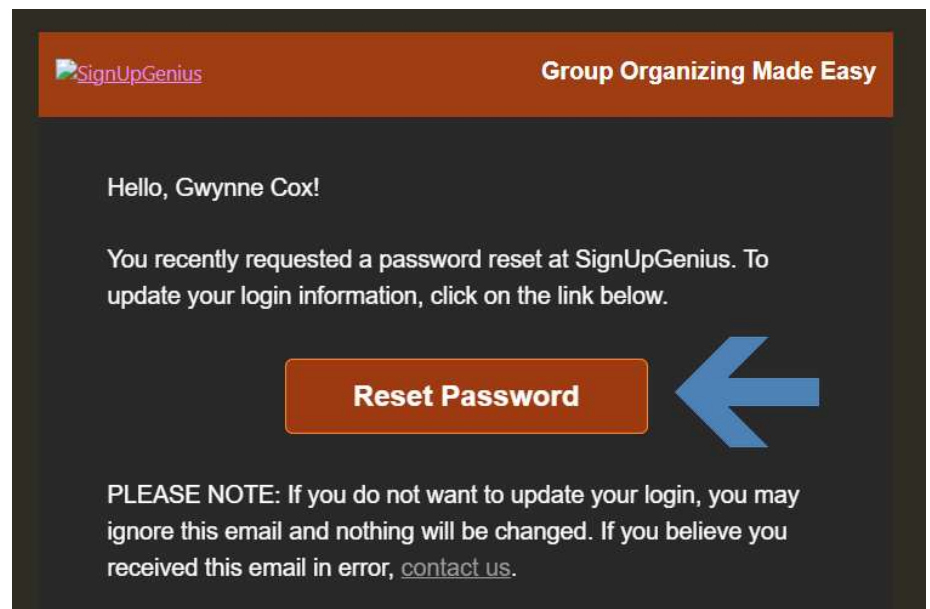
1. Next, choose a password that is a minimum of 8 characters, that includes a number, symbol, upper-, and lower-case letter.
2. Click the green 'Reset' button to save your new password.

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:

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.

| 07/05/2023 Wednesday | 5:00pm-6:00pm | **Participants** 5 of 10 slots filled Class Taught by Jane | Sign Up |
| 07/07/2023 Friday | 1:00pm-2:00pm | **Participants** All 10 slots filled | Full |

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

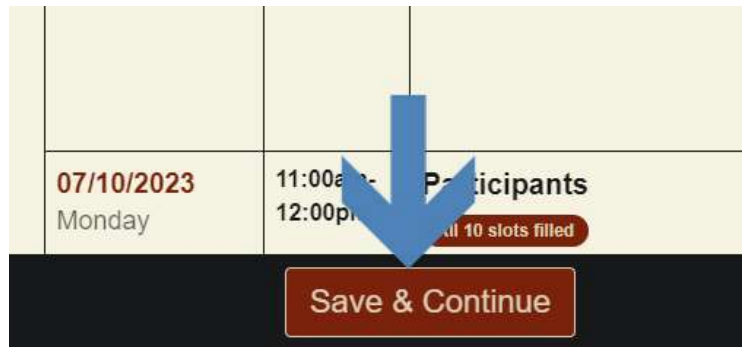1. This area will list the number of participants signed up for the class and if there are any notes about the class. For instance, the class on 7/5/23 at 5pm is being taught by Jane instead of Kim.
2. Click the red 'Sign Up' button to select the class you want to attend.
3. If a class has already reached 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.
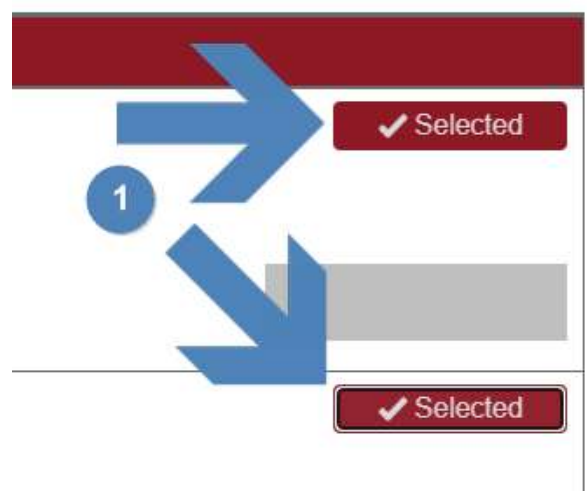
Once you have selected the classes you intend to come to; scroll to the bottom of the page. A red box with 'Save & Continue' will be there. Click on it to save your sign ups.

| 07/10/2023 Monday | 11:00a - 12:00p | Participants |
| | | All 10 slots filled |

Save & Continue

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

‹ Back to CPT Pilates - July 2023

Sign Me Up

Sign me up for:

Available Slot	Date (mm/dd/yyyy - MDT)	My Comment	Quantity
Participants	Wed., 07/05/2023 5:00pm - 6:00pm		1 ▾

Sign up as: **Gwynne Cox** (gwynne@cptandf.com) 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.

Sign Up Now   Cancel

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.

Cancelling 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.

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.

   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 his 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.