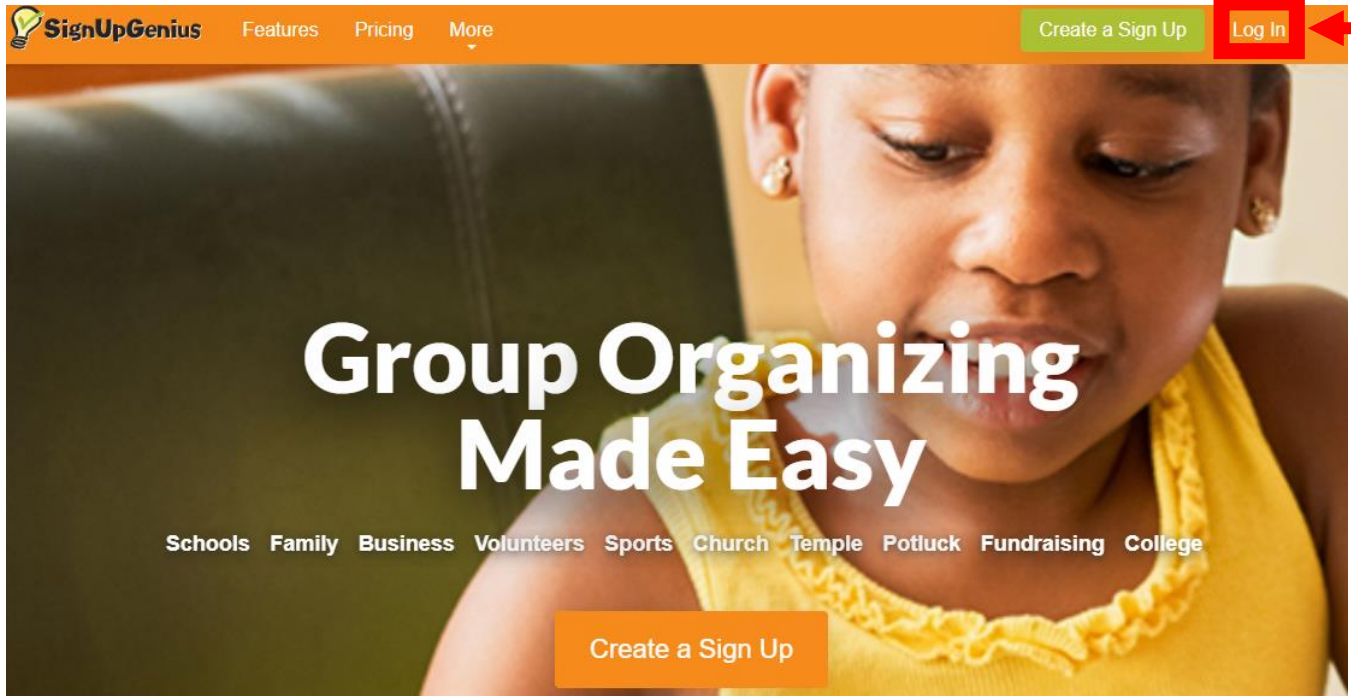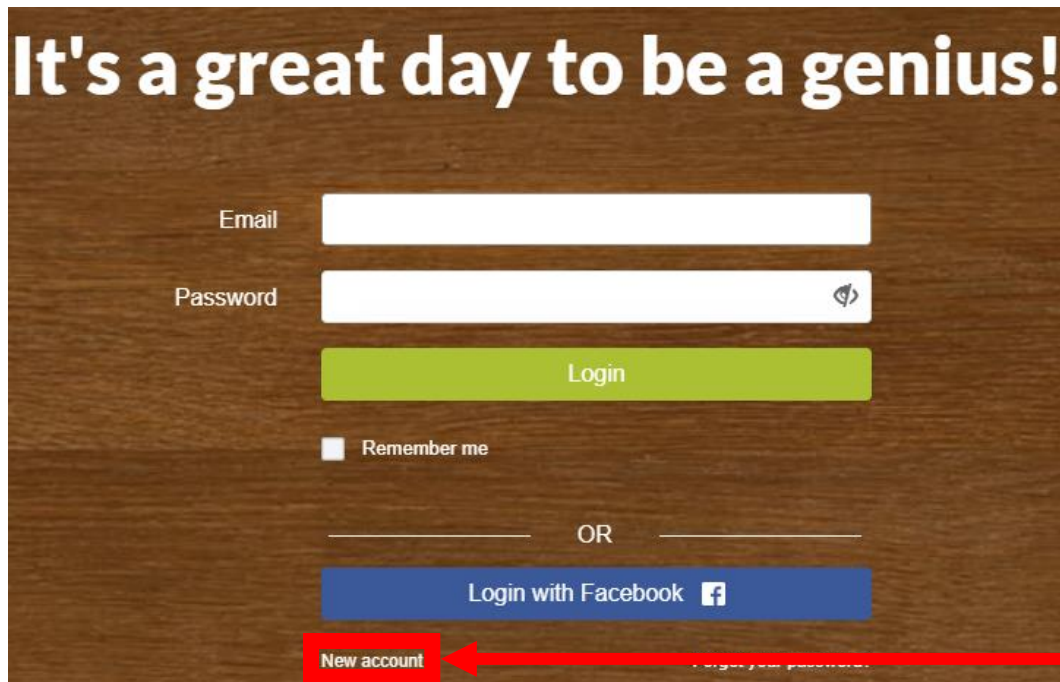# City of Morgan Hill – SignUp Genius Instructions
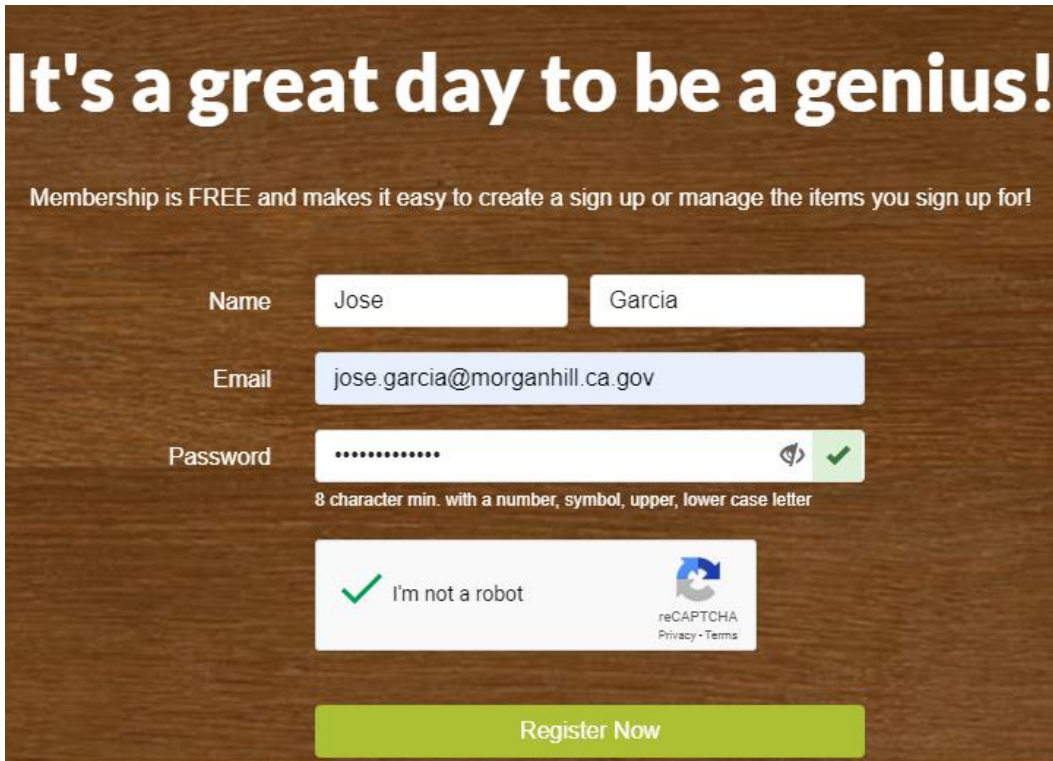
1. Visit **Sign Up Genius**. At the top of the page, click on Log In.

2. Enter your login information. First time user, click on New Account.

3. First time User – enter your name, email and create password.

It's a great day to be a genius!

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

Name	Jose	Garcia
Email	jose.garcia@morganhill.ca.gov
Password	•••••••••••••

8 character min. with a number, symbol, upper, lower case letter

✓ I'm not a robot   reCAPTCHA
Privacy - Terms

Register Now

4. Verify your email. You should receive an email within minutes. Note: Check your junk/spam folder for the email if not received.
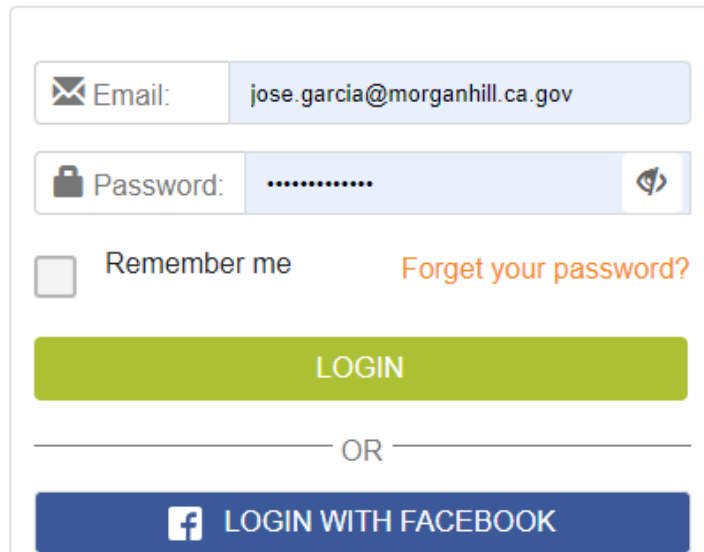

You're almost there! Fur'real!

Check your inbox for an email stamped from us. Click the link within the message and voila! Your account will be verified and you'll be a certified genius.

5. Click the "verify email" link from your email. You will be direct back to SignUp Genius to confirm your account. Log in to your account.

Registration Complete

You have successfully activated your account! Please log in to continue.

✉ Email:	jose.garcia@morganhill.ca.gov
🔒 Password:	••••••••••••

Remember me   Forget your password?

LOGIN

— OR —

🅕 LOGIN WITH FACEBOOK

6. Visit the CRC & AC Reservation to find the links to Sign Up Genius and reserve Group Exercise, Fitness, Lap Lane, and Aqua Fitness.

Hours and Closures

Membership Handbook

Rates

Schedules & Forms

Virtual Tour of the CRC

50+ Adults

Manage My Membership

YMCA Partnership

CRC Expansion

Home › Parks & Recreation › Centennial Recreation Center › Membership › CRC & AC Reservations

CRC & AC RESERVATIONS

Part of our effort to keep our members and teammates healthy includes reservations for all fitness activities at the Centennial Recreation Center and Morgan Hill Aquatics Center. Participation does require an active membership. Membership status will be confirmed prior to entry at a facility. We are using Sign Up Genius for reservations.

Reservation links will open on July 16, 2020 at 4pm and will be updated every Friday.

Centennial Recreation Center
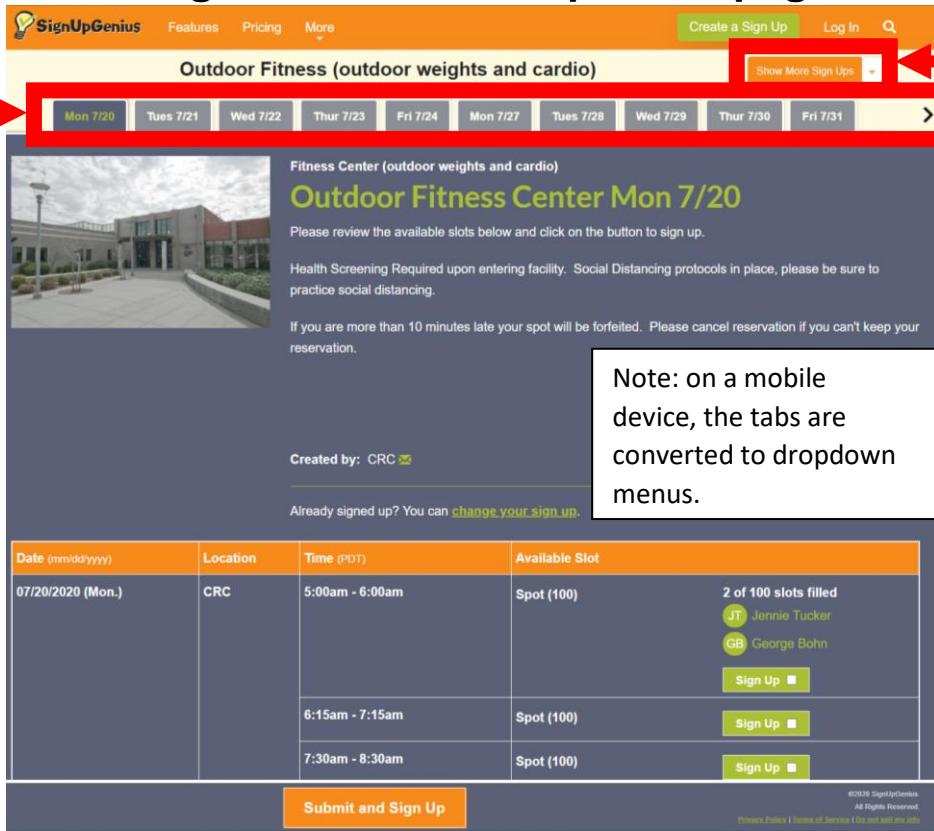Group Exercise Reservations
Fitness Center Reservations

Morgan Hill Aquatics Center
Lap Lane Reservations
Aqua fitness Reservations

Instructions
Morgan Hill Online Payment Instructions (PDF)
Sign Up Genius Instructions (No Account) (PDF)
Sign Up Genius Instructions (Existing Account) (PDF)

7. In Sign Up Genius, navigate the dates or location of reservations by using the tabs at the top of the page.

8. To reserve a time slot, click on the available slot. Next, click on Submit and Sign Up.

9. **Verify date and time. Note: Enter alternate name if reservation is for another person on your membership. In the comment section, enter the name(s) of other member(s) sharing your lane (lap swim only).**

10. You will receive the following message as confirmation.

CITY OF MORGAN HILL

11. To cancel a reservation, visit the Sign Ups page. Click on your initials located at the top of the page and click Sign Ups.

12. Locate time slot you wish to cancel and click the "x" under Action.
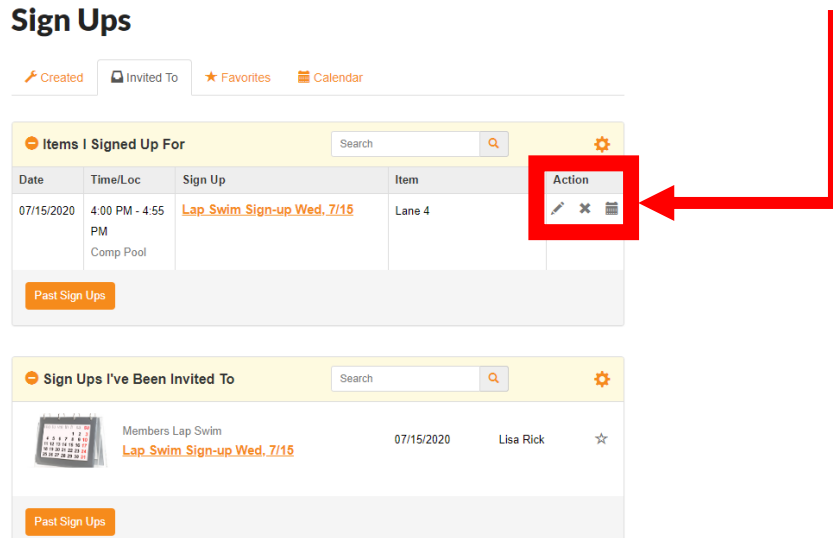
13. You will receive the following message. Click on "Yes – Delete."

Members Lap Swim

Lap Swim Sign-up Wed, 7/15

Are You Sure?

Are you sure you want to delete your sign up for "Lap Swim Sign-up Wed, 7/15"?
    07/15/2020 (Wed) 4:00PM - 4:55PM PDT - Lane 4 - Comp Pool

This sign up will be permanently removed. There is no undo.

Notification will be sent to the sign up administrator (Lisa Rick) with the following comment:

YES - DELETE   **NO - CANCEL**