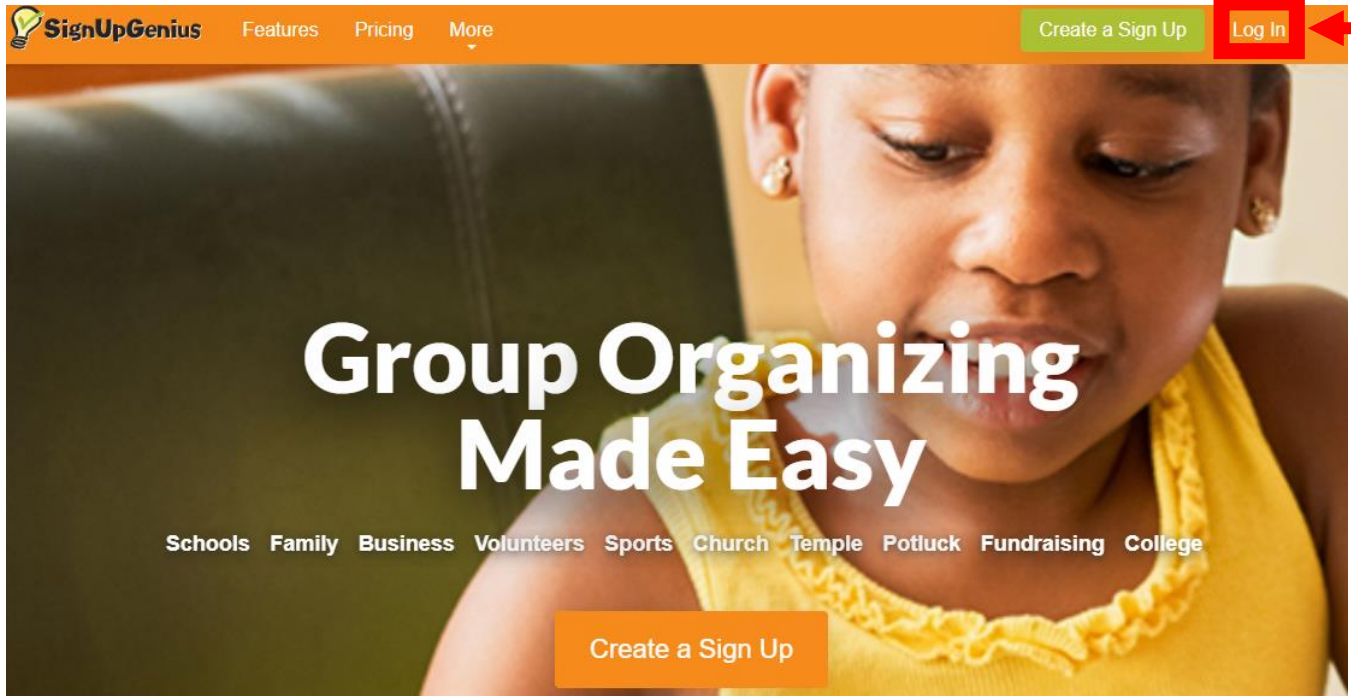
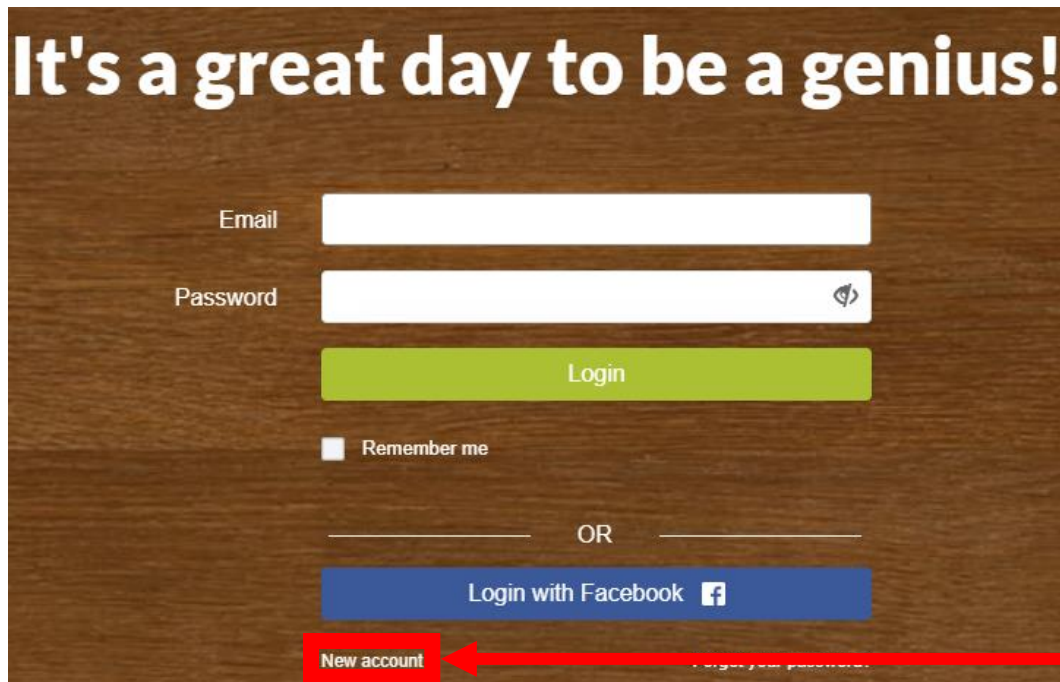


City of Morgan Hill – SignUp Genius Instructions

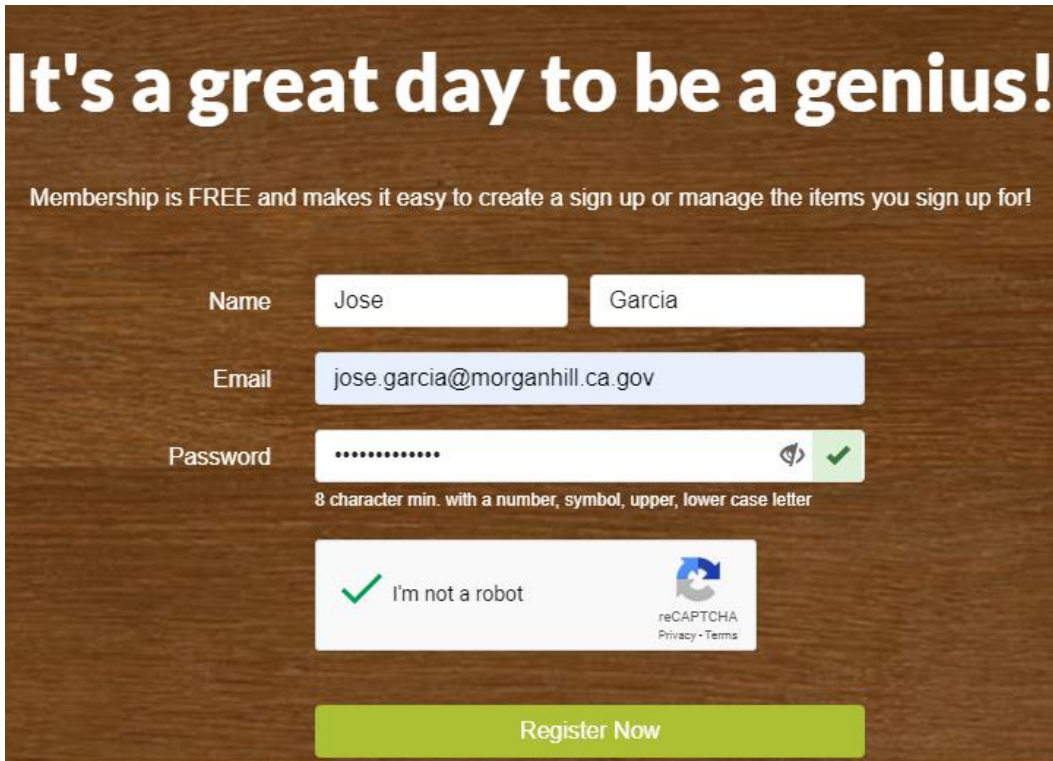
1. Visit [SignUp Genius](#). At the top of the page, click on Log In.



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

Email

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.**



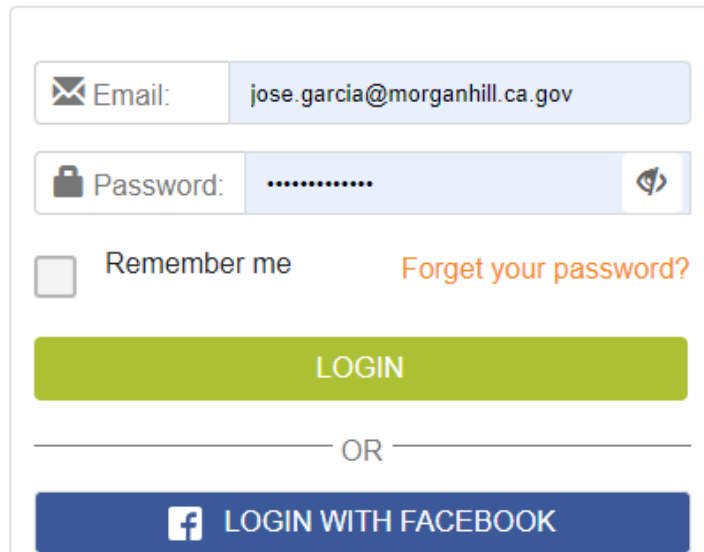
**You're almost there!
Fur'real!**

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.



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

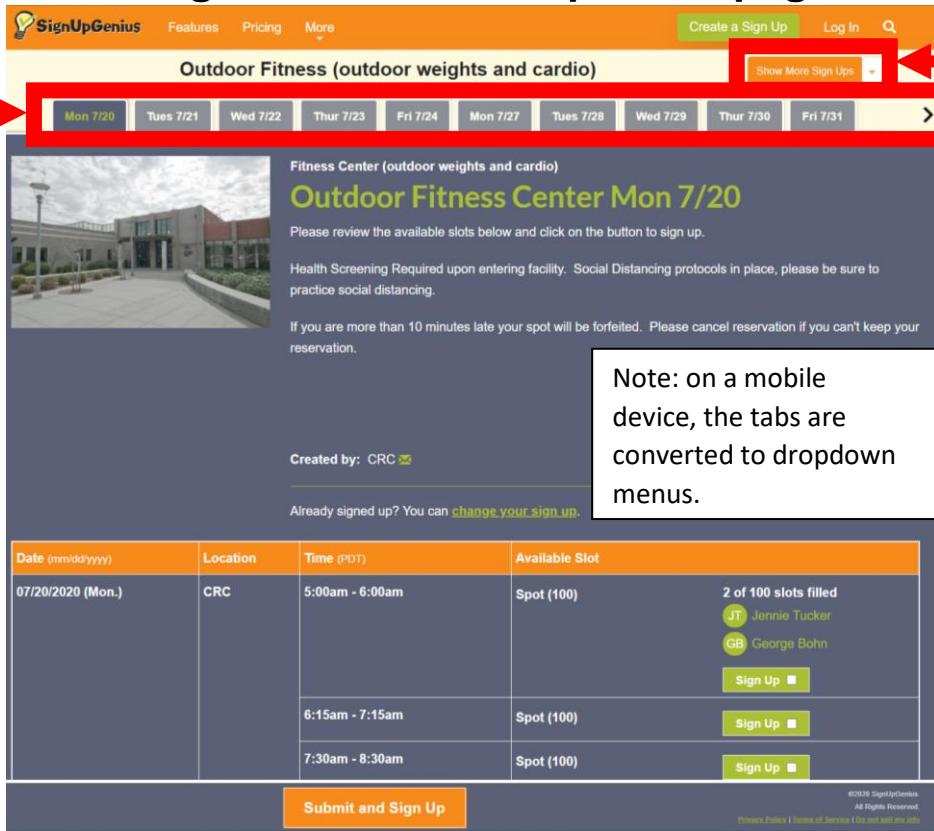
Morgan Hill Aquatics Center

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.



The screenshot shows the Sign Up Genius interface. At the top, there are navigation tabs for dates: Mon 7/20, Tues 7/21, Wed 7/22, Thur 7/23, Fri 7/24, Mon 7/27, Tues 7/28, Wed 7/29, Thur 7/30, and Fri 7/31. A red box highlights these tabs, with an arrow pointing to the 'Mon 7/20' tab. Another red box highlights the 'Show More Sign Ups' dropdown menu, with an arrow pointing to it. Below the tabs, the page title is 'Outdoor Fitness (outdoor weights and cardio)'. The main content area shows 'Outdoor Fitness Center Mon 7/20' with a photo of the facility and text: 'Please review the available slots below and click on the button to sign up. Health Screening Required upon entering facility. Social Distancing protocols in place, please be sure to practice social distancing. If you are more than 10 minutes late your spot will be forfeited. Please cancel reservation if you can't keep your reservation.' A note in a white box states: 'Note: on a mobile device, the tabs are converted to dropdown menus.' Below this is a table of available slots:

Date (mm/dd/yyyy)	Location	Time (PDT)	Available Slot
07/20/2020 (Mon.)	CRC	5:00am - 6:00am	Spot (100) 2 of 100 slots filled JT Jennie Tucker GB George Bohn Sign Up
		6:15am - 7:15am	Spot (100) Sign Up
		7:30am - 8:30am	Spot (100) Sign Up

At the bottom of the table is a 'Submit and Sign Up' button.

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



The screenshot shows a list of lanes for a 4:00pm - 4:55pm session. The lanes are numbered 1 through 17. Each lane has a 'Sign Up' button. A red box highlights the 'Sign Up' button for Lane 4, with an arrow pointing to it. At the bottom of the page is a 'Submit and Sign Up' button, also highlighted with a red box and an arrow pointing to it. The names of the people who have signed up for each lane are listed to the right of the 'Sign Up' buttons: TK Tricia Kennedy, AJ Adam Johnson, RP Rosio Peddroso, LA Lynn Astalos, CR Cecelia Rojas, JS jackie starkovich, LF Laura Freeman, and MO Meg Omainsky.

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).**

Sign me up for:

Available Slot	Date (mm/dd/yyyy - PDT)	My Comment
Lane 4	Wed., 07/15/2020 4:00pm - 4:55pm	<input type="text"/>

Sign up as: **Jose Garcia** (jose.garcia@morganhill.ca.gov) - This isn't me

Display an alternate name

Name

Make this my default member name

Phone Mobile

Save my contact info for use on future sign ups

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

10. **You will receive the following message as confirmation.**

Thank you, Jose!

You're all signed up for **Lap Swim Sign-up Wed, 7/15.**

A confirmation email with an attached iCalendar has been sent to you.

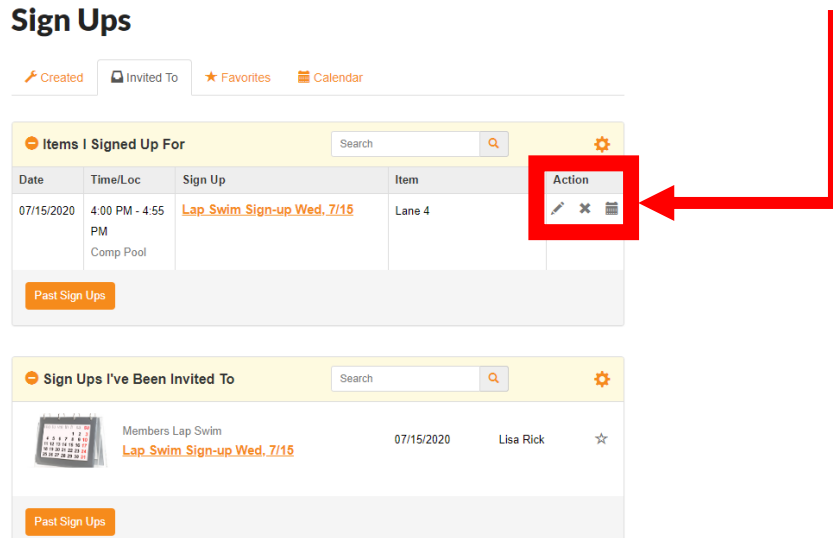
✓ **Lane 4**

Wed., 07/15/2020 4:00pm - 4:55pm PDT
Location: Comp Pool

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.”

