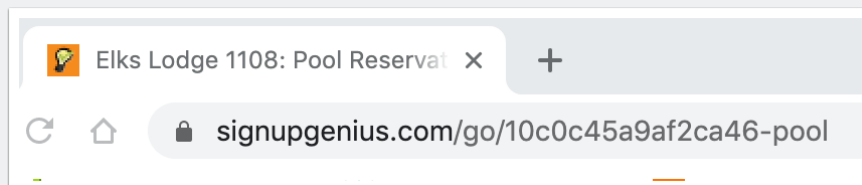
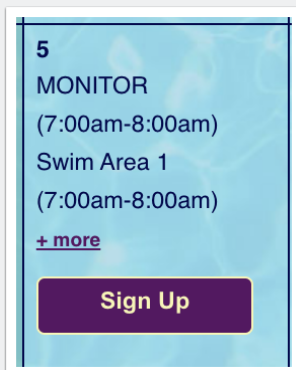


# How to use the Elks Pool Reservation System

1) Bookmark the SUG url so you can access it easily.



2) Click on the day you want to book



# How to use the Elks Pool Reservation System

## 3) Click on the slot(s) you want

Select the slot or slots (indicated by check marks)

Click on Submit and Sign Up Button

4:00pm-5:00pm		MONITOR (1)	Sign Up <input type="checkbox"/>
		Swim Area 1 (1)	Sign Up <input type="checkbox"/>
		Swim Area 2 (1)	Sign Up <input type="checkbox"/>
		Swim Area 3 (1)	Sign Up <input type="checkbox"/>
		Swim Area 4 (1)	Sign Up <input type="checkbox"/>

# How to use the Elks Pool Reservation System

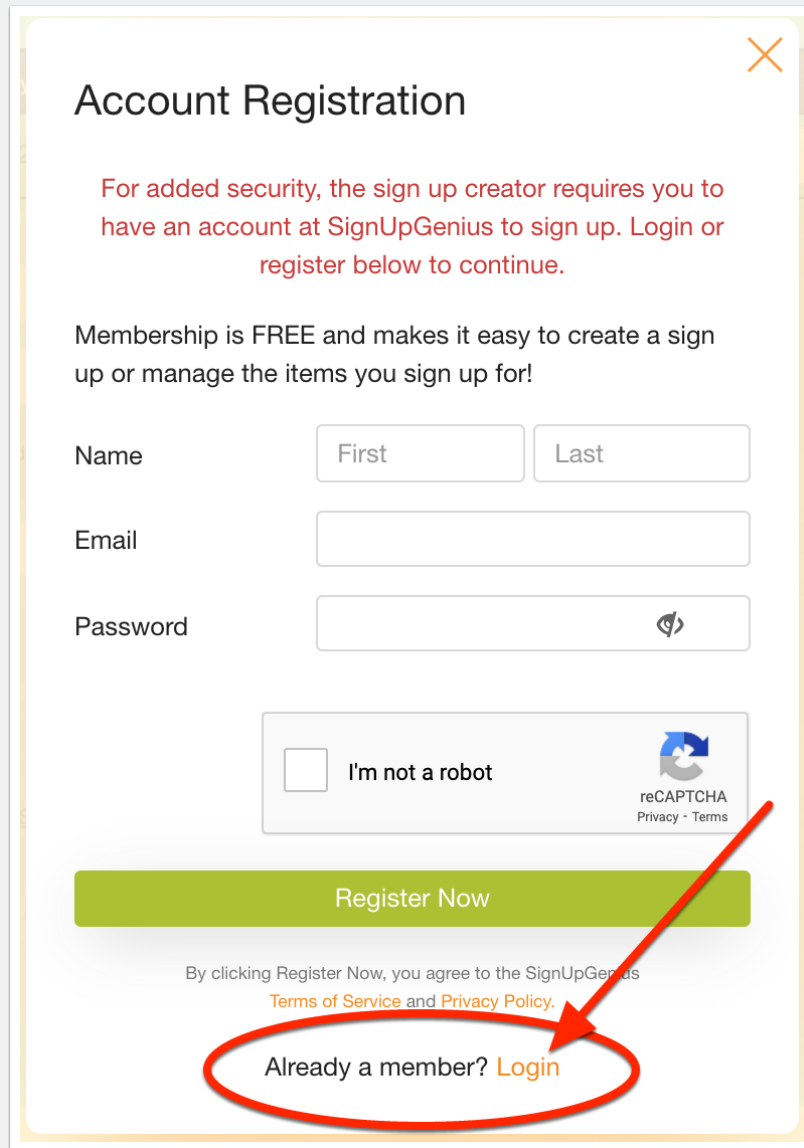
## 4) SELECT LOG IN: **\*\*THIS STEP IS IMPORTANT!!\*\***

SUG is set to require an account in order to sign up for a slot. This screen features NEW Account Registration. So it should only be used if you have not created an account already.

If you have **ALREADY** created an account, do not register for a new one!!

Instead, click on the "Login" link circled below.

# How to use the Elks Pool Reservation System



**Account Registration**


For added security, the sign up creator requires you to have an account at SignUpGenius to sign up. Login or register below to continue.

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

Name  First  Last

Email

Password

☐ I'm not a robot  reCAPTCHA  
Privacy - Terms

[Register Now](#)

By clicking Register Now, you agree to the SignUpGenius [Terms of Service](#) and [Privacy Policy](#).

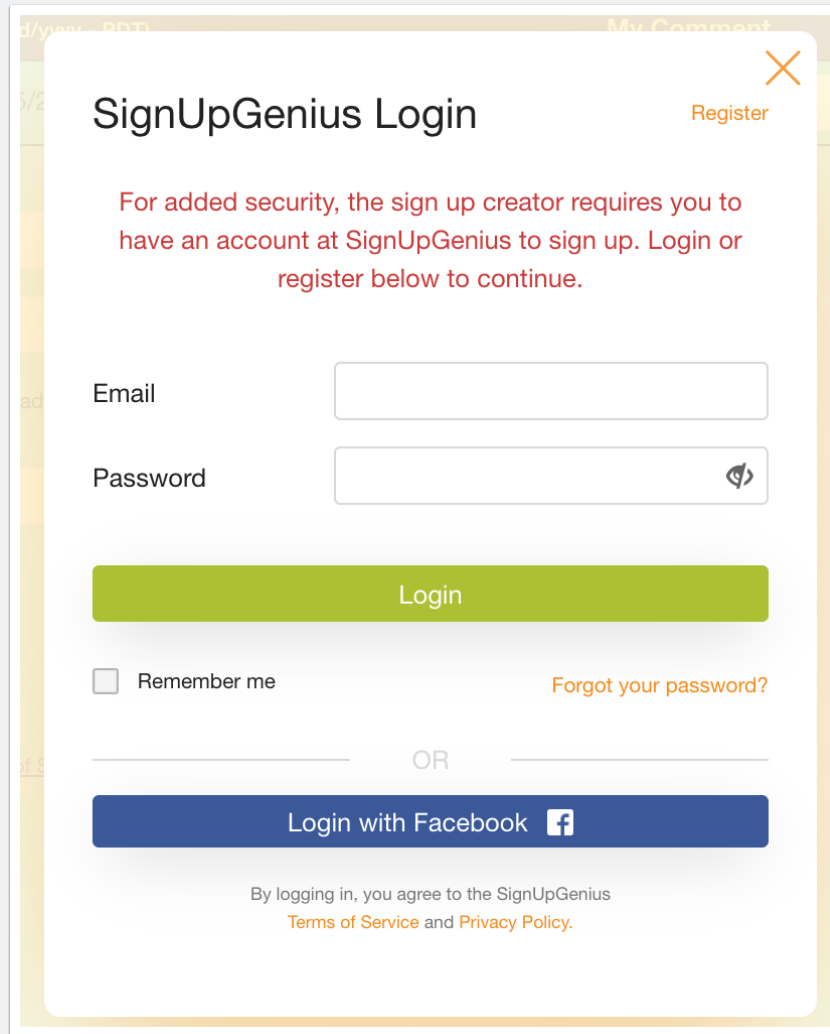
Already a member? [Login](#)

## 5) Log into your account

This is the screen where you should log in if you already have an account

# How to use the Elks Pool Reservation System


Enter your account's email and password

A screenshot of a web application showing a login modal for 'SignUpGenius'. The modal is white with a thin orange border and a close button (X) in the top right corner. It contains a title 'SignUpGenius Login', a 'Register' link, a red security message, input fields for 'Email' and 'Password' (with an eye icon for toggling visibility), a green 'Login' button, a 'Remember me' checkbox, a 'Forgot your password?' link, an 'OR' separator, a blue 'Login with Facebook' button with the Facebook logo, and a footer with a disclaimer and links to 'Terms of Service' and 'Privacy Policy'.

**SignUpGenius Login** [Register](#)

For added security, the sign up creator requires you to have an account at SignUpGenius to sign up. Login or register below to continue.


Email

Password  

[Login](#)

☐ Remember me [Forgot your password?](#)

OR

[Login with Facebook](#) 

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

# How to use the Elks Pool Reservation System

## 6) Once you are logged in, you can complete your reservation

Use My Comment Area for another family member's name indicate you will be sharing this lane.

Enter your phone number and member number.

Click Sign Up Now

The screenshot shows the 'Sign Me Up' page on the SignUpGenius website. The page has a blue water ripple background. At the top, there is an orange navigation bar with the SignUpGenius logo, links for Features, Pricing, and More, a green 'Create a Sign Up' button, and a user profile icon labeled 'ML'. Below the navigation bar, there is a link to 'Back to Pool Reservations'. The main heading is 'Sign Me Up'. Below this, it says 'Sign me up for:'. There is a table with the following data:

Available Lanes	Date (mm/dd/yyyy - PDT)	My Comment	Quantity
Swim Area 1	Mon., 10/05/2020 3:00pm - 4:00pm	<input type="text"/>	1

Below the table, it says 'Sign up as: Melanie Lamoureux (melamour3@gmail.com) - This isn't me'. There is a checkbox for 'Display an alternate name on the sign up (like a child or spouse)'. Below this, there is a 'Phone' field with a text input and a 'Mobile' dropdown menu. There is also a checkbox for 'Save my contact info for use on future sign ups'. Below this, there is a 'Member #' field with a text input. At the bottom, there is a line of text: 'By signing up, you agree to the SignUpGenius [Terms of Service](#) and [Privacy Policy](#).' At the very bottom, there are two buttons: 'Sign Up Now' and 'Cancel'.

# How to use the Elks Pool Reservation System

**Note:** You can use this option to sign up a family member for this slot

The screenshot shows a web form for signing up for a pool reservation. At the top, a blue header bar contains the text "Swim Area 1" and "Mon., 10/05/2020 3:00pm - 4:00pm". Below this, the form is set against a light blue background with a subtle water ripple pattern. The text "Sign up as: **Melanie Lamoureux** (melamour3@gmail.com) - This isn't me" is displayed. A vertical line with a dot at the bottom separates the sign-up section from the alternate name section. To the left of this line is a checkbox that is checked. To the right of the line, the text "Display an alternate name on the sign up (like a child or spouse)" is shown. Below this, there are two input fields for "Name": "First" and "Last". Further down, there is another checkbox, which is unchecked, followed by the text "Make this my default member name". At the bottom, there is a "Phone" label and a corresponding input field, followed by a "Mobile" label with a dropdown arrow.

Swim Area 1 Mon., 10/05/2020 3:00pm - 4:00pm

Sign up as: **Melanie Lamoureux** (melamour3@gmail.com) - This isn't me

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

Name  First  Last

☐ Make this my default member name

Phone  Mobile ▾

# How to use the Elks Pool Reservation System

## 7) Receive Confirmation

### Pool Reservations

## Thank you, Melanie!

You're all signed up for "Pool Reservations."

Signed Up

**Swim Area 4**  
10/01/2020 (Thu.) 4:00pm - 5:00pm PDT

[View Sign Up](#)

[Edit My Sign Up](#)

[Contact San Rafael Elks Lodge #1108](#)

[Contact San Rafael Elks Lodge #1108](#)



# How to use the Elks Pool Reservation System

## Delete your reservation

1. Login into your account from the pool reservation page
2. Click on the day you reserved and locate your reservation
3. Click on the X to delete

