



Here are the basic steps for the reservation system on *SignUpGenius.com*

- 1) Click on the Day you want reserve (up to 7 days out) for "Camano Pickleball Courts"
 - 2) Scroll down to your desired time slot
 - 3) Select a court that is available; it will display "Sign Up" to the right of the court number (red box/yellow letters)
 - a) **Note:** if that court is full, other Signup boxes will display as locked
 - 4) Click in the box next to the "Sign Up" for that day/time slot, then scroll to the bottom and click on the "Submit and Sign Up" (*blue button*)
 - 5) On the "Sign Me Up" screen that follows, put your name in the "Name of Players" box
 - a) If you have previously registered and clicked on "Save my Contact info....", your name will display
 - b) If you are part of a group that wants this date/time slot, you can list the other player names in the box, **BUT, each player must SignUp under their own account/name. Putting their name here does not fill the court.**
 - 6) Enter your Phone Number (optional)
 - a) If you have previously registered and clicked on "Save my Contact info....", your phone number will display
 - 7) Then select your Player Skill Level
 - 8) Finally answer whether you are a Club Member.
 - 9) Click the "SIGN UP NOW" box
- If you need to change anything on a reservation such as player names, access your record in the system and click on the "**pencil**" **edit** icon.
 - If you need to cancel a reservation, access your record in the system and click on the "X" next to your day/time slot to **Delete** it.
 - When you make a reservation, you will receive a confirmation email. Make note of this reservation or load the *iCalendar* entry link (*in lower left of email*) into your computer's calendar application
 - You can also download the SignUp Genius application to your smartphone! You'll be on top of all of your court reservations.