

SIGNUP GENIUS INSTRUCTIONS

Invite to sign up for tee times go out at 8pm Thursday one week before the date of play.

The speed of your network and internet connection could affect the actual delivery time of the email invite. If you have a Signup Genius account, there's no need to wait for the email invite. You could log in and see the invite but the signup time restriction is still in place.

HOW TO CREATE A SIGNUP GENIUS ACCOUNT

1. To create an account in Signup Genius, open your browser and enter signupgenius.com
The following screen will appear:



2. Click on **Log In** in the upper right corner and the following screen will appear:

It's a great day to be a genius!

Email

Password

Remember me

OR

[New account](#) [Forgot your password?](#)

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

3. Click on **New account** in the lower left corner and the following screen will appear:

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 First Name Last Name

Email

Password

I'm not a robot

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

Already a member? [Login](#)

4. Enter your name and email address. The password must have the following characteristics: 8 characters minimum, has a number, symbol, upper, lower case letter. Click on the box next to I'm not a robot. Click on Register Now. The following screen will appear:



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.

[Use It For](#)

[Helpful For](#)

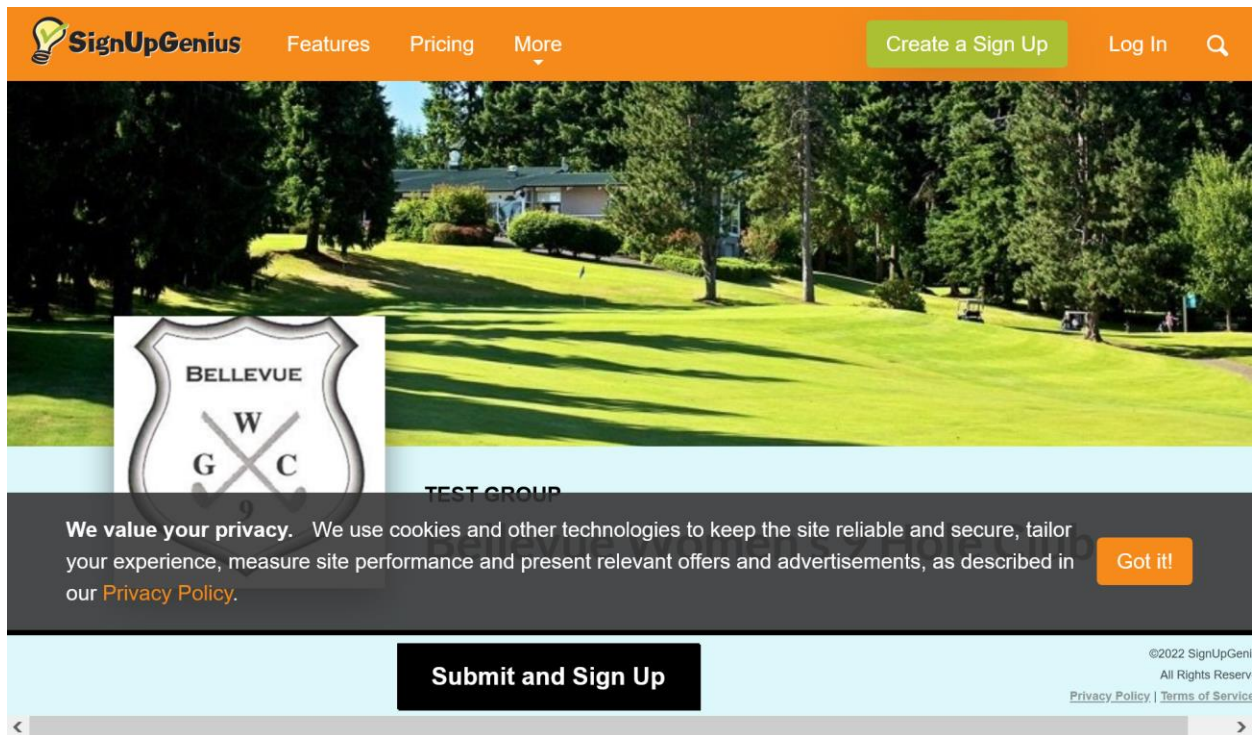
[About SignUpGenius](#)

[Resources & Tips](#)

5. Follow the screen direction to check your email and click on the link in the message to verify your account and you'll have an account with Signup Genius.

HOW TO SIGNUP FOR A TEE TIME

6. After logging in to your account in Signup Genius or clicking on the Sign Up button on the invite email you will see the following screen. Click on the **Got it!** button to clear the privacy message.



- After clearing the privacy message, the following screen shows all the tee times for the day. You can select up to 2 players to sign up for. Click on the Submit and Sign Up button to proceed to the next screen to enter player information.



Bellevue Women's 9 Hole Club

Welcome to the 2022 season of the Bellevue Women's 9 Hole club.

Each member can select up to 2 tee time slots.

IF YOUR SELECTION DOES NOT GO THROUGH, IT MEANS THE SLOT WAS ALREADY TAKEN.

Review the available slots below and click on the button to sign up.

Please enter the names of the persons you are signing up for in the next screen comment section.

Date: 04/07/2022 (Thu.)

Created by:  BELLEVUE WOMEN'S 9 HOLE GOLF 

Time (PST)	Available Slot
7:00am	Player 1 <input type="button" value="Sign Up"/>
	Player 2 <input type="button" value="Sign Up"/>
	Player 3 <input type="button" value="Sign Up"/>
	Player 4 <input type="button" value="Sign Up"/>
7:07am	Player 1 <input type="button" value="Sign Up"/>

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8. Enter your Name and Email address (The minimum amount of information required is one letter in first name and email address). Add the name of the player you are signing up for in the comment field. **If you are logged into your Signup Genius Account, you do not need to enter anything in the My Comment section unless you are signing up someone else.**

TEE TIME IS NOT ACQUIRED UNTIL YOU CLICK ON

Note that many people are accessing sign up at the same time so it's possible that specific tee time could already be taken while you are inputting the information.

Sign me up for:

Available Slot	Date (mm/dd/yyyy - PST)	My Comment	Quantity
Player 1	Thu., 04/07/2022 7:00am	<input type="text" value="Geta Par"/>	1
Player 2	Thu., 04/07/2022 7:00am	<input type="text" value="Amy Birdie"/>	1

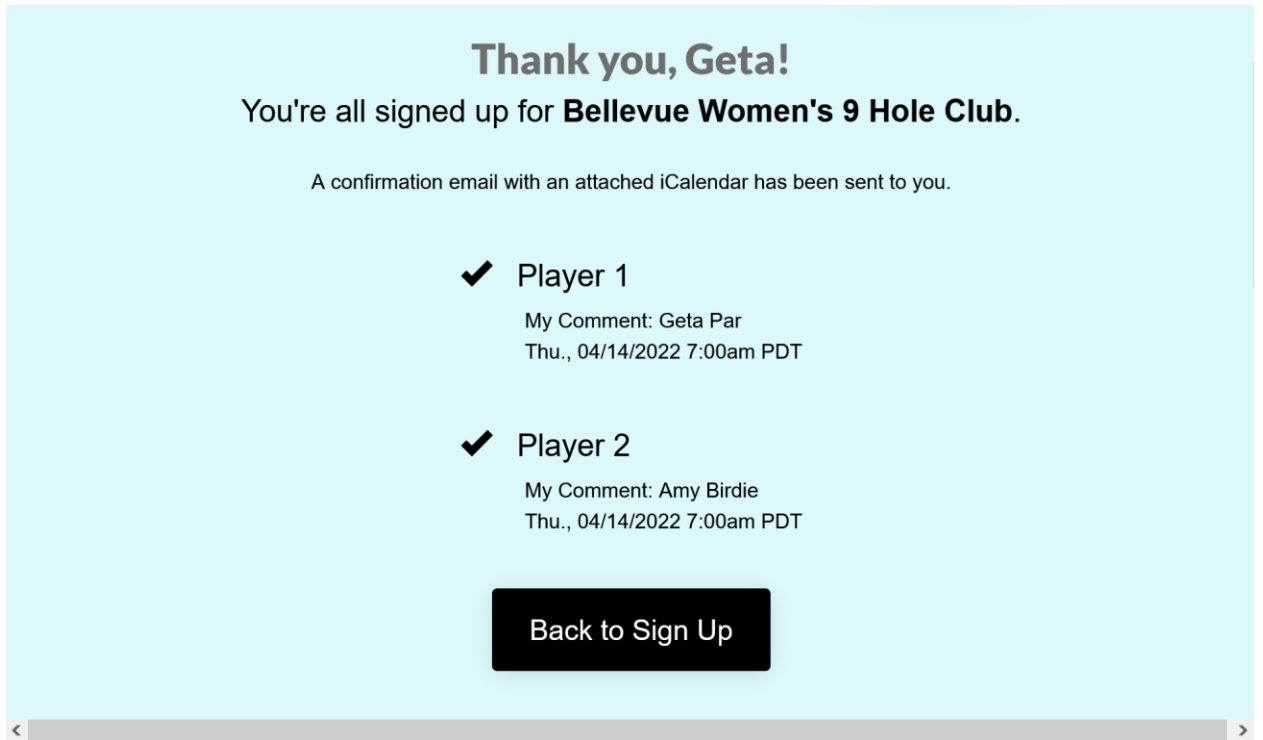
Name

Email

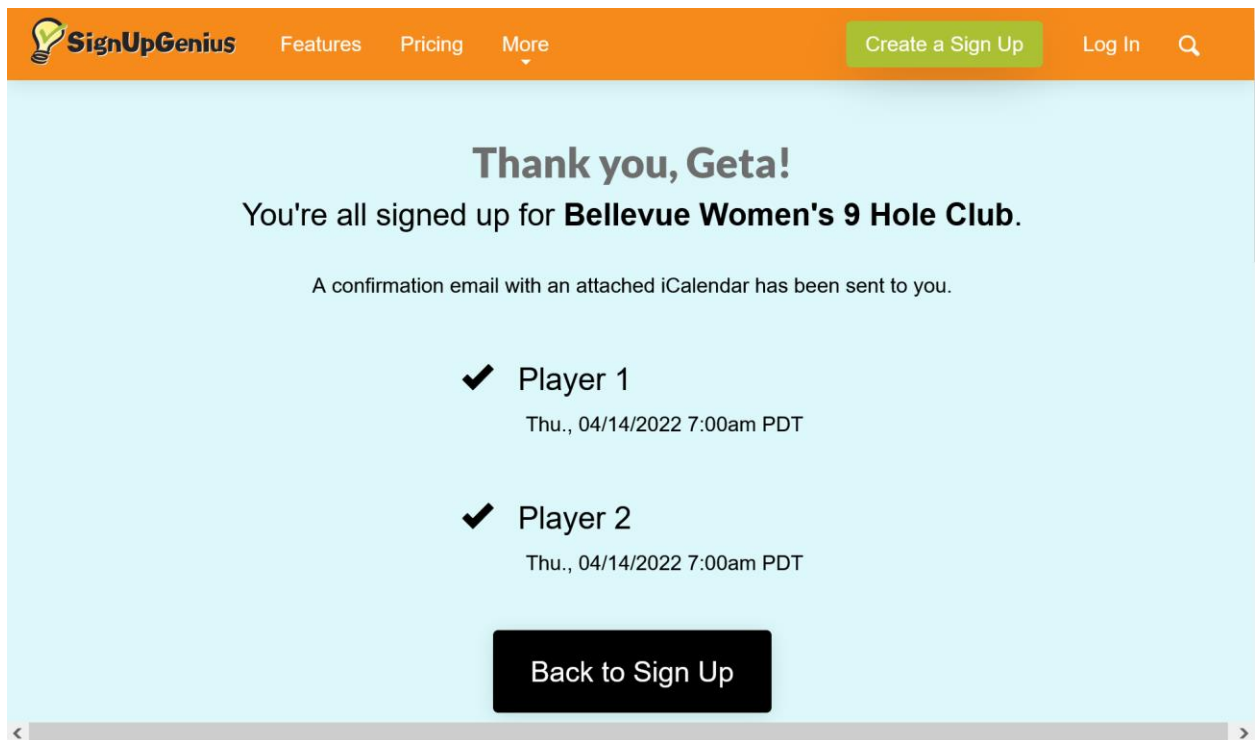
[Already have a SignupGenius account? Login](#)

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


9. After acquiring the tee time, you will see the following confirmation screen.



10. If you didn't enter the name of Player 2 or have to make changes in the comment section, you could add it by clicking on **Back to Sign Up**



The screenshot shows the SignUpGenius website's confirmation page. The header is orange and contains the SignUpGenius logo, navigation links for Features, Pricing, and More, a green 'Create a Sign Up' button, and a 'Log In' link with a search icon. The main content area has a light blue background and features a large 'Thank you, Geta!' heading, followed by the text 'You're all signed up for Bellevue Women's 9 Hole Club.' and a note that a confirmation email with an iCalendar attachment has been sent. Two player entries are listed, each with a checkmark, the player name, and the date and time: 'Player 1' and 'Player 2', both on 'Thu., 04/14/2022 7:00am PDT'. A black 'Back to Sign Up' button is centered at the bottom of the page.

SignUpGenius Features Pricing More [Create a Sign Up](#) [Log In](#) 

Thank you, Geta!

You're all signed up for **Bellevue Women's 9 Hole Club.**

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

- ✓ **Player 1**
Thu., 04/14/2022 7:00am PDT
- ✓ **Player 2**
Thu., 04/14/2022 7:00am PDT

[Back to Sign Up](#)

11. The following screen appears showing the tee sheet. Above the black title bar is the line: Already signed up? You can change your sign up. Click on the underlined statement to change your sign up.

Welcome to the 2022 season of the Bellevue Women's 9 Hole club.


Each member can select up to 2 tee time slots.

IF YOUR SELECTION DOES NOT GO THROUGH, IT MEANS THE SLOT WAS ALREADY TAKEN.




Review the available slots below and click on the button to sign up.

Please enter the names of the persons you are signing up for in the next screen comment section.

Date: 04/14/2022 (Thu.)

Created by:  BELLEVUE WOMEN'S 9 HOLE GOLF 

Already signed up? You can [change your sign up](#).

Time (PDT)	Available Slot
7:00am	Player 1 
	Player 2 
	Player 3 
	Player 4 

[Submit and Sign Up](#)

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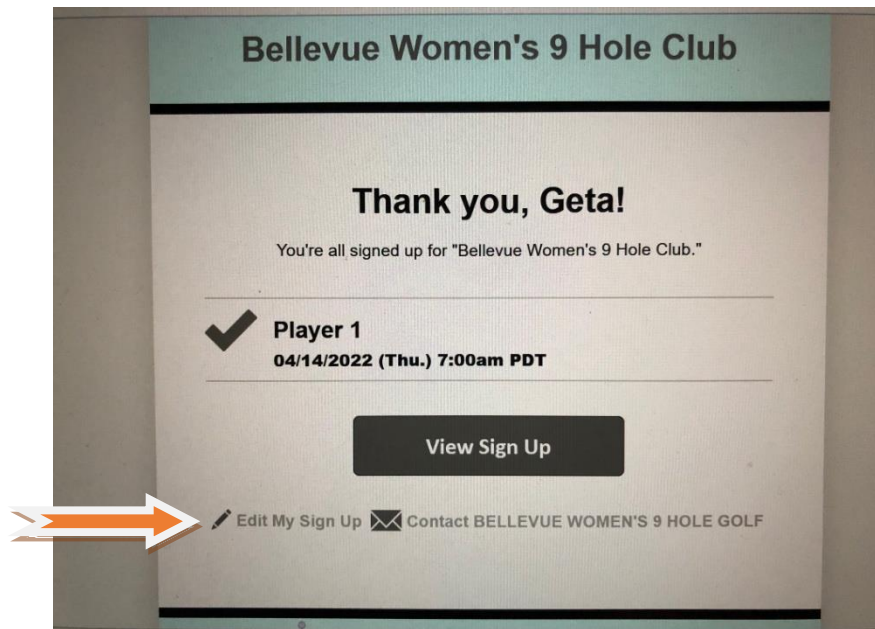
12. The following screen shows the options available.

The screenshot shows the SignUpGenius website interface. 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 'Log In' link with a search icon. The main content area has a light blue background. The title 'Bellevue Women's 9 Hole Club' is displayed in a large, bold font. Below the title, a question asks: 'Need to make a change to something you signed up for on this sign up?'. Three radio button options are listed: 'I signed up as a SignUpGenius member', 'I signed up without a SignUpGenius account', and 'Someone else signed me up on this sign up'. At the bottom of the form, there is a link: 'Not what you wanted? [Return to Sign Up](#)'. A scrollbar is visible at the bottom of the page.

If you have an account, you are a SignUpGenius member. Select that option to get a popup to log in to make changes.

If you signed up without an account or someone else signed you up, select those options and you could enter your email address. You'll get an email with a button to **Click Here to Edit**. A screen will show your sign up and allow you to edit the information or delete the sign up.

13. A confirmation email will be sent to the email account used in the sign up. If only one player is signed up, the confirmation email will contain an option to edit the sign up. Signup Genius currently does not provide that capability if more than one player is signed up at the same time.



14. If you have an account on Signup Genius you do not have to wait for the invite because it is available in your account. However, the time restrictions are still in place so if it's not time to sign up yet, your request will not go through.
- Once logged in, you'll see the items you have signed up for and signups you've been invited to.
 - To signup, select the signup you've been invited to.
 - To change a sign up, select the items you have signed up for.