

PROCEDURE FOR USING SIGNUP GENIUS (SUG) revised April 6, 2018 (MW)

You must first hold a current Calgary Pickleball Club (CPC) or Cedarbrae Community membership.

Your email address will then be forwarded to the Cedarbrae SUG Administrator, who will add your email into SUG so that you can create an account associated with Calgary Pickleball Club's SUG system. You should receive an email confirming this has been done.

Go to website either mycedarbrae.ca or calgarypickleballclub.ca

1. If using the CPC website:

- At bottom of table, click on "Locations to Play" and select Cedarbrae.
- Under Cedarbrae click on "Here".
- Click on any "Sign up here" to bring up all the SUG sessions.
- Scroll down to the session you wish to sign up for.
- At the bottom of the session click on "Sign Up" box. A check mark will appear.
- At the bottom of the screen, click on "Submit and Sign Up"
- A new page will pop up. If you are signing up for yourself only, click on "Sign Up Now"
- If you are signing up for yourself and one other person, change the quantity box to "2" and add the full name of your guest in the Comments box. (Note: guests are allowed to come **ONCE** before they are required to become Cedarbrae or CPC members in order to use SUG for future sign ups.) Then click "Sign Up Now".
- Once you have registered into the play session, a pencil and an X will appear under your name on the signup page. To delete your listing, click on the X. To edit your listing, click on the pencil to change the quantity or the "Comment".

2. If using the Cedarbrae website;

- click on Current Activities,
- click on Cedarbrae Pickleball, then proceed in the same manner described above.

Please be considerate! Spots are in high demand. No shows for registered spots will be subject to public floggings! 😊

Summary Tip; many first time users in SUG are unclear that the sign up is a **2 step process**:

Step 1; select the session with player openings still available, then click on "Submit and Sign Up" at the page bottom, see screenshot below. You are then taken to a step 2.

<p>Ladies Open Play All Levels (split court(s) for beginner/novices)</p> <p>10:45am - 1:00pm</p> <div style="border: 1px solid red; padding: 10px; width: fit-content; margin: 20px auto;">Step 1:</div>	<p>Player name (20)</p>	<p>14 of 20 slots filled</p> <ul style="list-style-type: none"> LC Lynn Champagne AW Aura Weinberger CR Corrine Rault PC Pam Colpitts JT Judy Twarowski PL Pat Lindsay MC Margaret Clarke BA Barbara Augustyn (2) Jacquie Shepherd RS Roberta "Peachie" Spence PW Pat Willison SF Sheila Ferguson DW Debra Wagar MS Mike Smith for new player Sandi Grams <p>Sign Up <input checked="" type="checkbox"/></p>
<p>018 Mixed Open Play All Levels</p> <p>8:30am - 11:15am</p>	<p>Player name (20)</p>	<p>All slots filled</p> <ul style="list-style-type: none"> CP Calgary Pickleball Club <input type="checkbox"/> <input type="checkbox"/> MP mark porter WL William Lane RS Raffi Sagriff

Submit and Sign Up

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Step 2; is where you confirm the number of players you want to sign up. It is set to only allow a max. of two players. You can add the second players name as a comment. Press "Sign Up Now" when done with player number/names. If you go back to the sessions you should see your name added.

← Back to Cedarbrae Play

Sign Me Up

Step 2

Available Slot	Date (mm/dd/yyyy - MDT)	My Comment	Quantity
Player name	Fri., 04/06/2018 10:45am - 1:00pm	<input style="width: 100%;" type="text"/>	1 <input type="button" value="↑"/> <input type="button" value="↓"/>

Sign up as: **Calgary Pickleball Club** (cpcboardunmonitored@gmail.com) - [This isn't me](#)

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

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

Sign Up Now

click here to indicate your desire to sign up for this particular session

click again here. It takes you to Step 2.

you can indicate a second player here and add there name as a comment

when done with any comment, click here to actually complete the sign up process. You can go back and review the play session and should see your name included now!