

# HOW TO SIGN UP FOR THE POOLS/SPA & EXERCISE CLASSES

## Pool Lane/Spa Reservation Instructions

1. Go to [www.suncityorovalley.com](http://www.suncityorovalley.com)
2. Click on Fitness
3. Scroll down and click on one of the following reservation buttons:
  - a. AFC Pool
  - b. DO Pool
  - c. Spa
4. You are now in SignUp Genius.
  - i. You do not need to create or have a SignUp Genius account to use this reservation system
  - b. DO NOT click on Create a SignUp**
    - i. This button is for creating actual events where you need people to sign up.
5. Scroll down the page to view the calendar.
6. On the top of the calendar, there are tabs with dates on them. Click on the date timeframe you wish to sign up.
7. Scroll down and find the day you wish to reserve a space.
8. Click on SIGN UP
9. A new popup window appears
10. Scroll down to find the time you wish to reserve a spot
11. If there is space available, there will be a Sign Up box in that slot. Click on the little box in the Sign Up box and then go to the bottom of the popup window and click on Submit & Sign Up (it will be in a gray box)
12. Enter your:
  - a. First Name
  - b. Last Name
  - c. Email
    - i. *Ignore the Already have a SignUpGenius account message*
  - d. Phone number
13. Click on Sign Up Now
14. You should then receive a confirmation email. Make sure to keep this because if you need to cancel your reservation, you can do that thru the confirmation email.

NOTICE: One registration email/person only. Multiple emails under one name will be subject to penalty.

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## How to Sign Up for Exercise Classes

1. Click on All Exercise Classes Reservations
2. Create an Account if this is your first time using the system
3. Click on Sign In (if you already have an account)
4. To schedule a class:
  - a. Click on Schedule-List OR Calendar
  - b. Pick your class
  - c. Click on the class name
  - d. Click on Reserve My Spot
  - e. That's it. You are registered.
5. To purchase a pass
  - a. Click on Purchase a Pass
  - b. Click on 10 Visit Punchcard
  - c. Click on Purchase Pass
  - d. Enter your info
  - e. Click Pay \$20
6. To cancel your class
  - a. Sign-in to your account
  - b. On the Home page (your dashboard) under Reservations in Upcoming Classes
    - i. Click on the class you wish to cancel your reservation
    - ii. Click on Cancel Reservation
    - iii. Click Yes – Delete Reservation

## How to CANCEL Your Pool/Spa Reservation

*\*You can cancel a reservation online anytime within 24 hours of the date of the reservation. Otherwise, you will need to call the AFC (520-917-8067) or DO (520-825-0495) to cancel.*

1. Go into your confirmation email.
2. Click on View SignUp
3. Click on Edit SignUp
4. Click on Delete