

Warning: There are many ads on this site. IGNORE THEM ALL.

Signupgenius.com

Register

- Enter *Signupgenius.com* in address bar. **Click on “Login”** upper right hand corner.
- **Scroll down page to “new account”. Click on it.**
- Fill in info: **Your Name and Your e-mail**
Password: 8 characters with at least 1 capital letter, 1 number, and 1 symbol
Write it down somewhere.
Click “Not a Robot” box
Press “Register now”
- Now go to your e-mail inbox. Open the e-mail from *Signupgenius* and press “**Activate**”.
- **You’ve done it! You should now be registered!**

You need to add Signup Genius in your Contacts to avoid mail going to your Spam or Junk.

Contact Name: Signup Genius

Email: info@signupgenius.com

Signup

Follow these easy steps with No login needed.

Signing up for Tee Times *We encourage you to sign yourself up the first few times.*

- Receive Invite via e-mail. **Check Date and Course listed in email.**
- Click “**Sign Up**”. It’s in the middle of email page. *You will be taken to SignUp page.*
- Select tee time you want, click ”**Sign up**” button next to it. Click “**Submit and sign up**” at bottom of page.
- Next page says “Sign Me Up”. Leave “quantity” at “1” if only signing up self, leave comment box blank. To add a partner, enter her first and last name only in “Comments” box and change “Quantity” to “2”. **Make sure she knows you are signing her up!**
- On that same page under your time slot, insert your “**Name and Email**” address. You **must** complete this section for Signup Genius to accept your tee time.
- Press “**Signup Now**” at bottom left of page. **And you are done!**
- **You** will get a confirmation e-mail immediately. (partner you signed up will not, forward the email to partner). **Please review the email & confirm your signup is correct, i.e., time, qty, names. Save the confirmation email as a shortcut to update/change your signup if needed.**
- **You** will receive an e-mail reminder on the Wednesday before play. (partner you signed up will not, forward the email to partner)

Editing Tee Sheet

- Go to your Inbox to the “Sign Up Confirmation” email for the Date and Course you want to edit. The email will be from *Signupgenius*.
- From the email, click on “**Edit My Sign Up**” located bottom left. *You will be taken to your tee time on the SignUp page.*
- To cancel your tee time, go to bottom of page and Click on “**Delete. You are done!**”
- To cancel yourself and keep your partner on tee time, “**Delete” the full signup**. Your partner will need to signup on their own after you deleted the signup. Coordinate with your partner when you delete and the slot is open.
- To cancel your partner, remove partner’s name in “Comments” box and change Quantity from 2 to 1. Click on “**Update My Sign Up**”, bottom left. **You are done!**
- To change your partner and add another, clear the name in “Comments” and insert new partner’s First and Last name only. Qty remains “2.” Click on “**Update My Sign Up**”, bottom left. **You are done!**
- **You** will get an “update” confirmation e-mail immediately. (Partner you deleted or added will not, forward the email to them).
- **You** will receive an e-mail reminder on the Wednesday before play. (Forward to partner if applicable).
- **Only the person who does the signing up** can Delete or Edit the tee time.

Deleting your Signup if moved from original tee time

- The only way to delete your Signup is to Log into SignUp Genius.
- Find your tee time and click on “Delete.”
- It will then ask you if you want to “Delete”, click on “Yes.” You are done.
- You will not receive a confirmation email.

NOTES

- **Only the person who does the signing up** gets a confirmation and a reminder email.
- You may sign up 24/7 once invited. **Always check the date to be played.**
- If you can’t locate Invite email, login to your Signup Genius account.
- There will be **no** waiting list or move-up requests. It is your responsibility to check for openings.
- Tee time Administrators may need to move players to fill up tee times to limit number of three-some, or move two-some which are not allowed. You will receive an “Update” notification email of the change.
- **The Administrators will do their best to send out the new tee sheet Invite on Thursdays between 4pm-5pm, but no later than 8pm for play 1 week out.** If rained out, the tee sheet is cancelled and will not roll over to the next week.
- Special Event signups will not be done online.
- **Signups will close at 12 NOON TUESDAY the week of play. Changes (additions, cancellations, etc.) should be made on-line prior to Tuesday 12 Noon.**
- **Only call the Pro Shop on Thursday play with emergency changes.**

- **Late Cancellations/No Show Policy** - When a member Cancels Late (after 12 Noon on Tuesday), or is a No Show **TWICE** within 30 days, the member will only be allowed to signup in the last available tee time until they have signed up and played twice. After their 2nd signup and play, the member may return to signing up at their preferred tee time.

Help? Contact Tee Time Administrator(s), they will be glad to walk you through it.