

# SignUpGenius

## Member Reservations

## How-To Guide

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During Phase 2 Reopening, Mansfield Community Center Members must reserve a one-hour time slot in the Fitness Area, Gymnasium, Therapy Pool, or Main Pool, via the Mansfield Community Center SignUpGenius Reservation Calendar at:

[www.signupgenius.com/tabs/93D7EDC07A4CFEDCE8-mansfield](http://www.signupgenius.com/tabs/93D7EDC07A4CFEDCE8-mansfield)

We recommend “favoriting” or “bookmarking” this link in your browser for quick access.

Schedules will be release in one-week increments between 12 p.m. and 2 p.m. on the Friday preceding the week being scheduled and will remain open until the end of the sign-up period.

- A SignUpGenius account is NOT required
- Members may register for a single one-hour spot facility-wide per day
  - To clarify, members may NOT register for multiple slots in the same area OR multiple slots in different areas for the same date. One-hour facility access PER DAY.
- Area-specific sign-ups require a singular access code, sent in the e-mail message from [parks\\_and\\_rec@mansfieldct.org](mailto:parks_and_rec@mansfieldct.org) on the morning of Friday, June 19, 2020. If you have misplaced this code, contact the Parks and Rec office at 860-429-3015 ext. 0. Your membership will be verified and access code supplied.

Clicking the above link, the following page will appear:

- Tabs exist for reserving times in the Fitness Center (includes Track), Main Pool, Therapy Pool, Gymnasium (includes Pickleball), and a “General Parks and Rec Business” tab for in-person registration appointments.
- Click your desired tab and enter the member access code
- The area-specific reservation page will load (example below). **Review the area-specific reservation details carefully prior to proceeding.**

**June 22**

REOPENING POLICIES, PROTOCOLS & RESTRICTIONS AT [WWW.MANSFIELDCC.COM](http://WWW.MANSFIELDCC.COM)

**Mansfield Community Center Members**  
**Fitness Center**

Access is currently for MEMBERS ONLY. If you are not a member of the Mansfield Community Center, please do not reserve a time slot, as you will not be granted access.

[Submit and Sign Up](#)

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- Review the [Waiver and Release](#) – you will be required to accept prior to completing your reservation.
- Continue to scroll to the reservation calendar.

|   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|
|   |   |   |   |   |   |   |
| 21  | 22<br>Fitness Center (5:45am-8:45am)<br>Fitness Center (7:00am-8:00am)<br><a href="#">+ more</a><br><a href="#">Sign Up</a> | 23<br>Fitness Center (5:45am-8:45am)<br>Fitness Center (7:00am-8:00am)<br><a href="#">+ more</a><br><a href="#">Sign Up</a> | 24<br>Fitness Center (5:45am-8:45am)<br>Fitness Center (7:00am-8:00am)<br><a href="#">+ more</a><br><a href="#">Sign Up</a> | 25<br>Fitness Center (5:45am-8:45am)<br>Fitness Center (7:00am-8:00am)<br><a href="#">+ more</a><br><a href="#">Sign Up</a> | 26<br>Fitness Center (5:45am-8:45am)<br>Fitness Center (7:00am-8:00am)<br><a href="#">+ more</a><br><a href="#">Sign Up</a> | 27<br>Fitness Center (6:45am-7:45am)<br>Fitness Center (8:00am-9:00am)<br><a href="#">+ more</a><br><a href="#">Sign Up</a> |
| 28<br>Fitness Center (8:15am-9:15am)<br>Fitness Center (10:15am-11:15am)<br><a href="#">+ more</a><br><a href="#">Sign Up</a> | 29  | 30  |   |   |   |   |

- Select your desired reservation date by clicking the green “Sign Up” button (you will be able to add additional dates in later steps).

- A new pop-up will appear with all available reservation times for that date.

**Date: 06/23/2020 (Tue.)**

| Time Slot       | Center         | Details   | Action                           |
|-----------------|----------------|---|----------------------------------|
| 9:00am-10:00am  | Fitness Center | Fitness Center (35)<br>Please select one slot per family member accessing the fitness area. All policies apply. | Sign Up <input type="checkbox"/> |
| 10:15am-11:15am | Fitness Center | Fitness Center (35)<br>Please select one slot per family member accessing the fitness area. All policies apply. | Sign Up <input type="checkbox"/> |
| 11:30am-12:30pm | Fitness Center | Fitness Center (35)<br>Please select one slot per family member accessing the fitness area. All policies apply. | Sign Up <input type="checkbox"/> |

**Select Other Days**

**Submit and Sign Up**

- Click “Sign Up” next to your desired time slot. A check-mark will appear (example below)

|                 |                |   |   |
|-----------------|----------------|---|---|
| 10:15am-11:15am | Fitness Center | Fitness Center (35)<br>Please select one slot per family member accessing the fitness area. All policies apply. | Sign Up <input checked="" type="checkbox"/> |
| 11:30am-12:30pm | Fitness Center | Fitness Center (35)<br>Please select one slot per family member accessing the fitness area. All policies apply. | Sign Up <input type="checkbox"/>            |

- You may then proceed to clicking “Select Other Days” to choose timeslots for other available dates, or if you have completed your desired selection, click “Submit and Sign Up” at the bottom of the page.

- The following page will appear to confirm your reservation times with your name and e-mail, allow you to enter any requested comments, and accept the Waiver and Release.

## Sign Me Up

Sign me up for:

| Available Fitness Slots | Date (mm/dd/yyyy - EDT)            | My Comment           | Quantity                           |
|-------------------------|------------------------------------|----------------------|------------------------------------|
| Fitness Center          | Tue., 06/23/2020 10:15am - 11:15am | <input type="text"/> | 1 <input type="button" value="v"/> |

Name

Email

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

I HAVE READ THE RELEASE OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL LEGAL RIGHTS BY SIGNING IT, AND SIGN IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT.

☐ YES

- Enter the requested information, scroll down and click “Sign Up Now”. Your reservation is not complete until you do this and receive a confirmation email from SignUpGenius.com

By signing up, you agree to the SignUpGenius [Terms of Service](#)

**Questions?** Contact the Mansfield Community Center at 860-429-3015 ext. 0

Reservations will be accepted by phone if necessary, however, members who register by phone will be required to sign a waiver prior to each visit.