

If you don't already have a SignUp Genius account, it's free and simple to use:

1. Click the "**All Shell Reservations**" link found on the WRC website.
2. **Select** the specific SignUp Genius you want (They are named by Date and Type of Shell)
3. **Scroll to the time** period you would like to row.
4. Within that time period, select the small box to **SIGN UP** next to the shell you would like to reserve.
5. At the bottom of the screen, click on "**Submit and Sign Up.**"
6. You will be prompted to **provide your name and email** address.
7. Then click, "**Sign Up Now.**"
8. You should get a confirmation that you have signed up. This confirmation will also give you an opportunity to **Create an Account**. This is recommended to speed up the process whenever you login to sign up. It will also allow you to receive communications sent from WRC via SignUp Genius, should we need to notify you regarding your reservation.
  - a. Click the link to create your account
  - b. Enter your name, email address, and a password (minimum 8 characters, must include at least 1 each: number, capital letter, lowercase letter, and symbol)
  - c. Click "I'm not a robot"
  - d. Click "Register Now."
  - e. You're account registration will be confirmed

If you DO have a SignUp Genius account, you likely know how to navigate it. Here is a refresher, if you need one:

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3. Scroll to the time period you would like to row.
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5. At the bottom of the screen, click on “Submit and Sign Up.”
6. Find where it asks, “Already have a SignUp Genius account? Login.” Click on the word “Login.”
7. You will be prompted to enter your email and password you used when setting up your account. You can also select “Remember me” to make this quicker in the future.
8. Click “Log In.” You should get confirmation to “Sign me up as \_\_\_\_\_(your email address)”
9. Click “Sign Up Now.”

\*\*\*There is also a mobile app available so you can access your Sign Ups on the go! You can “Find a Sign Up” and enter the creator’s email ([karen.walsh@redclayschools.com](mailto:karen.walsh@redclayschools.com)). Then you should get the list of sign ups created for WRC shell reservations.