

I. To sign up for Lab usage

1. After logging into the CA website (Resident Login), navigate to the Computer Club website or click www.sctxcompclub.org and log in from there. At the top of the home page, click on the link "Lab usage sign up". You will be directed to Signup Genius.com. (CLUB MEMBERS ARE ASKED TO RESERVE LAB TIME AT LEAST ONE DAY PRIOR TO THEIR USE DATE)

2. You will be in "List View" for the signup. The list shows all the available slots for Lab usage. This view seems to be the most popular, but "Calendar view" is another option. It can be accessed by clicking on "Calendar view" on the right side of the page just above the list.

3. Each slot is for 1 hour and 45 minutes which gives you an additional 15 minutes to clean and sanitize your workstation before the next slot begins. There are 8 workstations available for each slot. One is a Mac.

Using List View to Sign Up

1. Scroll down the list to find available slots.

2. Click in the "Sign Up" box next to the slot(s) you want to fill. You can click on multiple slots before going to step #3.

3. Click on "Submit and Sign Up".

4. In the next window, fill in your name and email address. Agree to the statement regarding masks. Then click on "Sign Up Now".

[← Back to Lab Use](#)

Sign Me Up

Sign me up for:

Available Slot	Date (mm/dd/yyyy - cDT)	My Comment	Quantity
9 a.m. - 10:45 a.m.	Mon., 08/15/2020	<input type="text"/>	1

Name

Email 

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

You must agree to wear a mask and to clean / sanitize your workstation before leaving the Lab.
If you do not agree to the above statement, you will not be allowed to enter the Lab.

I agree.

I do not agree.

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

6. You will see a screen like the one below.

Thank you, Chick!

You're all signed up for Lab Use.

A confirmation email with an attached iCalendar has been sent to you.

 **9 a.m. - 10:45 a.m.**
 Mon., 08/15/2020
 Location: Lab

One more thing! Want to make it easier to sign up or edit your items in the future?
 Create a free [SignUpGenius](#) account

 [Add to Calendar](#)  [Share with Friends](#)  [Contact SCTX Computer Club](#)

7. You will receive a confirmation email to the address you provided.

8. You will also receive a reminder email 1 day before your scheduled date to monitor.

II. Delete a signup

1. Open the confirmation email that you received when you signed up.
2. On the bottom right click on [Edit My Sign Up](#).
3. Near the bottom, click on the Delete button. Confirm your choice on the next screen. If you signed up for multiple sessions, choose only the one(s) you want to delete.