

OASIS FITNESS CENTER RESERVATION: HOW TO



How to make a reservation for the OASIS Fitness Center on Sign Up Genius

RECEIVE EMAIL

Emails will be sent from CNB-Recreation & Senior Services every Thursday at 3:30PM with a sign up link .

IMPORTANT

YOU DO NOT NEED TO CREATE AN ACCOUNT WITH SIGN UP GENIUS to make your reservations for the OASIS Fitness Center.

Example
Email

Click the link
that looks like
this in the
email you
receive.



OASIS Fitness Center Reservation

OASISCenter
To: Delgado-Sette, Jena

Reply Reply All Forward

Tue 9/29/2020 1:44 PM

Good Morning OASIS Fitness Center Member,

Here is the link for the Sign Up Genius reservations for the **week of October 12 - 19**.

You will need an access code to start your reservation. The access code is all lowercase. The access code is: **oasisfc**

Please click the link below to reserve your workout at the OASIS Fitness Center:
<https://www.signupgenius.com/go/OASISFitnessCenterReservation0>

If you need assistance or have any questions OASIS Fitness Center staff can be reached Monday through Friday 8am-5pm at 949-718-1818

Stay active and stay healthy,
Melissa Gleason & Jena Delgado-Sette

Jena Delgado-Sette | Fitness Center Coordinator
City of Newport Beach | Recreation & Senior Services Dept.
801 Narcissus Ave, Corona del Mar, CA 92625
✉: JSETTE@newportbeachca.gov | Office ☎: 949-718-1819
www.newportbeachca.gov/recreation

Click the link
to be directed to the Sign Up Genius website.

SIGN UP WEBSITE ACCESS CODE

The Sign Up Genius website will open to the Access Code Required notification.

Enter in the access code which was provided in the email.

And click Submit!



Access Code Required

You must enter an access code to view the sign up page "Reservation for Week of 10/5 - 10/9 (TEST)." The access code is different than your SignUpGenius.com account password and should have been provided to you by the creator of the sign up page.

Access Code: [Submit](#)

You will then be directed to the reservation information and sign up page. Scroll through this page thoroughly.

SignUpGenius Features Pricing More [Create a Sign Up](#) [Log In](#) [Q](#)

OASIS
FITNESS CENTER

OASIS Fitness Center
Reservation for Week of 10/5 - 10/9 (TEST)

[Covid-19 Regulations for Fitness Center](#)

Connecting... [Submit and Sign Up](#)

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Continue to scroll through all the information and guidelines for visiting the OASIS Fitness Center.

Covid-19 Regulations for Fitness Center

- Reservation is required to workout – no walk-in reservations will be made day of
- **Face mask:** proper use of face mask, covering nose and mouth, is required to enter, walk around, use restrooms, and exit the facility
 - Masks may be taken down when member is engaged in workout on cardio machine
 - Masks are recommended while engaged on strength and stretch machines, however, may be taken down if needed
- All persons must maintain 6-feet of **physical distance** from other participants and staff
- All persons will be temperature checked and health screened upon arrival
 - Must show a temperature under 100.4 degrees.
- Entrance: line up outside by garden on provided physical distancing markers
 - Please arrive a few minutes prior to your reservation start time to line up
- Exit: through bathroom and emergency exit doors only
- Participants are required to vacate no later than your reservation end time
- All windows and doors will be propped open to reduce areas of physical contact and increase ventilation
- Showers and lockers will not be available for use at this time
- Drinking fountain will not be available for use at this time
- Water bottle filler will be available for use, please bring your own water bottle
- Only cardio, strength, and stretch machines will be available for use at this time
 - free weights, mats, resistance bands, etc. will not be available for use at this time
- We request that all members wipe down equipment before and after each use
- Washing of hands and use of hand sanitizer is highly recommended and will be available upon entry and exit

Temporary Modified Hours

[Submit and Sign Up](#)

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RESERVATION DAY/TIME SLOTS

You will then see the day and time slots for making your reservation.

Date (mm/dd/yyyy)	Location	Time (PDT)	Available Member Slots	Calendar View
10/05/2020 (Mon.)	OASIS Fitness Center	7:00am - 7:45am	Member 1	Sign Up
			Member 2	Sign Up
			Member 3	Sign Up
			Member 4	Sign Up
			Member 5	Sign Up
			Member 6	Sign Up
		8:00am - 8:45am	Member 1	Sign Up
			Member 2	Sign Up
			Member 3	Sign Up
			Member 4	Sign Up
			Member 5	Sign Up
			Member 6	Sign Up

[Submit and Sign Up](#)

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RESERVATION DAY/TIME SLOTS

Select 1-3 days/times you would like to workout by checking the red Sign Up box.

Date (mm/dd/yyyy)	Location	Time (PDT)	Available Member Slots	Calendar View
10/05/2020 (Mon.)	OASIS Fitness Center	7:00am - 7:45am	Member 1	<input checked="" type="checkbox"/> Sign Up
			Member 2	<input type="checkbox"/> Sign Up
			Member 3	<input type="checkbox"/> Sign Up
			Member 4	<input type="checkbox"/> Sign Up
			Member 5	<input type="checkbox"/> Sign Up
			Member 6	<input type="checkbox"/> Sign Up
		8:00am - 8:45am	Member 1	<input type="checkbox"/> Sign Up
			Member 2	<input type="checkbox"/> Sign Up
			Member 3	<input type="checkbox"/> Sign Up
			Member 4	<input type="checkbox"/> Sign Up
			Member 5	<input type="checkbox"/> Sign Up
			Member 6	<input type="checkbox"/> Sign Up
<input type="button" value="Submit and Sign Up"/>				<small>©2020 SignUpGenius. All Rights Reserved. Privacy Policy Terms of Service Do not sell my info</small>

Once you have selected all your workouts for the week click **Submit and Sign Up** located at the bottom.

You will then enter your name, contact info, and check the waiver box. Then click **Sign Up Now**. **Only staff will see your name and contact info.**

Sign Me Up

Sign me up for:

Available Member Slots	Date (mm/dd/yyyy - PDT)	Comment	Quantity
Member 1	Mon., 10/05/2020 10:00am - 10:45am	<input type="text"/>	1
Member 1	Wed., 10/07/2020 3:00pm - 3:45pm	<input type="text"/>	1
Member 1	Thu., 10/08/2020 11:00am - 11:45am	<input type="text"/>	1

Name

Email

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

Phone

Do you agree to the City of Newport Beach Recreation and Senior Services Waiver & Release of Liability?

I have read and agree to the City of Newport Beach Recreation and Senior Services Waiver & Release of Liability.

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

CONFIRMATION

You will then be directed to a confirmation page.

Please review your sign ups!

Thank you, JANE!
You're all signed up for **EXAMPLE/TEST Reservation Only.**

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

- ✓ **Member 1**
Mon., 10/05/2020 10:00am - 10:45am PDT
Location: OASIS Fitness Center
- ✓ **Member 1**
Wed., 10/07/2020 3:00pm - 3:45pm PDT
Location: OASIS Fitness Center
- ✓ **Member 1**
Thu., 10/08/2020 11:00am - 11:45am PDT
Location: OASIS Fitness Center

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

[Back to Sign Up](#)

[Add to Calendar](#) [Contact City of Newport Beach](#)

EMAIL CONFIRMATION

You will also be sent an email confirmation to the email that you provided during the sign up of your reservation.

Sign Up Confirmation - Message (HTML)

File Message Help Email to PDF Acrobat Tell me what you want to do

Delete Archive Reply Reply All Forward

City of Newport Beach <info@signupgenius.com>
To: OASISCenter

8FA6ACF309344165DB2AD7017CA8730E.ics
2 KB

Reservation for Week of 10/5 - 10/9 (TEST)

Thank you, Jane!

You're all signed up for "Reservation for Week of 10/5 - 10/9 (TEST)."

- ✓ **Member 1**
10/05/2020 (Mon.) 7:00am - 7:45am PDT
Location: OASIS Fitness Center
- ✓ **Member 2**
10/06/2020 (Tue.) 10:00am - 10:45am PDT
Location: OASIS Fitness Center
10/07/2020 (Wed.) 9:00am - 9:45am PDT
Location: OASIS Fitness Center

This sign up is protected by an access code. When prompted, enter the code "basisc" for access.

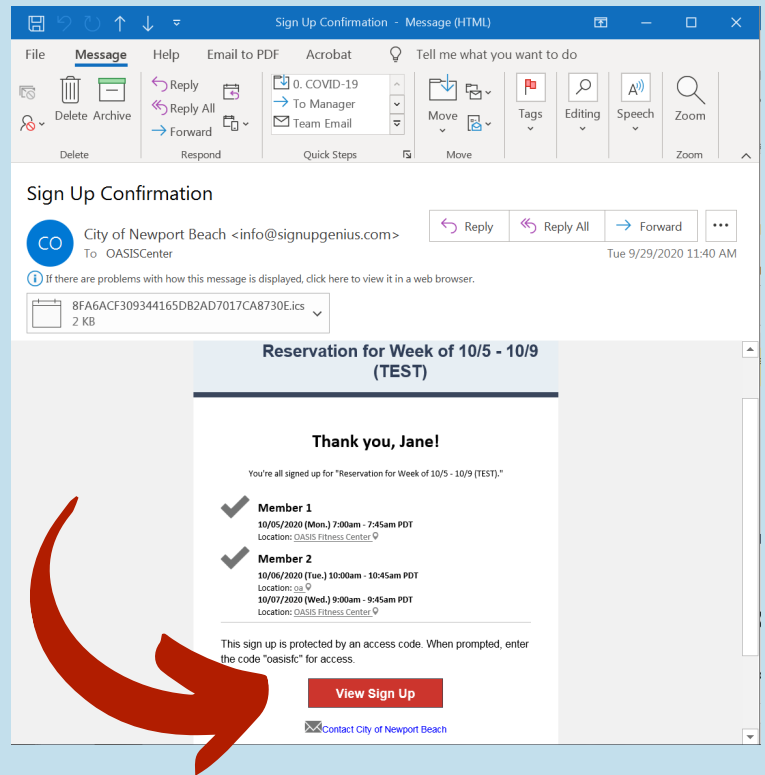
[View Sign Up](#)

Contact City of Newport Beach

DELETING OR CHANGING RESERVATION

If you need to delete or change your reservation:

Simply click the red **View Sign Up** button from your reservation confirmation email



You will need to enter in the access code. Then you will be directed to the reservation main page, scroll down till you see where it says:

- "Already signed up? You can **change your sign up.**"
- Click on **change your sign up**

Related files:

- [OASIS Fitness Center Phase 1 Guidelines.pdf](#) (2.2MB pdf)

Created by: City of Newport Beach

Already signed up? You can [change your sign up.](#)

Date (mm/dd/yyyy)	Location	Time (PDT)	Available Member Slots	
10/05/2020 (Mon.)	OASIS Fitness Center	7:00am - 7:45am	Member 1	Already filled
			Member 2	Already filled
			Member 3	Already filled
			Member 4	Already filled
			Member 5	Already filled
			Member 6	Sign Up

DELETING OR CHANGING RESERVATION

Click the circle that says:

- I signed up without a SignUpGenius account

** if you created an account click that option and follow the prompts.



EXAMPLE/TEST Reservation Only

Need to make a change to something you signed up for on this sign up?

I signed up as a SignUpGenius member

I signed up without a SignUpGenius account

Someone else signed me up on this sign up

You will then be asked to input the same email that was used to make your reservation.



EXAMPLE/TEST Reservation Only

Need to make a change to something you signed up for on this sign up?

I signed up as a SignUpGenius member

I signed up without a SignUpGenius account

If you signed up without a SignUpGenius account, you have several options for editing your sign up. You can:

1. [Contact the sign up creator](#) and have him/her update your item for you.
2. [Create an account](#) at SignUpGenius using the same email address that you used when you signed up. You will then be able to login and edit your item.
3. Send yourself an email link that will allow you to edit your sign up item.

Enter your email address:

Someone else signed me up on this sign up

An email will then be sent that contains a link to edit your sign up. If you do not receive it promptly, check your JUNK folder to make sure it was not accidentally flagged as spam.

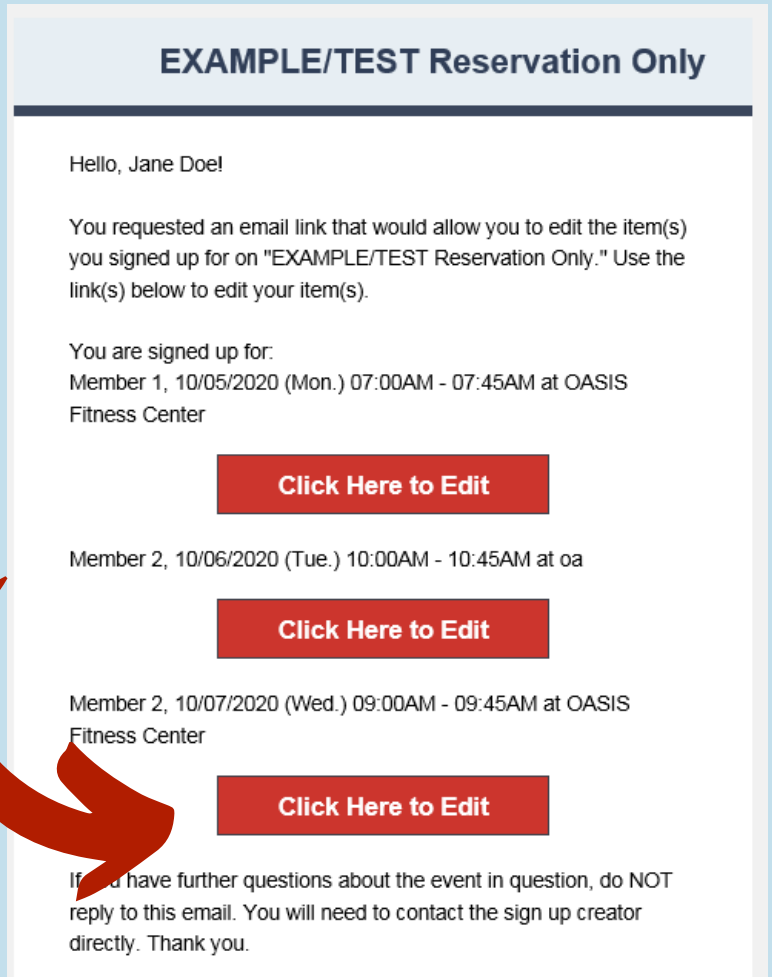
DELETING OR CHANGING RESERVATION

You will then receive an email:

Select the reservation you would like to delete.

Confirm you are deleting the correct reservation and then click the **Delete** button at the bottom

If you wish, you may then sign up for an alternative reservation.



Sign Me Up

Sign me up for:

Available Member Slots	Date (mm/dd/yyyy - PDT)	Comment
Member 1	Mon., 10/05/2020 7:00am - 7:45am	

Name

Email

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

Phone

Do you agree to the City of Newport Beach Recreation and Senior Services Waiver & Release of Liability?

I have read and agree to the City of Newport Beach Recreation and Senior Services Waiver & Release of Liability.

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