

# SIGNUPGENIUS INSTRUCTIONS FOR QUAIL CREEK TENNIS CLUB (QCTC) MEMBERS

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The QCTC uses the SignUpGenius application to manage all our league events. QCTC scheduled league play days are:

Monday – Men’s Doubles

Tuesday – Women’s Doubles

Wednesday – Men’s Doubles

Thursday – Mixed Doubles – Level A & B

Friday – Women’s Scramble

Saturday – Mixed Scramble

## **RULES For QCTC LEAGUE PLAY:**

- Please do not sign up more than one week in advance.
- Sign up closes 48 hours before scheduled play day to allow coordinators to arrange matches.
- Start times change with the seasons. Always check the QCTC website for any delays, cancelations, and current start times. (PLAY DAY LINE-UP tab)
- If you need to cancel after the league sign up closes, please find a sub and contact the league organizer.

## **INSTRUCTIONS FOR PLAYERS WHO WANT TO SIGN UP FOR LEAGUE PLAY**

Login into our QCTC website from your browser: [www.quailcreektennis.com](http://www.quailcreektennis.com)

Click on “PLAY DAY SIGN-UPS” located at the top of the menu.

Select the league play day you wish to sign up for and click (e.g., Monday Morning: Men’s Doubles)

Click on the “Sign Up” button located at the top of the Sign-Up screen.

Click on “Submit and Sign Up” located at the bottom.

Enter your first name, last name, and email address.

**IMPORTANT:** You must enter the email address that you are registered with the QCTC

Click on the **“Sign Up Now”** button located at the bottom left of screen. **IMPORTANT!**

Note: You will receive an email confirmation from SignUpGenius following your sign-up.

## **TO CHECK YOUR LEAGUE PLAY DAY COURT ASSIGNMENTS, PLAY DAY DELAYS AND/OR CANCELATIONS**

Login into our QCTC website from your browser: [www.quailcreektennis.com](http://www.quailcreektennis.com)

Click on “PLAY DAY LINE-UPS”

Click on your league play day line-up: (e.g., Men's Doubles)

This will take you directly to the QCTC website to obtain information regarding your league play day.

### **HOW DO I CANCEL OR TAKE MY NAME OUT OF THE LEAGUE PLAY DAY**

Note: If you need to cancel after the sign-up closes, please find a sub and contact the league organizer. The sign-up will be closed, and you **will not** be able to take your name out. If the league play day sign-up is still open, you can remove your name.

1) Login into our QCTC website from your browser: [www.quailcreektennis.com](http://www.quailcreektennis.com)

2) Click on "PLAY DAY SIGN-UPS" located at the top of the menu.

Select the league play day which you signed up for (e.g., Men's Doubles)

When you view the sign up, you will see text that reads: "Already signed-up? Change Your Sign Up."

Click on that option.

Login into your SUG account with your email address and password.

Locate your name. Click on the "X" located at the bottom of your name to delete yourself from the sign-up slot.

At the bottom located "Are You Sure?" click **YES – Delete**

**If you do not have a SUG email account, contact the League Coordinator to remove your name.**