Using SignUpGenius for BGSU Pool and Program Reservations

Go to BGSU’s SignUpGenius account: Use this URL for Cooper Pool reservations or another specific URL that is provided through program registration in GroupX classes or other Recreation and Wellness activities. [https://bit.ly/CooperRes](https://bit.ly/CooperRes)

Click on the Create a Sign Up button to create an account.

Direct questions to Chris Ballard: cballar@bgsu.edu | 419.372.7482

Enter your information and click Register Now

Follow the dog’s directions. Go to your email and click Activate Your Account.

Your account will be finalized once you confirm your email address.

Clicking this button directs to a page that reads Registration Complete where you can use your email address and password created to sign in.
Creating a Reservation

Once your account is established, navigate to the original website again to make a reservation: https://bit.ly/CooperRes

Click Open Swim Lane Reservations or select the desired GroupX class or activity. This directs to the daily reservation screen to view available lanes and times or a list of classes and times. Existing reservations are also shown on this screen. Some lap swim lanes are designated for 2 swimmers and some lanes for 1 swimmer. Please fill all single swimmer lanes and limit reservations to 1 swimmer in the 2 swimmer lanes prior to doubling up in any lane.

To make a reservation, navigate to the desired date and time. Select a lane or other program, and once you are ready, click Submit and Sign Up at the bottom of the page. Lane 20 is closest to the Cooper Pool door, and the shallowest. The lanes go down the line to the deepest lane in the shallow end, lane 11. In the example below, lane 13 was selected for 7/27/2020 at 6 AM. Fill in your name and email and click Sign Up Now.

You will be taken to a thank you/confirmation page if the reservation goes through correctly, and are also sent a conformation email.
Checking and Canceling Reservations

To review lane reservations, click the circle with your initials in the top right corner, and click Sign Ups. To cancel, find the desired lane reservation and click the X in the Action column.

Clicking the X directs to the page below to confirm the cancellation. Click YES – DELETE and your reservation will be removed.