

Clay Space Sign Up Genius Instructions June 2020

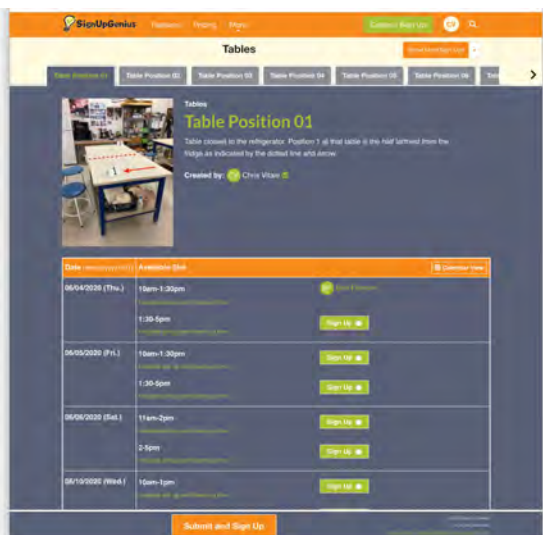
You can access Sign Up Genius on your computer, tablet or phone (iOS and Android stores). We recommend you use the links below to make your first sign up and register on Sign Up Genius.

Wheels, Tables, Glazing Reservations

The studio layout with indications of assigned numbers for wheel, table and glazing areas is at the end of this document. At the end you'll also find photos showing the original wheel row layouts with each wheel numbered. The wheels in the new layout are numbered based on their original position in the photos.

To Make a Reservation

1. Use the links below to go to the Sign Up page for Tables, Wheel Row Closest to Office, Middle Wheel Row, Window Wheel Row or Glazing Area. After you've registered with Sign Up Genius, you can go to www.signupgenius.com or your phone app to make a reservation.
 - Tables: <https://www.signupgenius.com/tabs/93d71d805a5caebce8-tables>
 - Wheels - Row Closest to Office: <https://www.signupgenius.com/tabs/93d71d805a5caebce8-wheels1>
 - Wheels - Middle Row: <https://www.signupgenius.com/tabs/93d71d805a5caebce8-middle>
 - Wheels - Window Row: <https://www.signupgenius.com/tabs/93d71d805a5caebce8-wheels>
 - Glazing Area: <https://www.signupgenius.com/go/9040a4aafac2aa5f58-glazing>
2. You'll see tabs or a drop-down menu for each table, wheel or glazing area. Select the table, wheel or glazing area you want. There is also a "Show More Sign Ups" drop-down menu to go to other Sign Ups. So, if you're viewing Tables, you can go to Wheels, for example.



3. Scroll down to see the dates/times available for the selected table, wheel or glazing area.
4. To Sign Up, simply click the "Sign Up" box and follow the instructions. You'll need to provide your Name and Email address for each sign up. We encourage you to register with Sign Up Genius so you can go back and make changes to your reservation if needed.
5. You'll receive a confirmation email for your sign up as well as a reminder one day prior to your reservation.

You can also go to our page with all the sign up options here: [Clay Space Sign Up Genius](#)

How to Change or Delete a Reservation

After you have registered with Sign Up Genius when making your first reservation, you can go back and add, change or delete any reservation.

At your reservation, you'll see three options – a pencil, a "swap" and an "x" icon from your computer or "Edit", "Swap" and "Delete" buttons on your phone.



- Select the Pencil icon or Edit button to add a comment to your reservation.
- Select the Swap icon (two arrows) or Swap button to request to swap your reservation with someone else. This will generate an email with the request. If your request is accepted, your reservations will be swapped.
- Select the X icon or Delete button to delete/cancel your reservation.

Original Layout of the Wheels with Their Numbers
 These numbers correspond to the new placements in Sign Up Genius.



Clay Space Studio Layout with Reservation Location Numbers Indicated

