

Instructions on how to make a reservation

Please read through this entire document first and then click on the link. It will explain the process and make things a lot easier when you make your online reservation using the website **Sign Up Genius**. Use the following link to set up a User ID and Password <https://www.signupgenius.com/register>.

Every gardener has been placed into one of two sections, 1) “Even” day access or 2) “Odd” day access. Each section was then broken down into groups. The “Even” section has 3 groups and the “Odd” section has 4 groups. Using the tables below, find your name and remember your section and group number. For example, Lara Buzinkai has been assigned to “Odd Group 2”, Kathy Hawk has been assigned to “Even Group 3” and I (Mark Visco) have been assigned to “Even Group 1”.

Odd Group 1

Applicant Name	Plot
Adler, Deborah	B9E
Alexitch, Brian & Miraglia	A8W
Basralian, Joe & Daniele	A11
Chasalow, Carolyn	A9W/B9W
Farris, Melanie	B8E
Gill, Sharon	B11
Marion, Henri	A10
Melander, Emily	B7W
Merse, Eric	B10
Nelson, Margaret	A7E/B7E
Salvas, Thomas	A8
Vacant	A7W
Vacant	A9E

Odd Group 2

Applicant Name	Plot
Abbott, Katherine	C2
Becker, Susan	C1W/D1W
Burnett, Patrick	D3
Buzinkai, Lara	D5E
Carty & Schwab	D6
Crater, Doris	C5
Erickson, Joanne	C7
Fondaco, Celeste	C4
Mason, Mary Ann	D5W
Patterson, Tom	D4
Schedlbauer, Alice	C3
Sitar, Bill	C6
Smith, Bradley	D2
Waldman, Frank	C1E/B1E

Odd Group 3

Applicant Name	Plot
Ivers, Rick	E9
Kelly, Mike & Maureen	E8
Losco	F7
Reenock	F8
Sutton, Pam Weiss, Ron	E7

Odd Group 4

Applicant Name	Plot
Cronin, Jane	H3
Droner, Amy	G5
Frenda, Frank	H2
Grimm, Laura	G2
Kapica, Kenneth	H1W
Krhoun, Elin	H4
Marshall, Bill	G6
McDowell, Marta	G1E
Picker, Ida	H5
Rein, Jen	G4
Romeo, Jessica	G3
Scheader	G1W/H1E

Even Group 1

Applicant Name	Plot
Chen, Yirong	A6E
Collins, Lisa	A2/B2
Cub Scout Pack 6	B6E
Foley, Brian	A6W/B6W
Girl Scouts	A4/B4
Kelly, Victoria	A3W/B3W
McMahon, Kara	A3E
Osucha, Stacey	A5
Sweeney, Amy	B3E
Visco, Mark	B5
Witte, Mary	A2/B2

Even Group 2

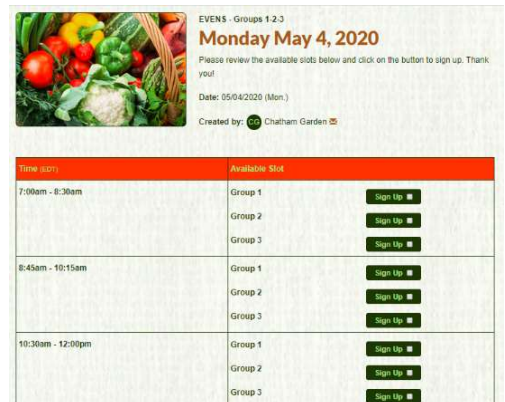
Applicant Name	Plot
Craig, Mia	C10
Evans, Amy	C11
Goodbread, Mary	C8
Hershey, Michael	D9
Lowe, Margie	D8
Novalis, Jonathan	D11
Town & Country Garde	D10
Vacant	D11
Yourcheck, Caroline	D7
Zachariades, Nancy	C9

Even Group 3

Applicant Name	Plot
Arya, Amita	F6
DePinto, Katey	F2
Ferguson, Dawn	E4
Hawk, Kathy	E1
Kagan, Phil	F1
Leonard	E3
Mason / To the	F3
Panagakos, Kristin	E2
Ranji, Laura	F5
Sanchez, Shana	E6
Sofo, Michele	E5
Valentino, Marybeth	F4

Now that you know your section and group, you will be able to reserve dates and times to go into the garden. In order to get to the screen to make your reservation you will need to do the following:

1. Access the garden website www.chathamnjgarden.org
2. Go to the calendar
3. Find the date and time you want to visit the garden and click on the calendar entry. (Remember, if you were assigned to the “Odd” section then you can only choose odd numbered dates. If you were assigned to the “Even” section you can only choose even numbered dates.)
4. Click on the link
5. You will be brought to the screen to the right.
6. Go to the time slot you want to reserve and click the check box next to your appropriate group. Refer to the grid above to see your group.
7. Scroll to the bottom and click submit. If prompted, enter your name.
8. Your reservation has been recorded.



If you created a User ID and Password, you can also make a reservation by clicking on the link at the top of this documents, log into Sign Up Genius and you will be brought to a list of available dates where you can make your reservations.

No one will be allowed in the garden without a reservation. This is the only way we can ensure proper social distancing is being maintained. If we fail to maintain proper social distancing, then the garden will be closed. This is not a suggestion; the town has instructed the police to stop by the garden on a regular basis. They have asked us for a copy of the daily reservations, and they will be checking the names on the list to the people at the garden. Any differences and the garden could be closed.

A note about the time slots: All time slots are for 1 ½ hours. There is a 15-minute transition period in between each time slot and is to be used to drive your car in and out of the parking lot. It is not to be used to clean your tools at the water spigot or by your car. It is also not to be used to unload everything from your car ahead of the 1 ½ hour start time. The 1 ½ hours includes time to get your car unloaded, get settled in at your plot, work on your plot, clean up and get everything into your car so you can leave and the next group can arrive. We all need to work together during this time so please be respectful of your fellow gardener's time.

You can only make one reservation per day. Also, during the first couple of weeks, please refrain from making consecutive reservations. For example, if you are in the "Even Days" group and you make a reservation for May 2nd, please do not make another reservation for May 4th. We want to give everyone an opportunity to get into the garden. As time progresses some of these restrictions will be lifted or modified.

Garden Schematic

Correlates to the grid on the first page

