How to register for Swim Lessons Via Online Portal

1. Select **Sign Up** in the top right corner.

2. Create new account. Fill in **adult or parent** information. Once completed select the **Term of Use** box. Then select **register**.

3. Your account should be created but **YOU MUST ACTIVATE YOUR ACCOUNT before log in.** Check your e-mail and follow the instructions.

4.

5. After you activate your account through your e-mail, you will be ready to sign in.
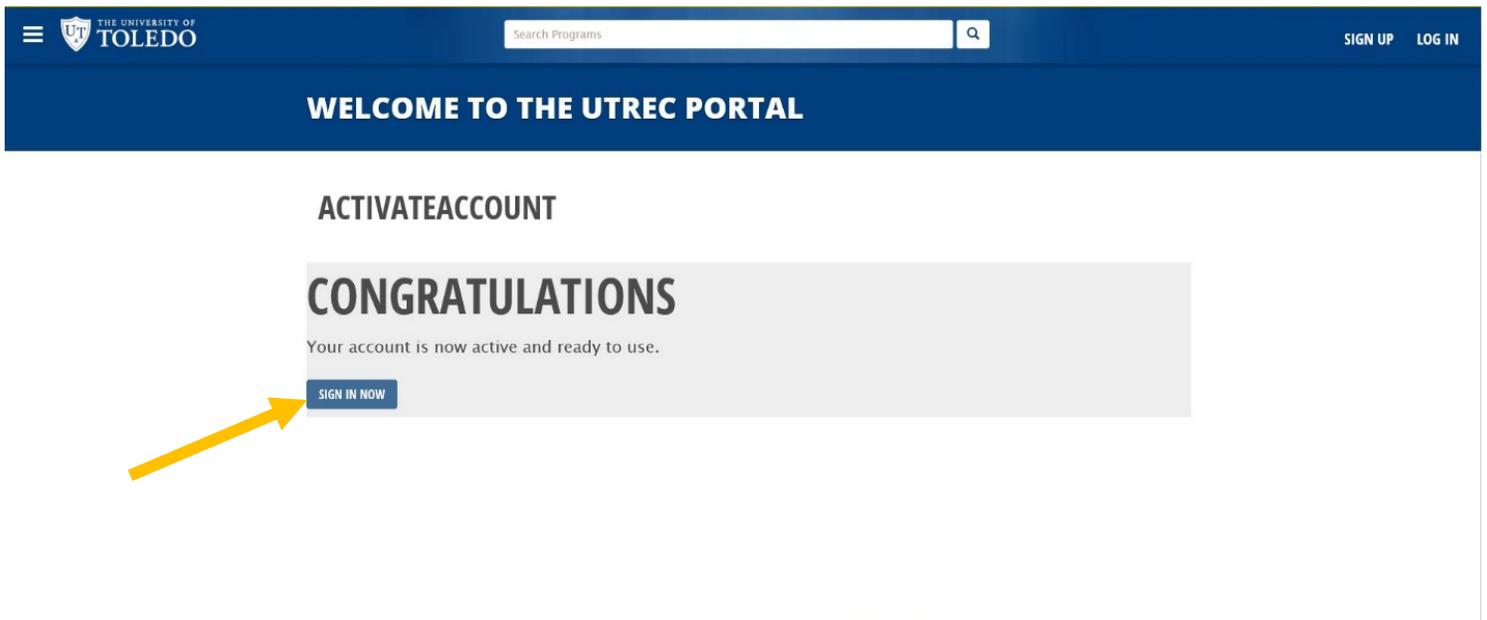
6. Click on your username in the top right corner (Ex. **Rocky**) and select **profile** from the drop down menu.
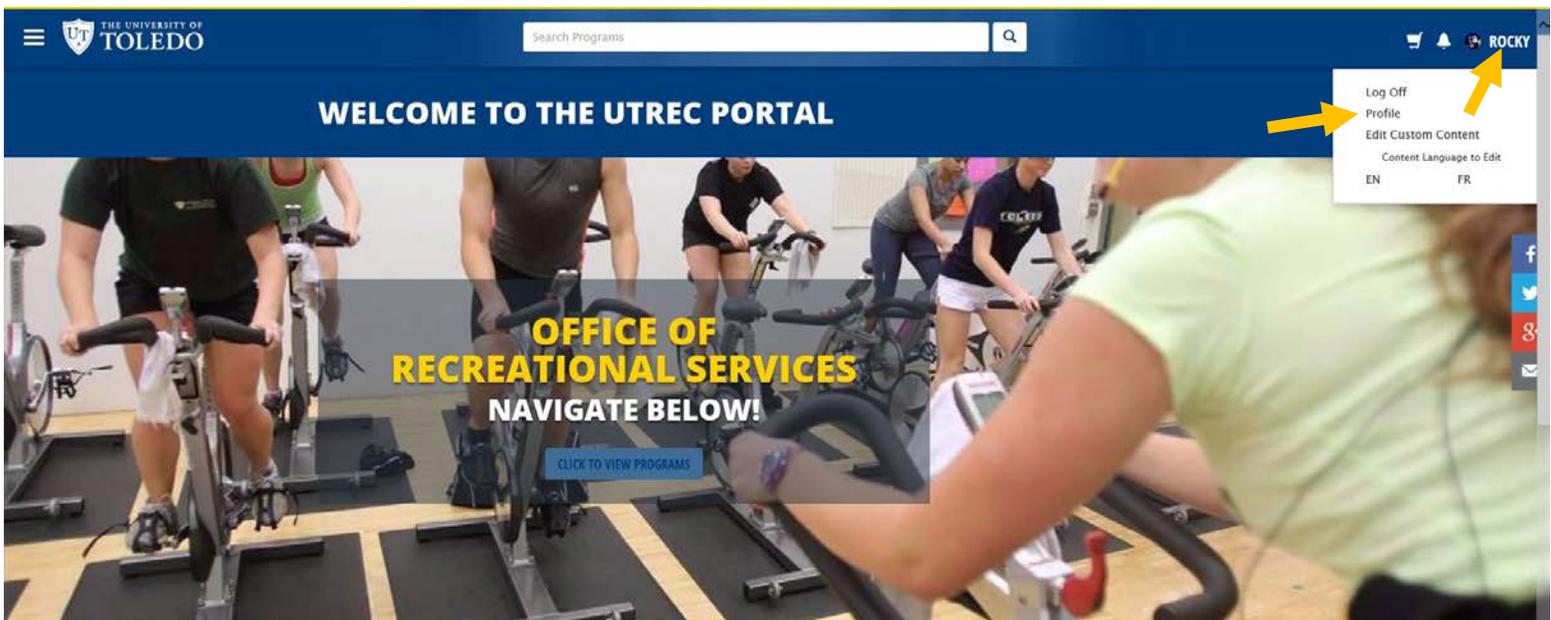
7. If you would like to register your child for a class, scroll to the bottom of page and select **add dependent(s).** If not, go to Step 9.

8. Add dependent information
   a. Repeat steps **7 and 8** if registering more than 1 child

9. Click **The University of Toledo** shield in the top left corner to go to the home page.
10. Select the **UTREC Aquatics** button.
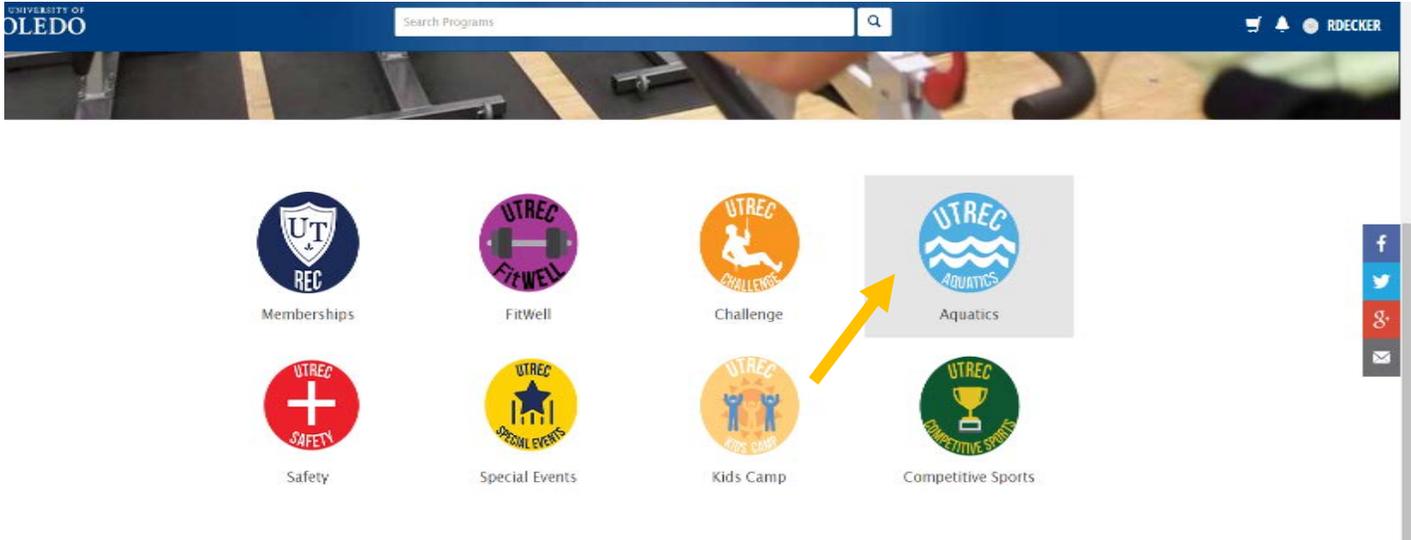
11. Select which Level of UT Swim School you would like to register for.

12. Determine which Session and class you would like to register for. Click the Register button for the correct class.

13. If you added a dependent(s), then prompt you will be prompted to select which child you are registering. Those not the correct age to register for the class will not have the option to select register. If no dependents added, then skip to step 14.

14. On the waiver screen, you will have the option to select sign now or sign later. If you sign now, you will need to click on the empty box. You will then use your mouse (or finger on touch screen) to sign the waiver. If you sign later, then you will need to stop in the office to sign the waiver in person prior to the first class.
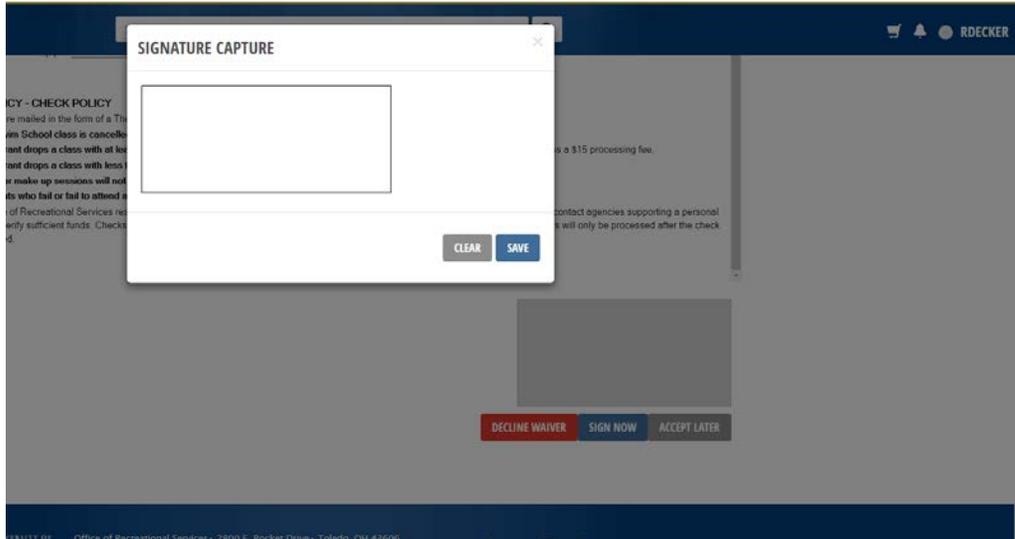
15. After completing the waiver, you will be asked to submit an emergency contact. Once completed, select the Add to Cart button.
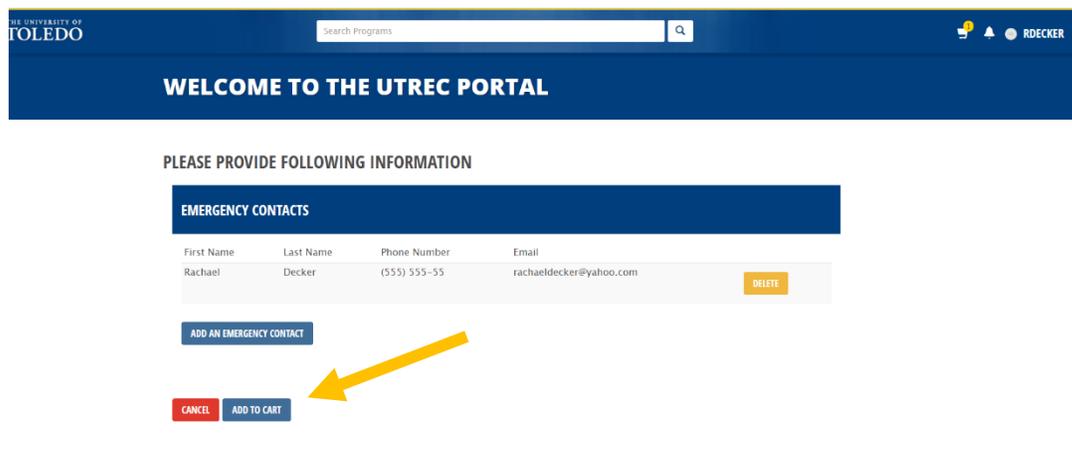
16. Now you can select to check out or continue shopping.
    b. Choose **continue shopping if:**
       i. You wish to register another child
       ii. You wish to register for multiple swim lesson sessions.

17. If you wish to continue shopping **repeat steps 9-16** until you have registered your child(ren) in all of the necessary sessions and you are ready to checkout.

*If there are any questions while completing registration please contact Rachael Decker.

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