- 1. Click the registration link found under the registration tab of the Swim lesson web page and login to your active account or create an account if your don't have one.
- 2. Enter in your swimmers information including first and last name, gender and DOB. Enter in your Name, Gender, DOB and email, Check off box "You are this person's parent or legal guardian" click Continue
 - If you are registering more than one child, you will fill out all the information for one child, add to your cart, then be prompted to add another child if you want to
- 3. Select the class and timeslot you would prefer for your child, then select "Pay in full", then click Continue
- 4. Verify all information is correct under Parent/Guardian Information. Fill out address. Complete swimmers information.
 - Be sure to unclick ACTIVE Offer, ACTIVE Events, ACTIVE Fitness, and ACTIVEkids if you don't want to receive emails.
- 5. Read Waivers and Agreements, click "I agree to the Active Agreement and Waiver", then provide your electronic signature and click Continue.
- 6. If you are registering another child, click "Add another registration" at the top right and repeat steps 3-6. If you are done registering all children, go to step 8.
- 7. Apply coupon code if you are a Dover Area School District employee. Please email <u>Daacswimlessons@gmail.com</u> for coupon code if you are a DASD employee.
- 8. Enter your information for a credit card or electronic check and Click Complete.
- 9. You should see a screen that says "Thank you! Your transition is complete."
- 10. You should receive an email receipt for your registration with information about your Spring 2019 swim lessons. Please don't hesitate to email us at Daacswimlessons@gmail.com for questions or concerns regarding swim lessons.