



## HOW TO REGISTER ONLINE FOR A CLASS

All students are now required to register online for an officials clinic. Here's what to do.

Go online to <https://lcdc.yexchange.org> If you already have an account simply log in. If you don't then you will need to create your account. Just follow the prompts. This is a very useful site as you will be able to see all of your current certifications and also print of your certification card.

### Step 1. Search for a Class

- Hover over **Catalog and Schedule** on the top of your home page
  - a drop down menu will appear
  - choose **Search for Class availability**
- Once on this page you can now input all criteria needed to find the course you are looking for.
  - **NOTE:** You do not have to complete all the criteria boxes but you will need to input information into at **least one** criterion box.
  - Click the **Search** tab at the bottom of the page.
- The system will return a search that matches your criteria
  - If you need more information about any course that comes up on the search you can hover over the name and the complete description will appear.
  - Also don't forget to slide the bar along the bottom of your list to display all the information to the right of the course name.

### Step 2. Register for the Class

- Once you find the course you would like to take you can register for the course by clicking on the **Green** flag in the last column to the right, **OR** by clicking on **Register for class** at the bottom of the page.
  - If you do not meet the prerequisite, age or license requirements, the button will appear disabled and a message will appear to the student informing them of the reason that they are unable to register.
  - In cases where a student has not completed a prerequisite course prior to registering for a specific class, but **has registered** for the prerequisite class and that class is scheduled to complete before the start date of the second class, the system will allow the user to complete the registration
- Once the registration process has initiated, the system will guide you through the registration process.
- If you need to add or update click on Edit profile and type the correct information.
- Please bring a check with you payable to Lakeland Hills YMCA for \$40.00. Cash is also acceptable.
- Once you have completed the registration process, the class will appear on your home page in the **upcoming classes** area
- A registration email confirmation will also be sent to you.

**PLEASE NOTE: THE CLINIC IS FOR 4 HOURS ONLY.** It is a system requirement that I keep the class open for 2 weeks.



Swim Officials Level Clinic  
USA Swimming Stroke & Turn Clinic

**PLEASE REGISTER ONLINE BEFORE THE CLINIC**

**Registration Form - PLEASE BRING WITH YOU**

Personal Information - Please complete all boxes!	
Name	
Street Address	
City ST ZIP Code	
Phone	
E-Mail Address	
Last 4 digits of SSN	
Date of Birth	

Which Certification:      YMCA                       USA                       BOTH

YMCA or Swim Team Affiliation	
YMCA or Club Name	
Street Address	
City ST ZIP Code	
Phone	

Signature	
Signature is required for YMCA only. Please have your Head Coach, Aquatic Director or Executive Director sign.	
Name (printed)	
Signature	
Date	

**PLEASE BRING THE COMPLETED REGISTRATION FORM WITH YOU TO THE CLINIC & check for \$40.00 payable to Lakeland Hills YMCA (cash is also accepted)**

Please note that ALL boxes are required to be completed. Many thanks.