## **Waves Registration Instructions**

All information entered is automatically saved. If the shopping cart is left, the added items are released and made available to others after 20 minutes.

- 1. First, access Waves Registration.
  - If you are a new member: <u>Do not try to set up a Sports Engine account</u>
    <u>before registering</u> Go straight to the Waves Registration Link below.

Waves 2025 - 2026 Waves Registration Link

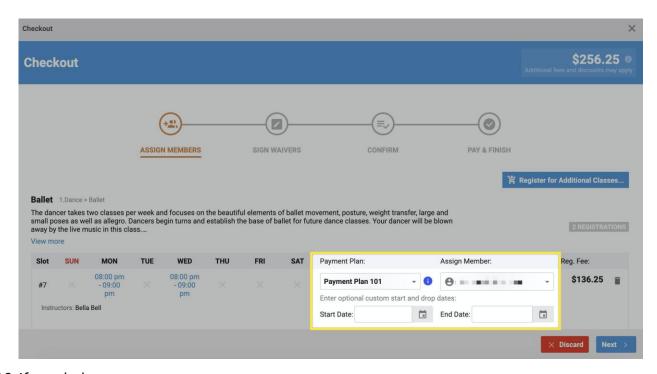
Waves 2025 - 2026 Waves Schedule Link

**Sharing Groups Link - Great option for those with siblings in Intro or Development C** 

## **Pool Locations Link**

- 2. You can scroll through the sessions/classes presented on the screen or use the filters on the left to narrow the results.
  - Sessions must have active classes to show in the filter.
- 3. Once you've chosen your class, click Checkout on the right-hand side.
  - If this is the only class you want, click Checkout Now and skip to step
    5.
- 4. Add all of the programs/classes you'd like. When you're finished, click My Shopping Cart at the top of the page.
- 5. If applicable, enter any missing information from your account and click Next to continue.
- 6. Review the items that are in your shopping cart.
- 7. For each class you've selected, below *Payment Plan*, select the payment plan option you'd like to use.

- 8. Assign a member using the *Assign Member* dropdown within the corresponding class.
  - To add a new member, choose Add New Member. Once the member has been added, use the drop-down to assign them to their class.
- 9. If a registrant plans on only participating in a portion of the class, fill out the custom class start/end dates to receive a prorated rate.



## 10. If needed, you can:

- Change Slot To change the slot, click the slot dropdown to select a new slot.
- Add Registrations To register for another slot during this class.
- Trash Can icon To delete a slot from your shopping cart.
- Register for Additional Classes Go back to the list of Programs/Classes to add additional classes. Any information you have already filled out will be saved.

## 11. To proceed, click Next.

- 12. On the *Sign Agreements* page, click View Agreement. Choose to Print or Close. Then, select "I have read and agree." for each item.
- 13. When finished, click Next.
- 14. Confirm the Purchase Details and Account Information are correct, and click Next.
- 15. Select or add your *Payment Method*, and review the *Billing Information* and the *Purchase Summary* for accuracy.
  - Any outstanding balances will appear as a part of the Subtotal.
- 16. When satisfied, click Pay Now. If no payment is required, click Complete. You will receive an email confirmation of your payment.
  - If you are not receiving email confirmations, contact the organization so an admin can <u>set up billing notifications</u>.