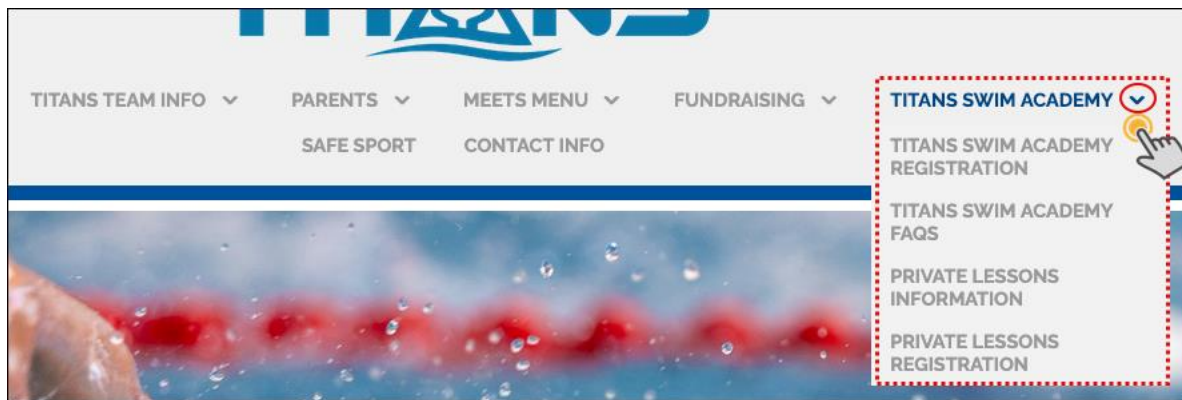# TAC TITANS SWIM ACADEMY
Private and Semi-Private Lessons
Registration Guide

1. Registration works best on a computer, rather than a mobile device.
   Google Chrome and Firefox browsers tend to work better than MS Edge.

2. Go to www.tactitans.org

3. Look for **TITANS SWIM ACADEMY** at the top of the page

   The **PRIVATE LESSONS INFORMATION** page has information about the Private and Semi-Private lessons.

   The **PRIVATE LESSONS REGISTRATION** page is where to go if you're ready to register for either Private or Semi-Private lessons.

4. On the Registration page you'll see "Our Programs and Bookings" at the top.

5. Click on the SCHEDULE NOW button to see the times available for:
   a. Private Lessons 1 (1:1)
   b. Private Lessons 2 (1:1)
   c. Semi-Private Lessons (2:1)

   Note: Private Lessons 1 & 2 are the same type of lessons, but you may need to view both to find a time that works for you.

6. Choose a DATE first, then select the TIME.
   a. LOOK CAREFULLY at the calendar because different dates will have different times
   b. You may schedule more than one lesson at a time

7. Click CHECKOUT NOW
(if you want to check for other dates or add another lesson, you can choose ADD TO CART instead)

8. If you're new to the SportsEngine application (formerly known as Team Unify), you'll be prompted to create an account and sign in.
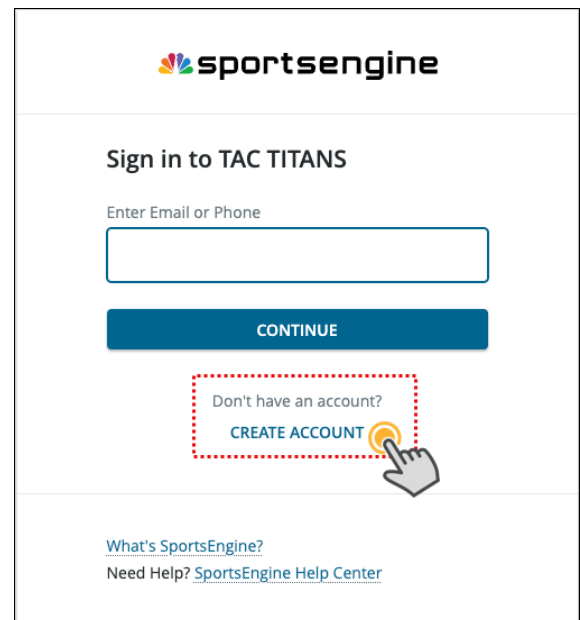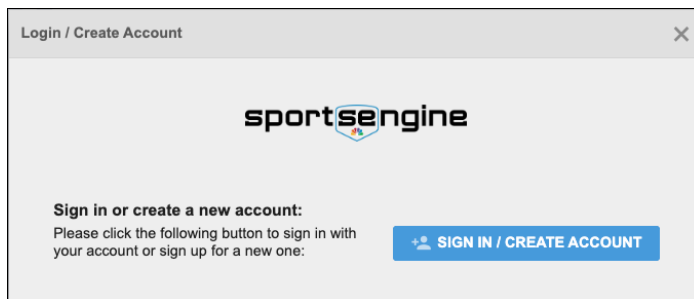
IMPORTANT: You MUST verify your email address as part of the process – be sure to check your junk folder if you don't get the confirmation message within a minute or two.

If you have an account already for a TITANS Swim Team member of the family, you'll log in with your existing credentials.

You may be prompted to update any required information.

9. Once in the cart, *before clicking the blue "Next" button*, you must choose your swimmer or "Add New Member"

   a. Click on the down arrow in the blank box

   b. Select the swimmer being assigned to that class
   c. If you do not have a swimmer in the drop down or need to add another swimmer to your account, click "Add New Member"
   d. Follow the prompts and fill in all required information and then click "Add Member"
   e. Once all swimmers are assigned, then click the blue "Next" button

10. Acknowledge three required documents and click "Next"
    a. Financial Policy
    b. Waivers
    c. Photo/Media Release

11. Confirm the selected slots/swimmers are all correct, then click "Next"
    (time is not shown – click "Back" if you need to remember what time you selected)

12. Click "Add Credit Card" and follow all prompts to add card details.
    Then click "Pay Now".

13. After paying, you will see a success confirmation message.

    You will also receive two emails:
    a. Order confirmation
    b. Payment receipt

       NOTE: Both of these emails will come from finance@tactitans.org. If you have questions about the TITANS Swim Academy class you signed up for, need more information about the program or what to expect, etc, please DO NOT respond and instead send a message to: swimacademy@tactitans.org

CONGRATULATIONS! You've registered!