

HIGH POINT SWIM CLUB

Swim/Dive Lesson Registration Instructions

1) Login into the HP Lesson Information site.

Link to site: <http://highpointswimclub.com/swim-lessons/>

NOTE: Review registration instructions and other important information

2) Click link to shopping site link and login into the shopping site.

3) Click the link "Register for Swim Classes". **NOTE: Registration Start and End dates**
[Swim Class Sessions](#)

Server Time: 06/04/2016 at 7:39AM

Year	Session Number	Start Date	End Date	Registration Start	Registration End	Registration Status
2016	1	06/13/2016	06/24/2016	05/09/2016 at 9:00PM	06/10/2016 at 9:00PM	Open (click to register)
2016	2	06/27/2016	07/08/2016	SAMPLE		Upcoming
2016	3	07/11/2016	07/22/2016	07/07/2016 at 9:00PM	07/08/2016 at 9:00PM	Upcoming
2016	4	08/01/2016	08/12/2016	07/21/2016 at 9:00PM	07/22/2016 at 9:00PM	Upcoming

4) Click Session Number – Registration Status "Open (click to register)"

[Swim Class Registration - Session 1 - 2016](#)

[06/13/2016 to - 06/24/2016](#)

To register for a class please select one of your family members below. If your family member is not listed below you will have to add them to your account first.

Family Members and Registered Classes

Child Name	Registered Class
Minnie	Register or change swim classes
Donald	Register or change swim classes

5) Click on the desired class and time slot to register. The first number in each time slot represents the number of children already registered for that class. The second number represents the total number of children that will be able to register for class.

NOTE: Sign up this year is first come, first served – no alphabetical rotation.

Available Classes

Click on the slot to register for a lesson

Please remember that until your child is past Level 7, they can only register for one class per session. If you wish to change the time or level for a lesson you have to remove it before adding a different one.

available/limit	9:00-9:30am	9:30-9:55am	10:00-10:25am	10:30-10:55am	11:00-11:25am	11:30-11:55am	12:00-12:25am	12:30-12:25am	5:00-5:25pm
Parent/Tot	-	-	-	-	6 / 6	-	-	-	-
3 to 4 Year Old	-	-	-	6 / 6	-	6 / 6	-	6 / 6	6 / 6
Level 1	-	-	6 / 6	6 / 6	6 / 6	6 / 6	6 / 6	6 / 6	6 / 6
Level 2	-	-	6 / 6	6 / 6	12 / 12	6 / 6	6 / 6	6 / 6	6 / 6

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6) "Please enter any notes to be provided to lesson coordinators:"

Examples: Add child to "Wait List" for 5:00 to 5:25PM", or "My child will miss Monday – Wednesday classes the first week because we'll be out of town".

[Shop](#)

Logged in as ADMINISTRATOR [admin menu](#) [logout](#)
Currently shopping for: no one

Class: Level 6 from 11:30-11:55 am

For **Minnie**

Please enter any notes to be provided to scheduler:

[Register](#)

7) Click "Register".

8) Repeat for each child that will be taking lessons for the session.

9) After the registration window closes the lesson coordinators will review all the registrations and make any necessary changes to the schedule. For example, parents may be contacted with suggestions on a different level and/or time for your child based on your child's skills and/or class availability. Also, additional sessions maybe offered based on demand and instructor availability.

10) A confirming e-mail with your child's session level and time will be sent out after the coordinators complete the rosters.