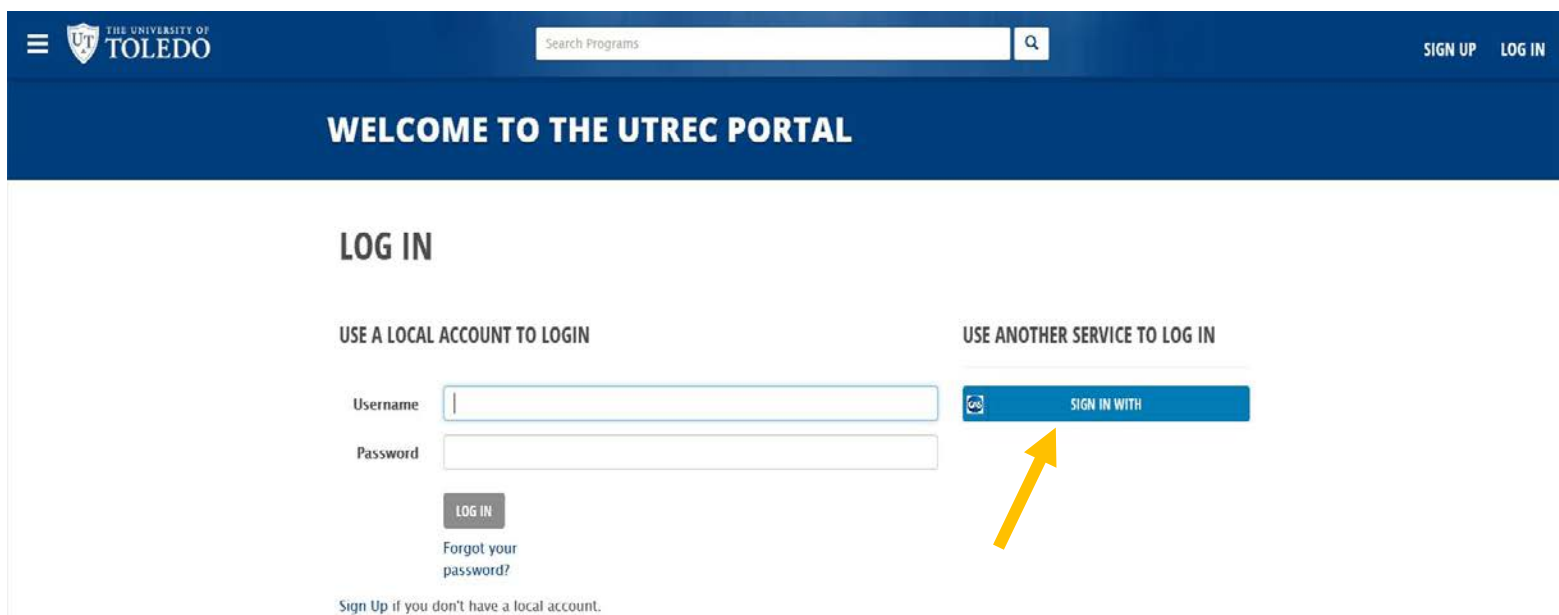


How to register for Swim Lessons Via Online Portal

1. If you are a UT Employee (Faculty/Staff) or a UT student, please select **Log In**.



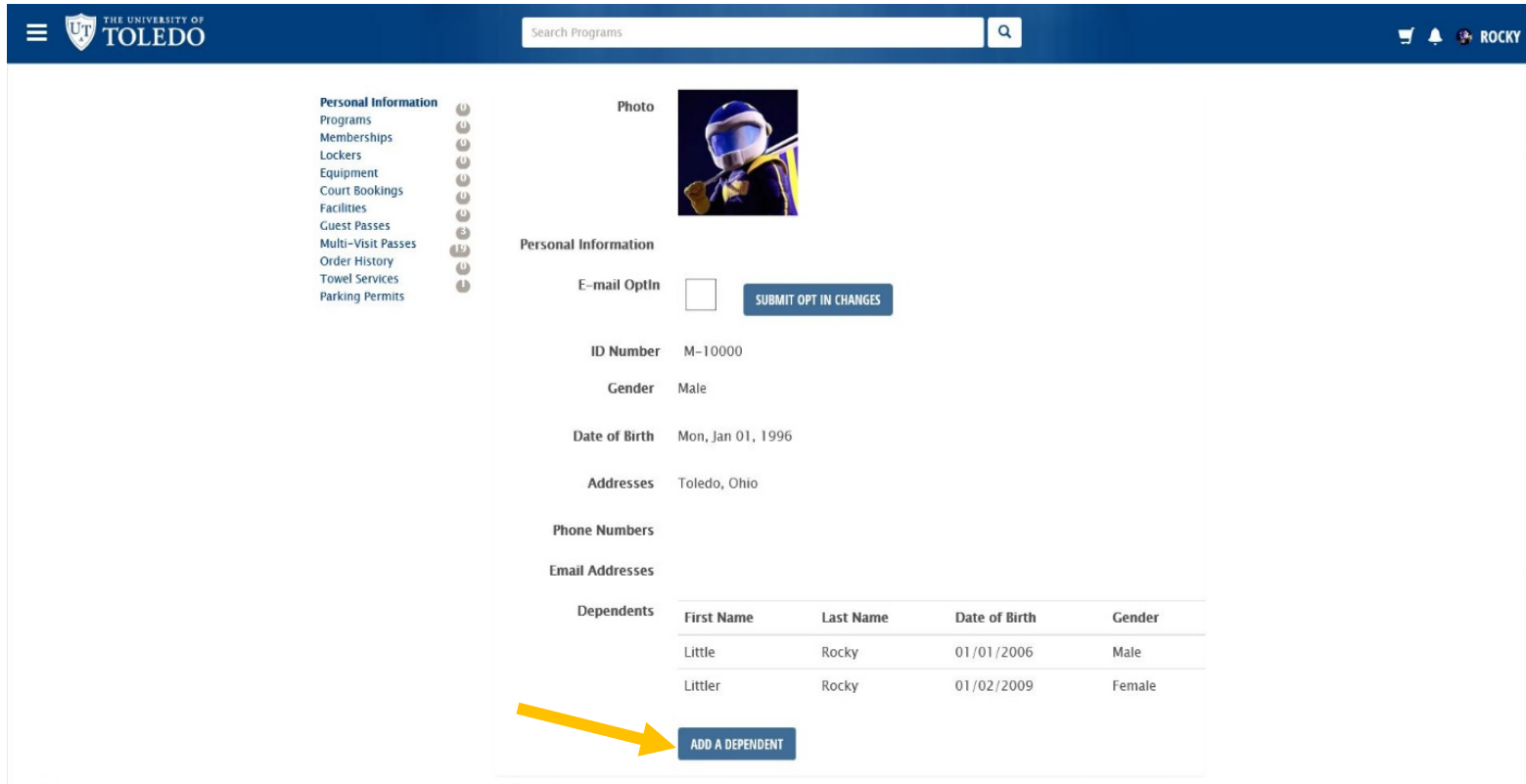
2. Use another service to log in. Select **Sign in with (blue button)**. From here log in with your UTAD credentials.



3. Click on your username in the top right corner (Ex. **Rocky**) and select **profile** from the drop down menu.



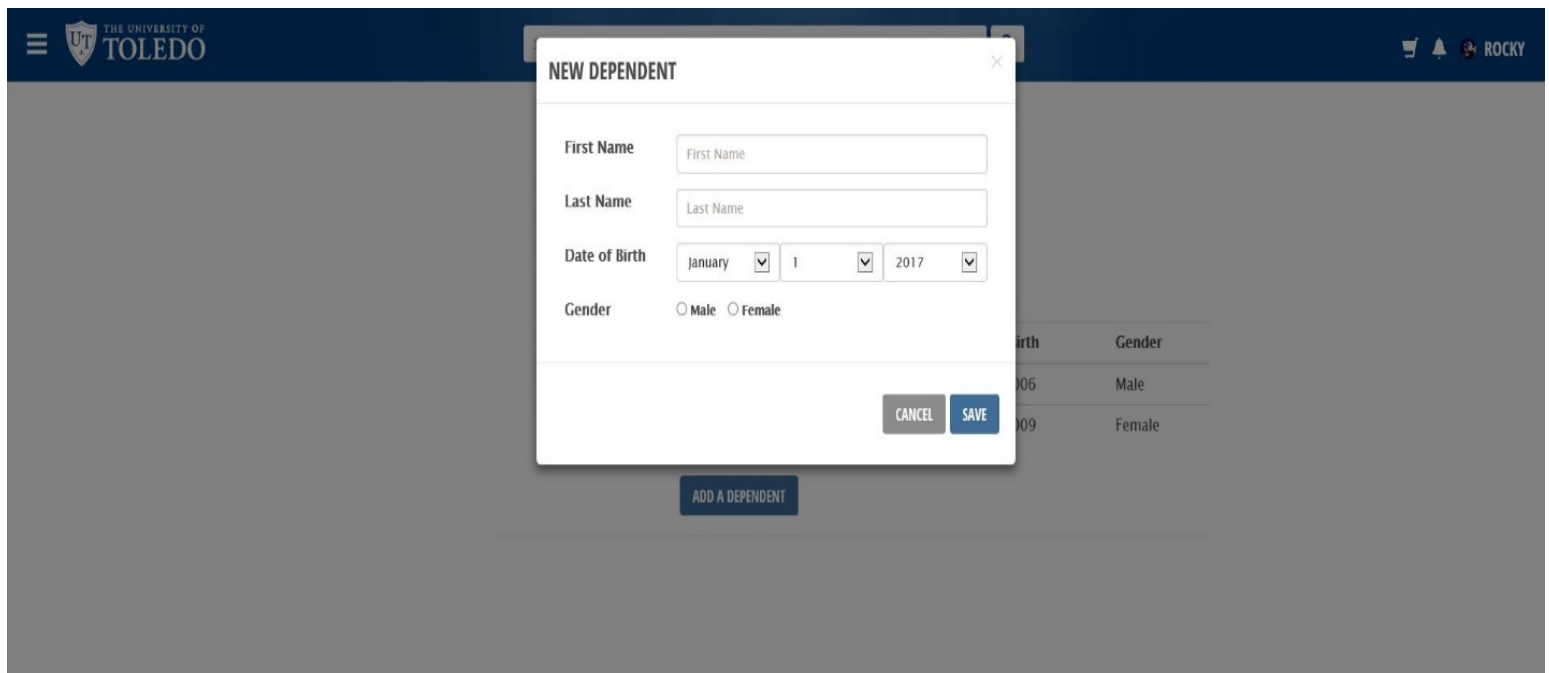
4. If you would like to register your child for a class, scroll to the bottom of page and select **add dependent(s)**. If not, go to Step 6.



The screenshot shows the University of Toledo user profile page. On the left is a sidebar with a menu of options: Personal Information, Programs, Memberships, Lockers, Equipment, Court Bookings, Facilities, Guest Passes, Multi-Visit Passes, Order History, Towel Services, and Parking Permits. The main content area is titled 'Personal Information' and includes a photo of a person in a blue and yellow uniform. Below the photo are fields for E-mail Optin (with a 'SUBMIT OPT IN CHANGES' button), ID Number (M-10000), Gender (Male), Date of Birth (Mon, Jan 01, 1996), and Addresses (Toledo, Ohio). There are also sections for Phone Numbers and Email Addresses. At the bottom, there is a 'Dependents' table with columns for First Name, Last Name, Date of Birth, and Gender. The table lists two dependents: 'Little Rocky' (Male, 01/01/2006) and 'Littler Rocky' (Female, 01/02/2009). A yellow arrow points to the 'ADD A DEPENDENT' button at the bottom of the page.

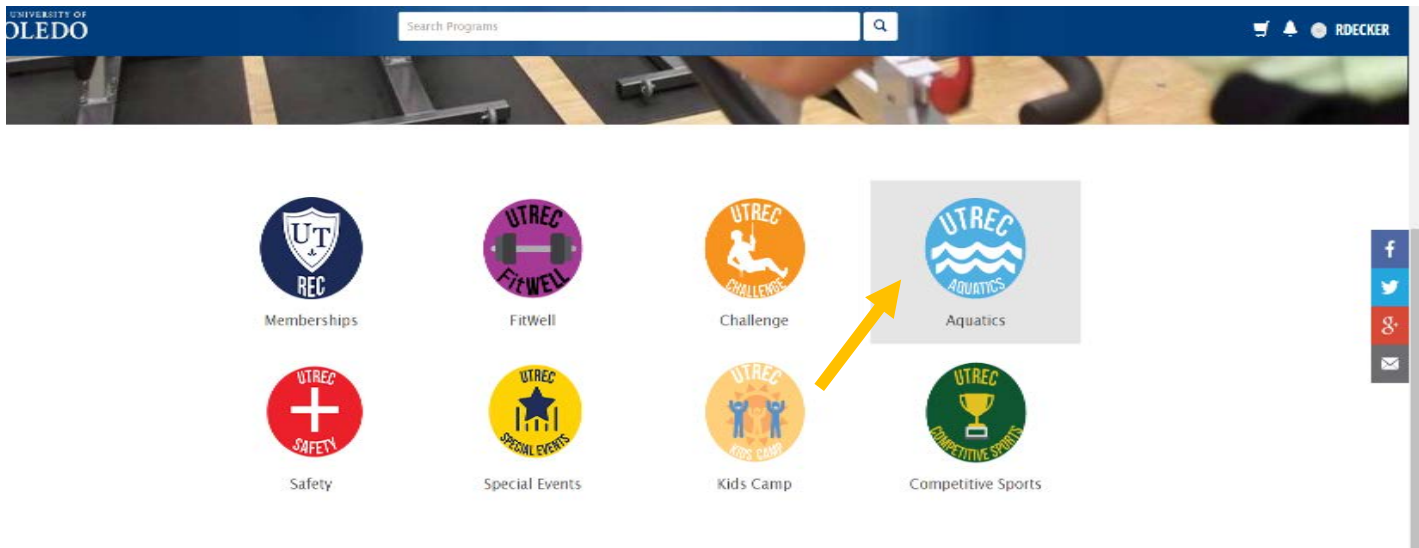
First Name	Last Name	Date of Birth	Gender
Little	Rocky	01/01/2006	Male
Littler	Rocky	01/02/2009	Female

5. Add dependent information
- a. Repeat steps 4 and 5 if registering more than 1 child

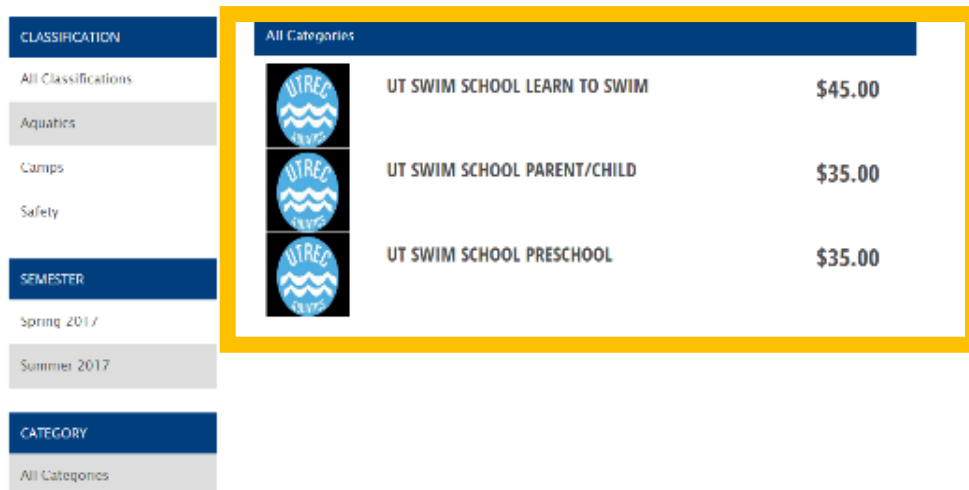


The screenshot shows the 'NEW DEPENDENT' form overlaying the user profile page. The form has fields for First Name, Last Name, Date of Birth (with dropdowns for month, day, and year), and Gender (radio buttons for Male and Female). There are 'CANCEL' and 'SAVE' buttons at the bottom of the form. The background shows the same 'Dependents' table as the previous screenshot, with the 'ADD A DEPENDENT' button visible at the bottom.

6. Click **The University of Toledo** shield in the top left corner to go to the home page.
7. Select the **UTREC Aquatics** button.



8. Select which Level of UT Swim School you would like to register for.



9. Determine which Session and class you would like to register for.
Click the Register button for the correct class.

UT SWIM SCHOOL PRESCHOOL

\$35.00

Programs / UT Swim School Preschool



PROGRAM OFFERINGS

SESSION 1 6/6-6/29: PRESCHOOL LEVEL 1 T/TH
SUMMER 2017

5 SPOT(S) AVAILABLE

REGISTER

Summary	Dates	Time	Location	Status
every Tuesday and Thursday from 5:40 PM to 6:10 PM	Starting Tue, Jun 6 2017 and Ending Thu, Jun 29 2017	5:40 PM to 6:10 PM	Leisure Pool	
June 6-June 29				
SESSION 1 6/6-6/29: PRESCHOOL 2 & 3 T/TH SUMMER 2017		REGISTRATION OPENS MON, MAY 1 2017 12:00A THU, JUN 8 2017 12:00A		

10. If you added a dependent(s), then prompt you will be prompted to select which child you are registering. Those not the correct age to register for the class will not have the option to select register. If no dependents added, then skip to step 14.

UT SWIM SCHOOL PRESCHOOL

\$35.00

Programs / UT Swim School Preschool

UTREC AQUATICS

PROGRAM OFFERINGS

SESSION 1 6/6-6/29: PRESCHOOL LEVEL 1 T/TH
SUMMER 2017

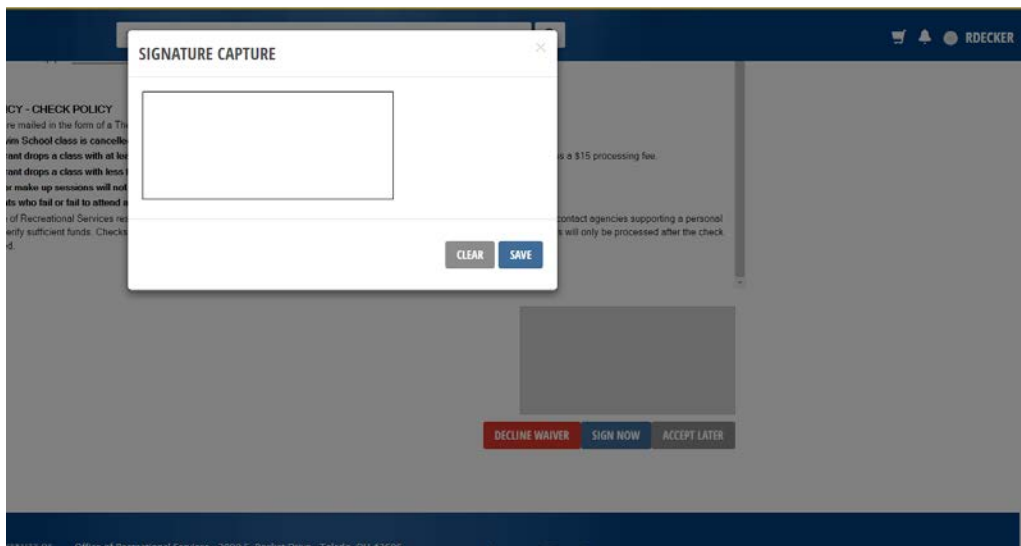
5 SPOT(S) AVAILABLE

REGISTER

WHICH FAMILY MEMBER WOULD YOU LIKE TO REGISTER?

Rachael Decker	6/26/1986	Age Restricted
Camden Decker	7/1/2009	Age Restricted
Rylan Decker	9/18/2010	REGISTER
Reagan Decker	7/26/2011	Pending Payment Authorization
Owen Decker	9/9/2013	REGISTER
Amelia Decker	1/9/2016	Age Restricted
Brandon Decker	12/20/1983	Age Restricted

11. On the waiver screen, you will have the option to select sign now or sign later. If you sign now, you will need to click on the empty box. You will then use your mouse (or finger on touch screen) to sign the waiver. If you sign later, then you will need to stop in the office to sign the waiver in person prior to the first class.



12. After completing the waiver, you will be asked to submit an emergency contact. Once completed, select the Add to Cart button.

A screenshot of the "UTREC PORTAL" emergency contact form. The header says "WELCOME TO THE UTREC PORTAL". Below it, a section titled "PLEASE PROVIDE FOLLOWING INFORMATION" contains a table for "EMERGENCY CONTACTS". The table has columns for First Name, Last Name, Phone Number, and Email. One contact is listed: Rachael Decker, (555) 555-55, rachaeldecker@yahoo.com. There is a "DELETE" button next to the contact. Below the table is an "ADD AN EMERGENCY CONTACT" button. At the bottom, there are "CANCEL" and "ADD TO CART" buttons. A yellow arrow points to the "ADD TO CART" button.

13. Now you can select to check out or continue shopping.
- Choose **continue shopping if**:
 - You wish to register another child
 - You wish to register for multiple swim lesson sessions.

14. If you wish to continue shopping **repeat steps 6-13** until you have registered your child(ren) in all of the necessary sessions and you are ready to checkout.

*If there are any questions while completing registration please contact Rachael Decker.

Phone number: (419) 530-3702

E-mail: Rachael.decker@utoledo.edu