

How to register for Swim Lessons Via Online Portal

1. Select **Sign Up** in the top right corner.



2. Create new account. Fill in **adult or parent** information. Once completed select the **Term of Use** box. Then select **register**.

A screenshot of the 'REGISTER' form on the University of Toledo website. The form is titled 'REGISTER' and 'CREATE A NEW USER ACCOUNT'. It contains several input fields: 'Name*' (with 'TURNS' and 'RECORDS' as suggestions), 'Desired Username*' (with 'utrec46' as a suggestion), 'Password*' (masked with dots), 'Confirm Password*' (masked with dots), 'Email Address*' (with 'TURNS.NORTH@UTOLIO.EDU' as a suggestion), 'Member Information' (with 'ID Number' as a suggestion), 'Date of Birth' (with '10/14' and '1' as suggestions), 'Gender' (with 'Male' and 'Female' as options), 'Phone Numbers' (with 'Home*', 'Work', and 'Mobile' as suggestions), 'Address*' (with 'Line 1', 'Line 2', 'City', 'Province/State', 'Country', and 'Postal/Zip Code' as suggestions), 'Terms of Use*' (with a checked box and the text 'I have Read and Accepted the Terms of Use'), and 'Email Opt-In' (with an unchecked box and the text 'I wish to be contacted for news and promotional offers'). A yellow arrow points to the 'Terms of Use*' checkbox. The 'REGISTER' button is at the bottom.

3. Your account should be created but **YOU MUST ACTIVATE YOUR ACCOUNT before log in.** Check your e-mail and follow the instructions.

THE UNIVERSITY OF TOLEDO

Search Programs

SIGN UP LOG IN

REGISTERSUCCESS

YOUR ACCOUNT WAS CREATED SUCCESSFULLY

STEP 1: ACTIVATE YOUR ACCOUNT

Before you can use your account it **must be activated**. Instructions on how to activate your account have been emailed to you. Please **check your email** and follow the instructions to activate your account.

Note:

- Email delivery can be delayed by several minutes
- Check your junk or spam folder or filter if you do not receive this email

STEP 2: SIGN IN

Once you've successfully activated your account you will be able to sign in and begin using your account.

LOG IN

4.

Office of Recreational Services Account Registration

Inbox x

noreplyutrec@utoledo.edu
to me

ACCOUNT ACTIVATION

Hi,
Welcome to the Office of Recreational Services member portal. Your user account was created successfully.

Step 1: Activate Your Account
To activate your account and verify your e-mail address, please click on the following link:
<https://utrecportal.utoledo.edu/Account/ActivateAccount?id=26fd5c81-4aba-48c0-9760-8ad42a696355>

Note that your account must be activated within 7 days.

If you have received this mail in error, you do not need to take any action to cancel the account. The account will not be activated, and you will not receive any further emails.

Step 2: Sign In
Once activated, you may log in to <https://utrecportal.utoledo.edu/Account/Login> using the username and password you setup when you created your account.

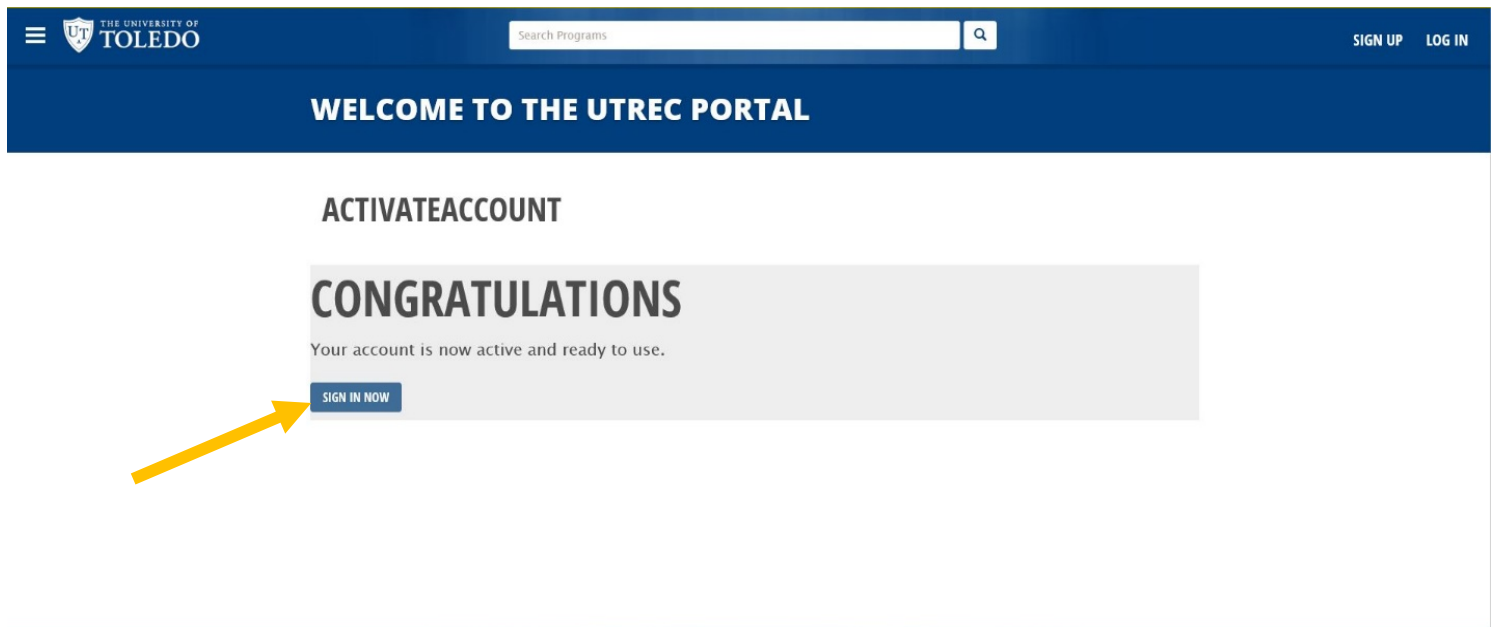
If you are unable to click either of the above links, copy and paste the URL in a new browser window instead.

Thanks for setting up your account!

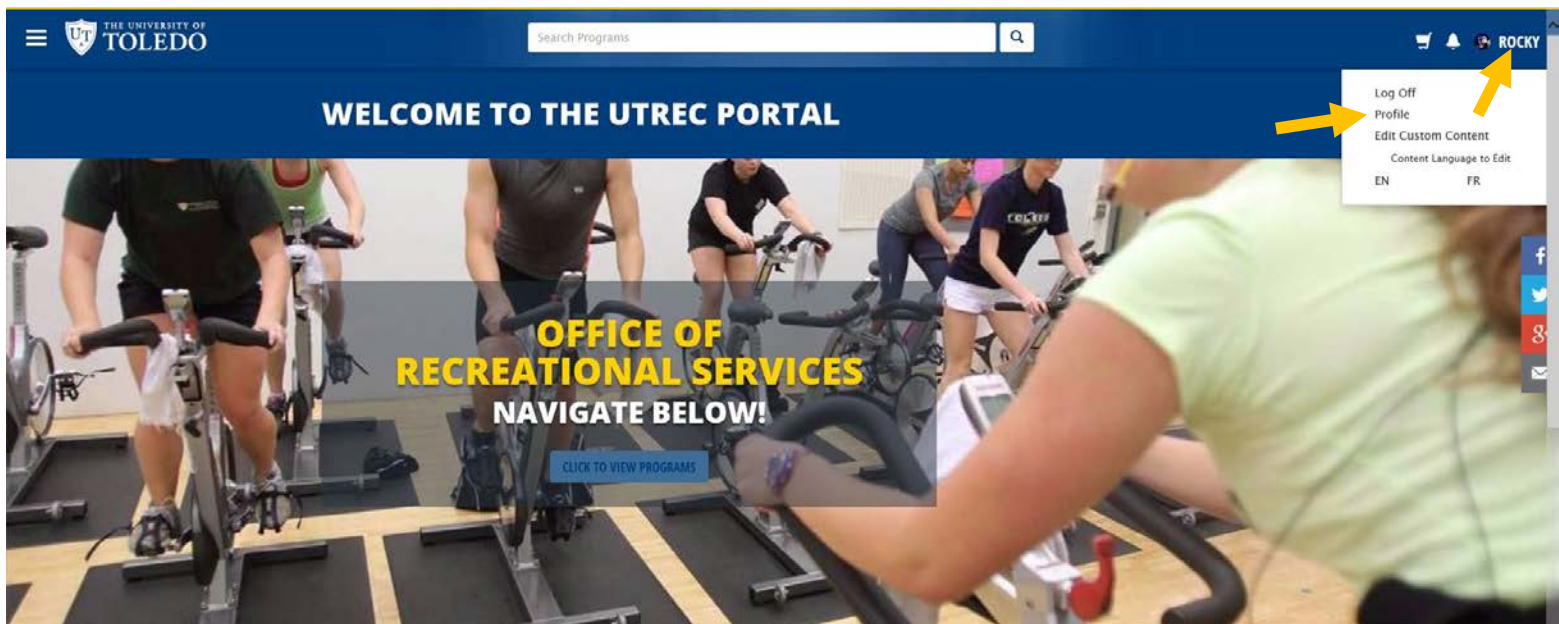
Sincerely,
Office of Recreational Services

(This is an automated email - please do not reply)

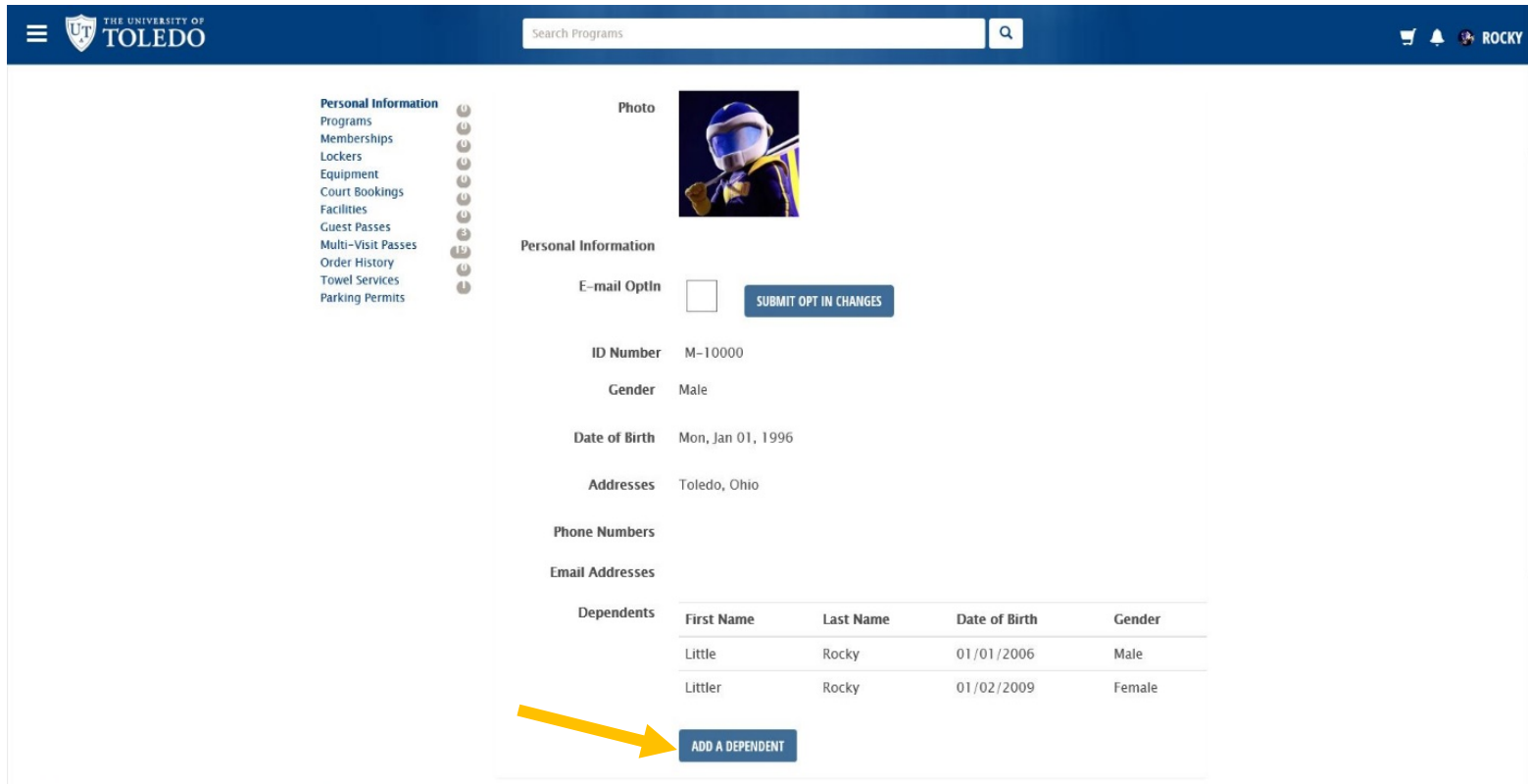
5. After you activate your account through your e-mail, you will be ready to sign in.



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



7. 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 9.



Personal Information

Programs

Memberships

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Parking Permits

Photo

Personal Information

E-mail Optin ☐ [SUBMIT OPT IN CHANGES](#)

ID Number M-10000

Gender Male

Date of Birth Mon, Jan 01, 1996

Addresses Toledo, Ohio

Phone Numbers

Email Addresses

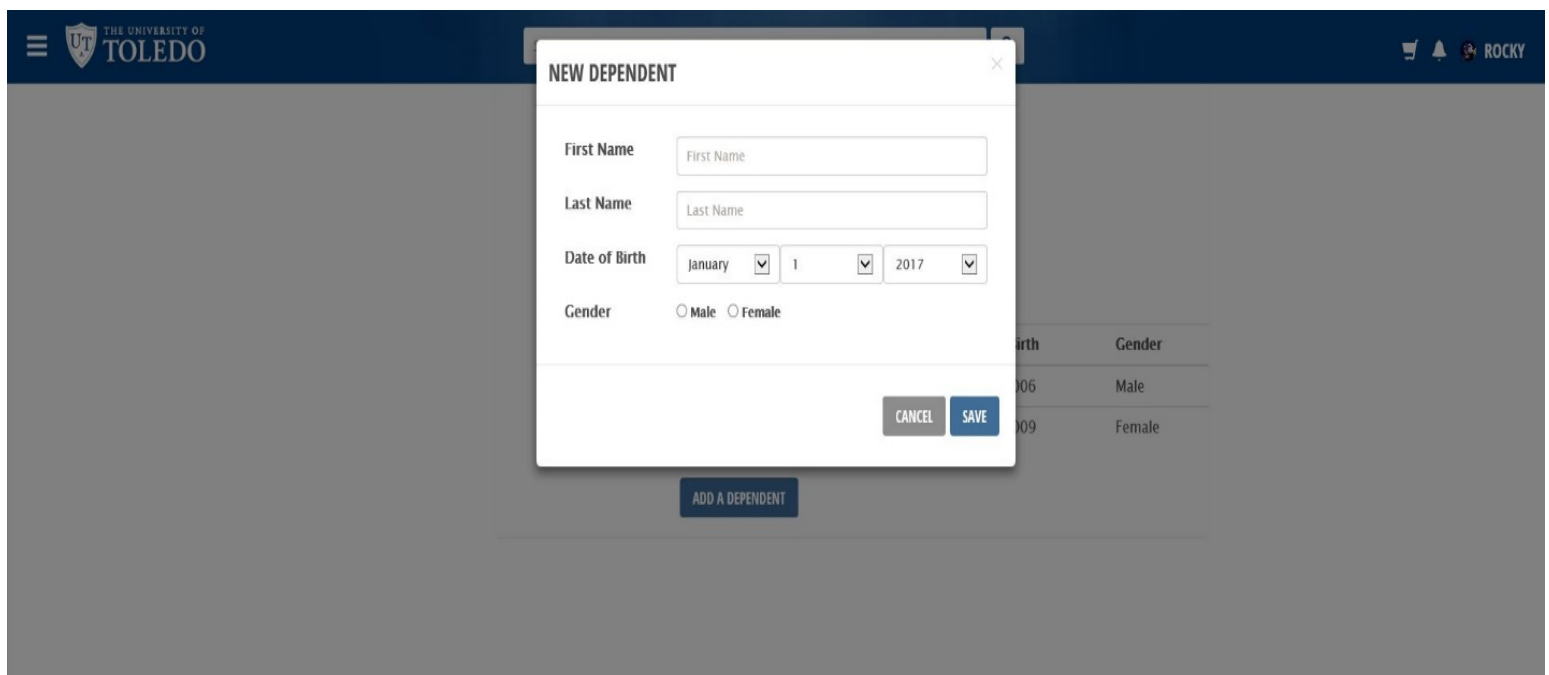
Dependents

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

[ADD A DEPENDENT](#)

8. Add dependent information

- a. Repeat steps 7 and 8 if registering more than 1 child



NEW DEPENDENT

First Name

Last Name

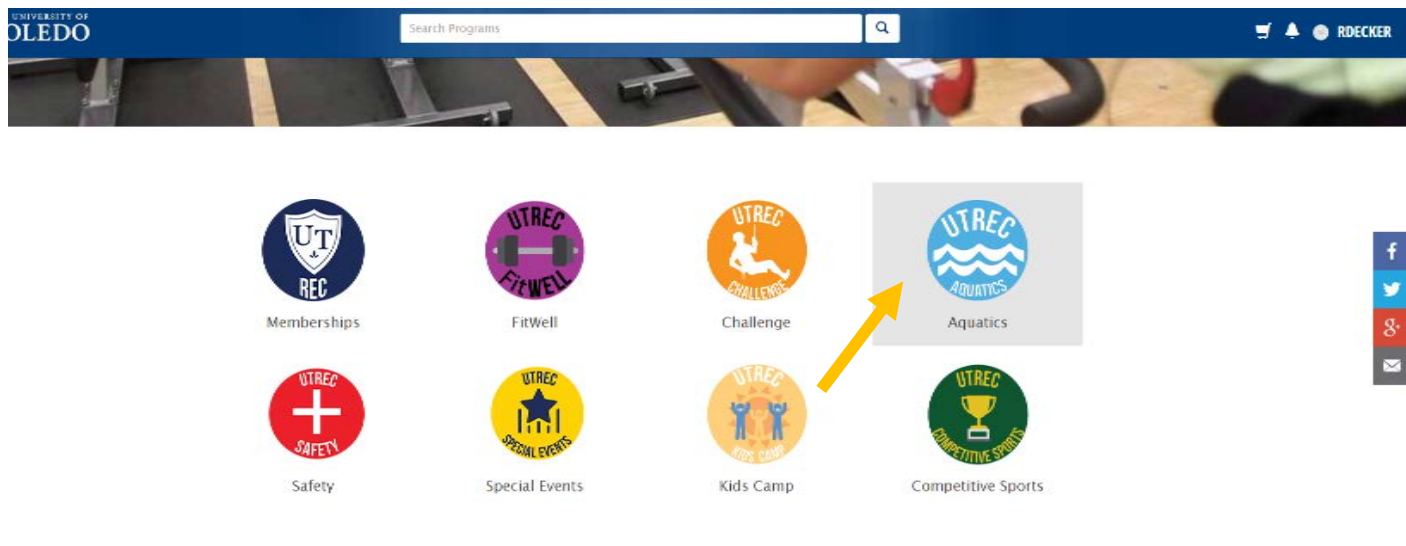
Date of Birth

Gender ☐ Male ☐ Female

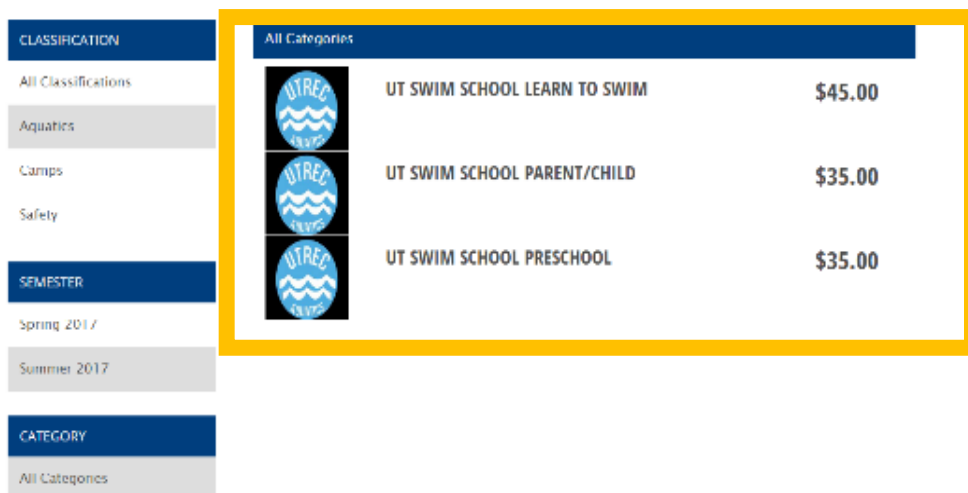
[CANCEL](#) [SAVE](#)

[ADD A DEPENDENT](#)

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



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



12. 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

Summary	Dates	Time	Location	Status
every Tuesday and Thursday from 5:40 PM to 6:10 PM June 6-June 29	Starting Tue, Jun 6 2017 and Ending Thu, Jun 29 2017	5:40 PM to 6:10 PM	Leisure Pool	5 SPOT(S) AVAILABLE REGISTER

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

13. 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

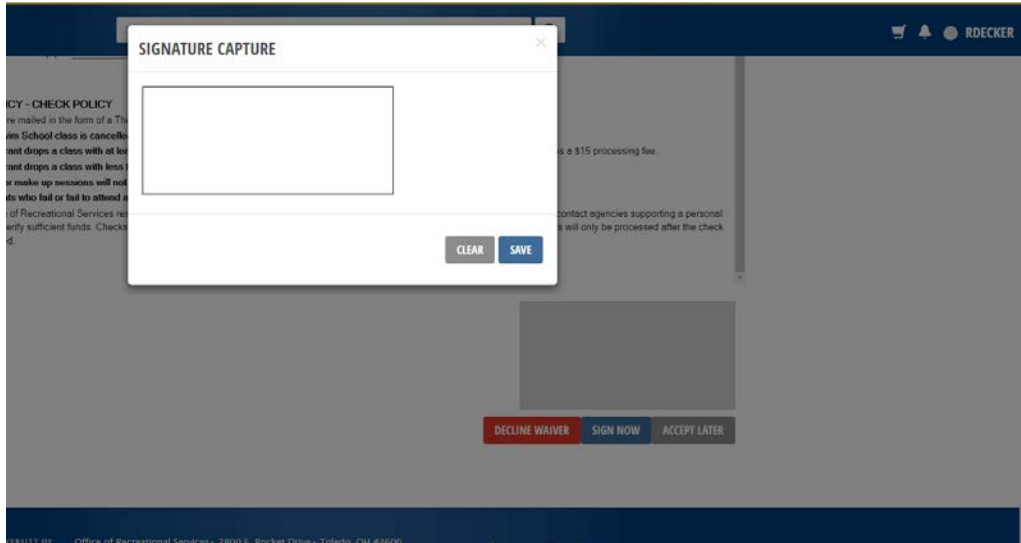
SESSION 1 6/6-6/29: PRESCHOOL LEVEL 1 T/TH
SUMMER 2017

5 SPOT(S) AVAILABLE
[REGISTER](#)

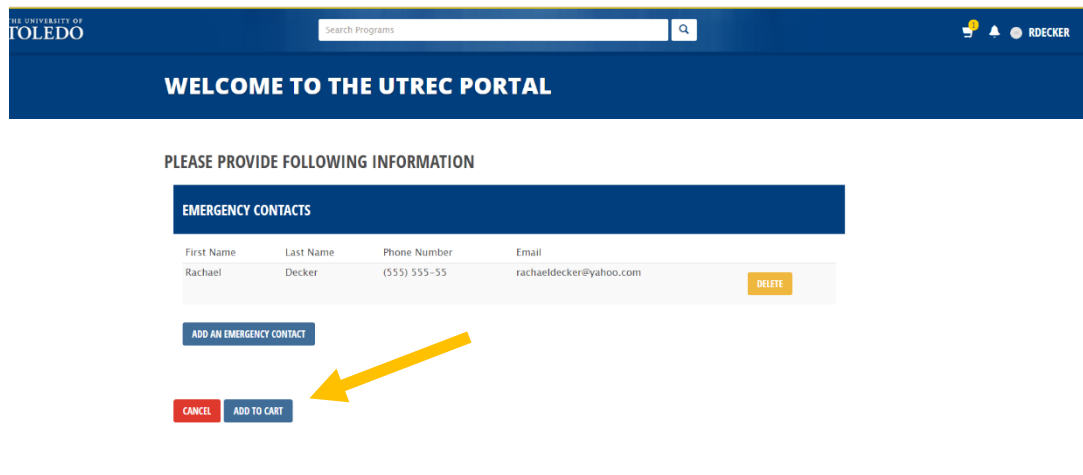
WHICH FAMILY MEMBER WOULD YOU LIKE TO REGISTER?

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

14. 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.



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



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

17. If you wish to continue shopping **repeat steps 9-16** 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