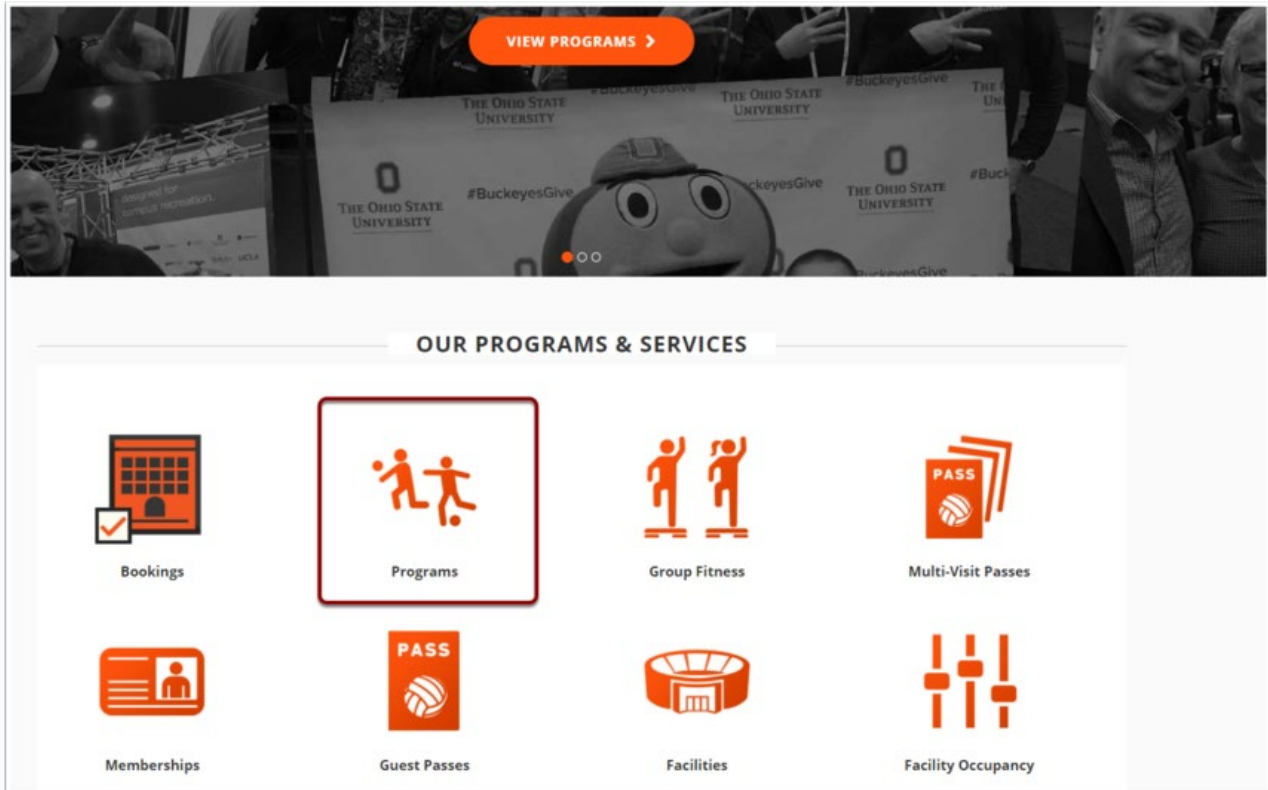


How to Register for a Program Online

Updated Mar 10, 2022

1. Navigate to the Programs Page



Members will be required to navigate to the Program selection page and select the corresponding icon.

Depending on how the Programs have been configured there may be multiple entry points into the Program page with filtered Classifications, Categories, or Semesters.

2. Choose a Program

2.1. Overview of the Program Page

The screenshot shows a web interface for selecting a program. At the top, there is a navigation bar with 'ALL CATEGORIES / AQUATICS'. On the left, there are three filter panels: 'Classification' (with options: All Classifications, Additional Programs, Aquatics, Certification Courses, Fitness, Massage Therapy), 'Semesters' (with options: Spring 2021, Summer 2021, Fall 2022), and 'Category' (with options: All Categories, Aquatics, Learn to Swim). The main content area displays two program cards. The first card is for 'Learn to Swim - Level 1' with a price of \$100.00 and a description 'Come join our Level 1 Learn to Swim class, perfect for beginners!'. The second card is for 'Learn to Swim - Stroke Development' with a price of \$140.00. Numbered callouts 1, 2, 3, and 4 point to the Classification filter, Semesters filter, Category filter, and the top navigation bar, respectively.

The page is structured as follows:

1. Classification,
2. Semesters (or other name you may have changed this to),
3. Category,
4. Programs currently available in your selected filters

Double click on the Program you want to register for

2.2. Select a Program Offering

The screenshot shows a web interface for program registration. At the top, it says 'Program Details' and 'Learn to Swim - Stroke Development : \$140.00'. There is a small image of three children in swim caps. Below this is a navigation bar with 'Return to Programs / Learn to Swim - Stroke Development'. The main section is titled 'Program Offerings' and contains a table for 'Session 1' (Spring 2021). The table has columns for Summary, Dates, Time, Location, and Status. A 'REGISTER' button is highlighted in the top right corner of the session details.

Summary	Dates	Time	Location	Status
every Friday and Saturday from 5:00 PM to 6:30 PM	Starting Fri, Mar 19 2021 and Ending Sat, Apr 17 2021	5:00 PM to 6:30 PM	Multi-Purpose Room	

Use the **Register** button to select the Program offering or instance you would like to register for.

If the member is not currently logged in, the button will instead display, **Sign In**

2.3. Select a Family Member

The screenshot shows a modal window with the title 'Which family member would you like to register?'. It lists five family members with their names, birth dates, and registration status. The 'Jr Halpert' row is highlighted, and a red box with a '1' points to its 'REGISTER' button. At the bottom, there is an 'ADD A NEW DEPENDENT' button with a '2' next to it and a 'CLOSE' button.

Name	Birth Date	Status
Jim Halpert	5/1/1986	Age Restricted
John Halpert	5/13/2007	Age Restricted
Jr Halpert	7/4/2013	Age Restricted
Cecelia Halpert	1/1/2015	Age Restricted
Pamela Beesly	1/1/1985	Age Restricted

Depending upon the Program configuration, the portal will prompt the user to select which person the registration is for. This gives the option of:

1. Registering the current user or family members,
2. Add a new Dependent to the user's account and registering them.

2.4. Complete Waivers

Waiver - Toddler Aquatics Waiver

Learn to Swin - Stroke Development

Please read the following waiver carefully

FACILITY USAGE ASSUMPTION OF RISKS:

I am aware that the Facilities are not supervised by anyone, and that there are no professional health care or fitness staff monitoring people's physical condition or use of the Facilities, and that the use of the Facilities involves many inherent risks, dangers and hazards including but not limited to the following: exercise equipment which malfunctions or breaks for whatever reason; injuries related to personal health, whether related to the unpredictability of human joints, muscles, tendons and bones; respiratory and cardiovascular failure; heat and exhaustion; and all injury or death resulting from any reason whatsoever, even by the safe and proper use of the Facilities; actions, negligence, or abuse of other people using the Facilities; and/or negligence, however arising, on the part of Innosoft University Recreation Center, its owners, managers, agents, and employees.

I HAVE READ AND UNDERSTOOD THIS AGREEMENT

CLICK BELOW TO SIGN THE WAIVER:

(SIGNATURE)

DECLINE WAIVER ACCEPT NOW

Waivers that have been assigned to the Program will appear next. Depending on how the waiver section has been configured in Fusion, a waiver can either be required to be signed before moving forward with the Program Registration or, it can be signed after registration.

2.5. Emergency Contact & Authorized Pickup People

Please provide the following contact(s):

No contacts Added.

ADD A NEW EMERGENCY CONTACT

No contacts Added.

ADD A NEW AUTHORIZED PERSON

CANCEL **CONTINUE**

If the Program has required the collection of Emergency Contact and/or Authorized Pickup People, this section will appear next. Add applicable information and choose **Continue**.

2.6. Custom Prompt Form

Please review/provide the following information:

Don't forget your Towels!

REQUIRED

Has the child taken any previous Swimming Lessons?

Yes No

REQUIRED

Please indicate the Level that was previously completed by the child

CANCEL **ADD TO CART**

All configured Custom Prompts will appear next. Those required to be completed are tagged as **Required**. Members will not be able to proceed until these prompts are filled out. When completed, use the **Add to Cart** button to continue.

3. Review Shopping Cart

Shopping Cart

Pamela Beesly O-10308

Item	Customer Name	Quantity	Unit Price	Total	
Program: Learn to Swin - Stroke Development Program Offering: Session 1	Jr Halpert	1	\$140.00	\$140.00	REMOVE
• Lunch- MWF		1	\$30.00	\$30.00	REMOVE

[APPLY](#)

Subtotal: \$170.00
Tax: \$0.00
Total: \$170.00

[CONTINUE SHOPPING](#) [CHECKOUT](#)

Refund Policy
Participants enrolled in a program or class may transfer or withdraw until 7 days prior to the program start date. Transfers or refunds within 7 days, but before, the program start date will only be issued if a waiting list is active for the program and must be authorized by the Program Coordinator. Once the program has begun only a pro-rated credit will be issued. Programs, camps or classes may be cancelled if minimum registration numbers are not obtained prior to the start date. In this case a full refund will be issued. If a class is cancelled by Organization Name, or due to weather it will be rescheduled at the next available time.

After adding in any applicable Products or Services to the Cart and applying any Promo Codes, use the **Check Out** button to complete the sale.