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 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

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

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

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

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

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

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.