# Chena Skills Registration Guide

Step 4: Registering for a Class on the Chena Website

## 1) Open the Website

<u>https://www.teamunify.com/SwimLessons.jsp? tabi</u> <u>d =26229&team=canscst</u>. You will need to sign in or create an account before you can proceed with registration (click on the "Sign In" button, top right).



#### 2) Scroll almost to the Bottom Find the class registration area at the bottom of the webpage:



#### 3) Open the appropriate Level Then scroll to find the class you want to register for

Class Filter	:					
ALL	~					
Bronze	(B) &Edit					
	Man		Fee	s Due at Re	egistration	
Location	1: Ron Andrews		Class	\$250.00		
Class Da	ate: 4/20/22 to 6	5/19/22				
Duration	1: 60 min					
Duruuon						
Age: Op	en					
Age: Op	en					
Age: Op	en s:					
Age: Op Class Note: https://docs.go	en s: pogle.com/spreads	sheets/d/1feBzSV	FMJV7iexKMPBI	kuU2G_w7M3ZC	0KByOP03A7zM8k/edit#gi	d=156686104
Age: Op Class Note: https://docs.go	en 5: pogle.com/spread:	sheets/d/1feBzSV	FMJV7IExKMPBI	kuU2G_w7M3ZC	)KByOP03A7zM8k/edit#gi	d=156686104
Age: Op Class Note: https://docs.go	en s: pogle.com/spread: Tue	sheets/d/1feBzSVI	FMJV7IEXKMPBI Thu	αuU2G_w7M3ZC Fri	Sat	d=156686104 Sun
Age: Op Class Note: https://docs.go Mon X	en 5: Dogle.com/spread: Tue X	sheets/d/1feBzSVI Wed X	FMJV7iExKMPBI Thu X	suU2G_w7M3ZC Fri X	XGyOP03A7zM8k/edit#gi Sat 05:15pm	d=156686104 Sun X
Age: Op Class Note: https://docs.go Mon X 2 Slots Ope	en s: Tue X	sheels/d/1feBzSV/ Wed X	FMJV7IExKMPBI Thu X	cuU2G_w7M32C Fri X	XByOP03A7zM8k/edit#gi Set 05:15pm	d=156686104 Sun X
Age: Opi Class Note: https://docs.gc Mon X 2 Slots Ope	en 5: 5: Tue X 91	Wed X	FMJV7iExKMPBi Thu X Registe	kuU2G_w7M3ZC Fri X	DKByOP03A7zM8k/edit#gi Sat 05:15pm	d=156686104 Sun X
Age: Opi Class Note: https://docs.gc Mon X 2 Slots Ope	en s: Tue X an	Wed X	FMJV7/EXKMPBI Thu X Registe	kuU2G_w7M3ZC Fri X	Sat 05:15pm	d=156686104 Sun X

#### 4) Click on the Register Button

Note that if registration is closed for new swimmers, you can still make an account in advance so you can be ready for registration day.

## 5) Click on the "Add Student" Button

Bronze (B)						05.45	
Location: Ron Andrews	X	х	х	X	Х	05:15pm	
Location Map				≥ bb∆	tudent		
Class Date : 04/20/2022 to 06/19/2022				. / 00 0	tuuent		
Duration : 60 min							
Age : Open							

## 6) Select a Student

In the pop up window, you will see a list of existing students that have been in a class before. Select one, then click Continue.

Select Student	+ Ad	d New						
Select on existing	studen	t below,	or add i	new.			G	ontinu
OHill, George:								
O <sup>Hill, Gregory:</sup>								
							_	
							C	ontinu
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
	×	х	×	х	Х	05:15pm	x	
				+ Add S	tudent			
2 to								
	Select Student Select on existing Hill, George: Hill, Gregory:	Select Student + Ad Select on existing studen [] Hill, George: [] Hill, Gregory: 2 to	Select Student + Add New Select on existing student below, Hill, George: Hill, Gregory:	Select Student + Add New Select on existing student below, or add t Hill, George: Hill, Gregory:	Select Student     + Add New       Select on existing student below, or add new.       Hill, George:       Hill, Gregory:         Mon     Tue       Wed     Thu       X     X       + Add S	Select Student     + Add New       Select on existing student below, or add new.	Select Student + Add New Select on existing student below, or add new. Hill, George: Hill, Gregory: Mon Tue Wed Thu Fri Sat X X X X O5:15pm + Add Student	Select Student       + Add New         Select on existing student below, or add new.       C

Note that if registration for new students hasn't opened yet, you won't be able to add a new student:

Select Student		×
Select Student + Add	New	
Sorry, this class is not curre	ntly available for new member signup!	
		Continue

When registration opens for new students, this is the spot where you will enter in that new child's details such as name, birthdate, and gender. Please ensure that there are no errors in the details when you add a new child.

## 7) Add to Cart

After you click continue, you will see a green pop up message. Click on either the blue "Add to Cart" button, or on the green "Place in Shopping Cart"

Back		Add to	o Cart					
Bronzo (P)		Mon	Tue	Wed	Thu	Fri	Sat	Sun
Location: Bo	n Andrews	×	х	х	х	х	05:15pm	х
♥ Location Ma	ap							
Class Date : 06/19/2022 Duration : 60 Age : Open	04/20/2022 to I min							
	Student			Gen	der	Ph	ione	Age
Remove	Hill, George Location: Ron Andrews	;		Male				9yr

## 8) Add Additional Classes to the Cart If you are registering another swimmer in another

If you are registering another swimmer in another class, click on the "Add Additional Classes" button. Otherwise skip this step.

Chena Swim Clu	l <b>b</b> Lessons						
+ Add Additional Classes							
Account Info							
						🕹 Edit Accoun	t Info
Hill, George							
Bronze (B)	Mor	Tue X	Wed	Thu	Fri	Sat 05:15pm	Sun X
Location: Ron Andrews							
						<b>₽</b> A0	id More
						Pay By	( Check

Clicking on that button will take you back to the registration page. Go back to **Step 2** in this guide and register for the next class. This time when you click register, you will see that you have a blue cart button. Don't click on it for now as you haven't finished adding the new class to your cart yet.

n 10:45an
10.4291

Add a student similar to before in **Step 5** and then add the class to the shopping cart as in **Step 7**. It will then take you to your cart and show you both of the classes and swimmers.

## 9) Click the "Pay by Check" Button

Chena Swim Club Les	sons						
+ Add Additional Classes							
Account Info							
						💄 Edit Ac	count Info
Hill, George							圃
Bronze (B)	Mon	Tue	Wed	Thu	Fr	i Sat	Sun
Location: Ron Andrews	Х	Х	Х	Х	3	K 05:15	ipm X
							+ Add More
Hill, Gregory							Ô
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Location: Multiple Pools	Х	Х	Х	Х	Х	04:00pm	10:45am
							+ Add More
						Ρ	ay By Check

## 10) Please IGNORE the warning:

Please wait until we email you with instructions on how to pay before you send any e-transfers and IGNORE the warning in the picture below. It is system generated and we did not write it. This helps us to make sure that everyone only has to send one transfer.



## 11) Enter in your details

Enter your address and other details. Read and agree to all the waivers, statements.

## 12) Click Pay & Submit

Your registration is now done. Please wait until we email you with instructions on how to pay before you send any e-transfers