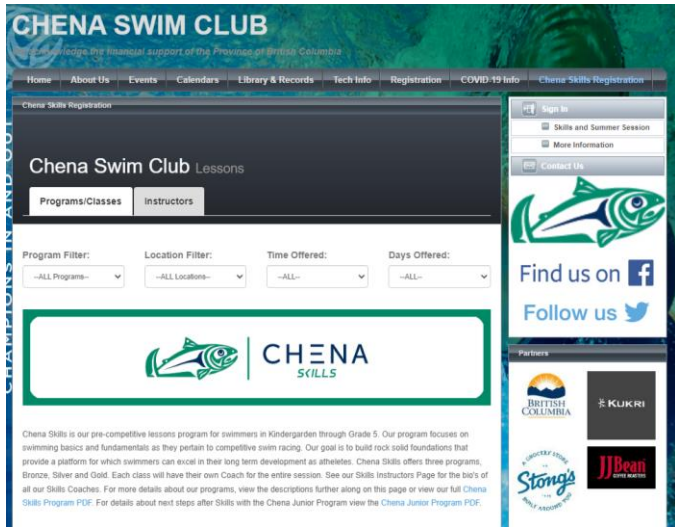# Chena Skills Registration Guide

Step 4: Registering for a Class on the Chena Website

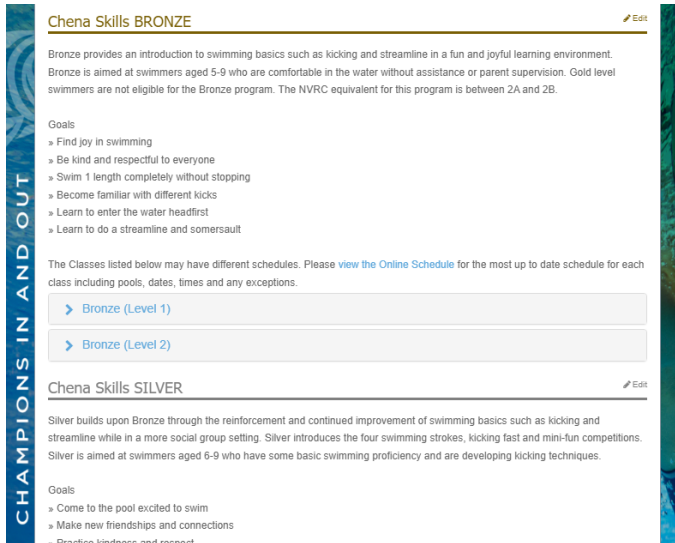## 1) Open the Website

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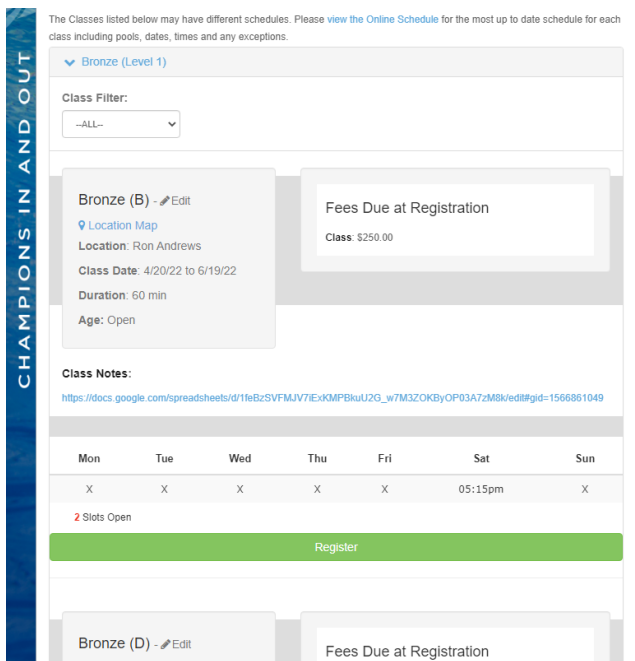


## 2) Scroll almost to the Bottom

Find the class registration area at the bottom of the webpage:
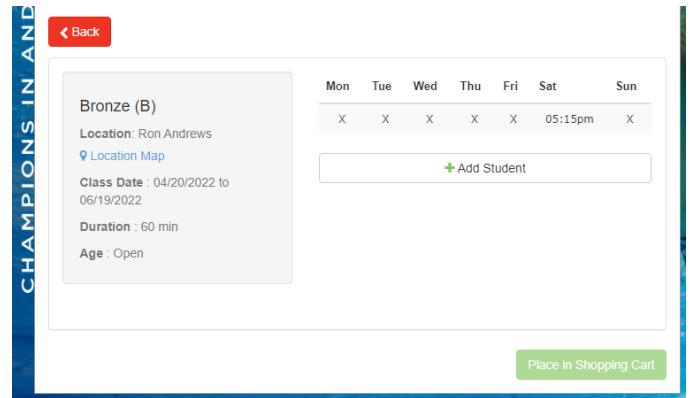


## 3) Open the appropriate Level

Then scroll to find the class you want to register for
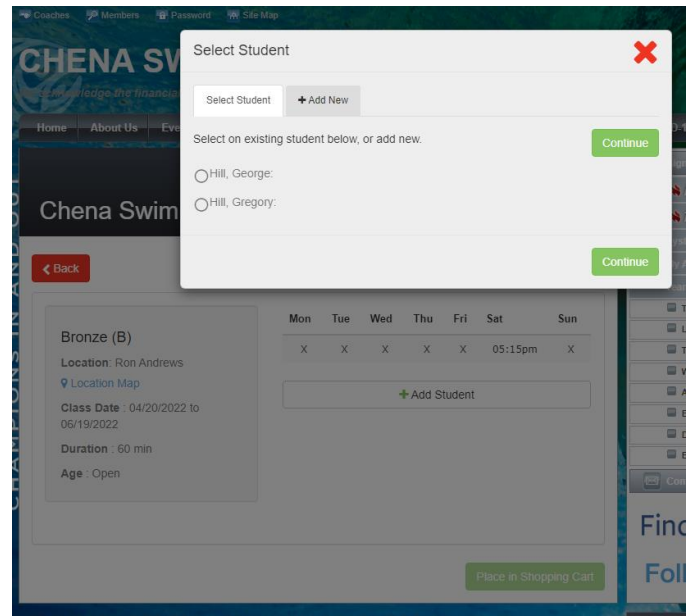


## 4) Click on the Register Button

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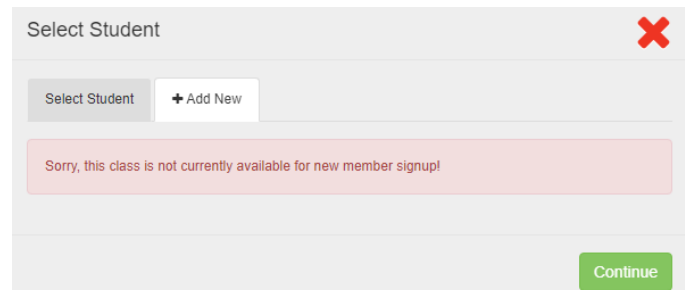
## 5) Click on the "Add Student" Button



## 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 Ccntinue.
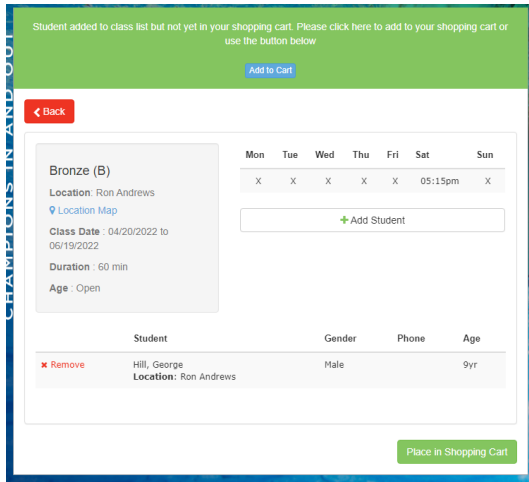


Note that if registration for new students hasn't opened yet, you won't be able to add a new student:



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.
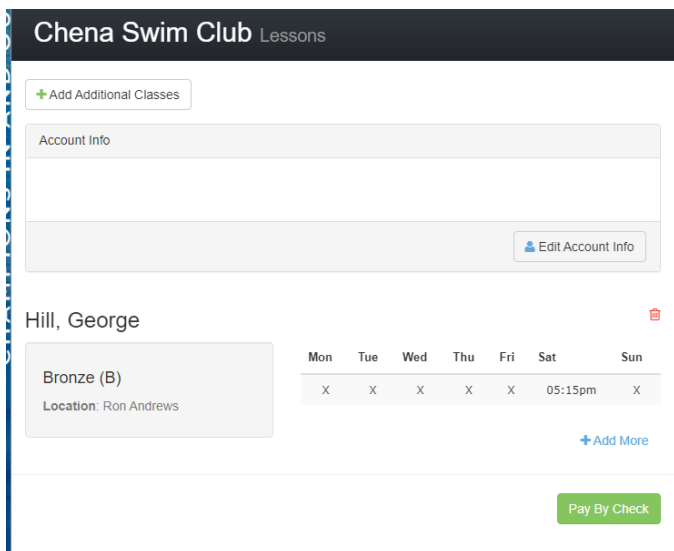
## 7) Add to Cart

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"
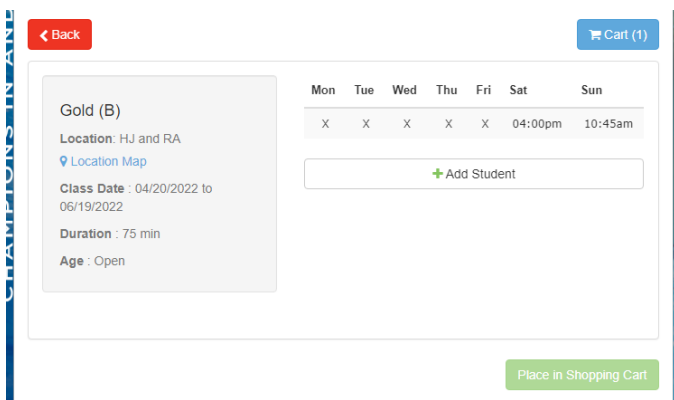


## 8) Add Additional Classes to the Cart

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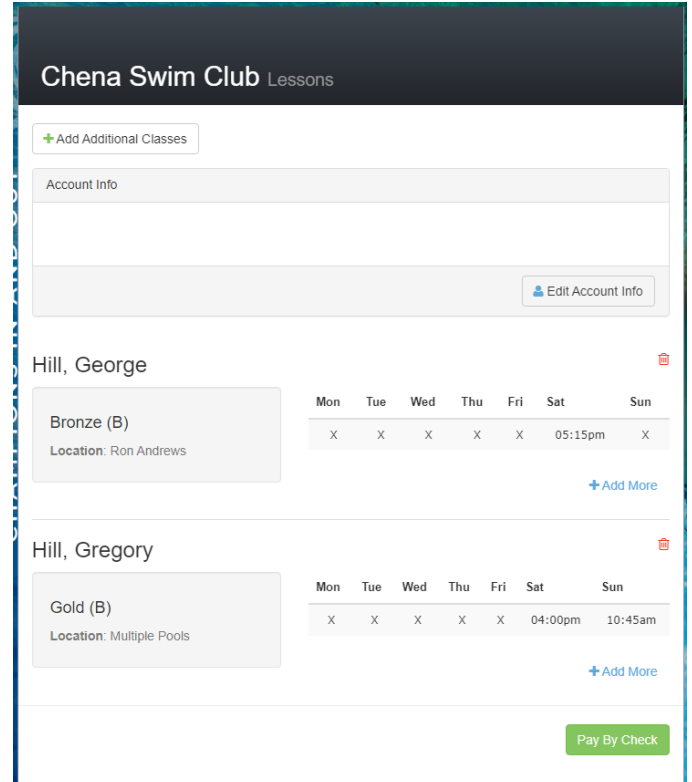


Clicking on that button will take you back to the registration page. Go back to **Step 2** in this guide and register for the next class. This time when you click register, you will see that you have a blue cart button. Don't click on it for now as you haven't finished adding the new class to your cart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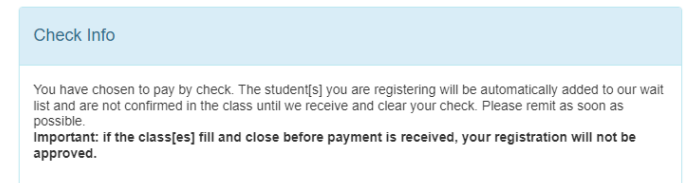


Add a student similar to before in **Step 5** and then add the class to the shopping cart as in **Step 7**. It will then take you to your cart and show you both of the classes and swimmers.

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



## 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