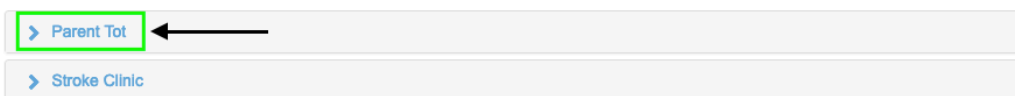


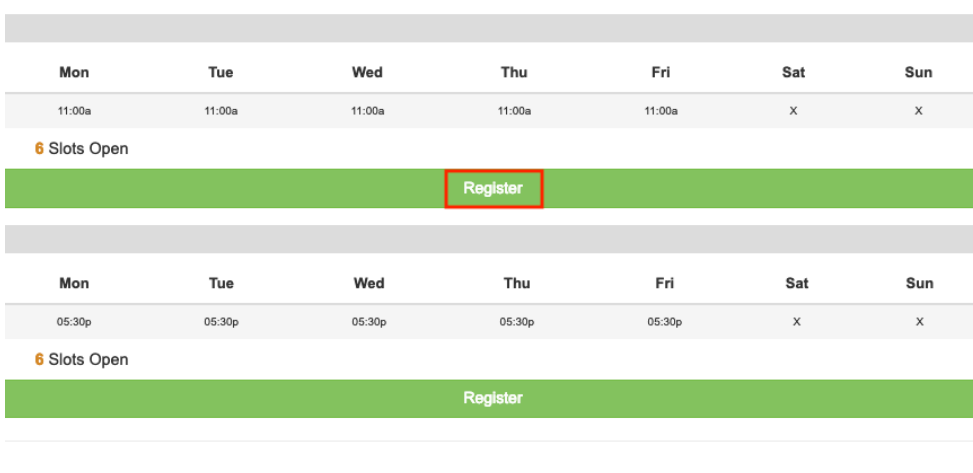
Swim Lesson Sign Up Instructions:

1. Go to Pool Website, www.highpointswimclub.com
2. Login to **Team Unify**
3. Go to **Swim Lessons** and click on **Lessons Registration**.
4. Scroll down to look under the tab Swim Lessons, all the classes offered for the session are listed by level.
5. Click on the level to see when the different classes are offered for that level.

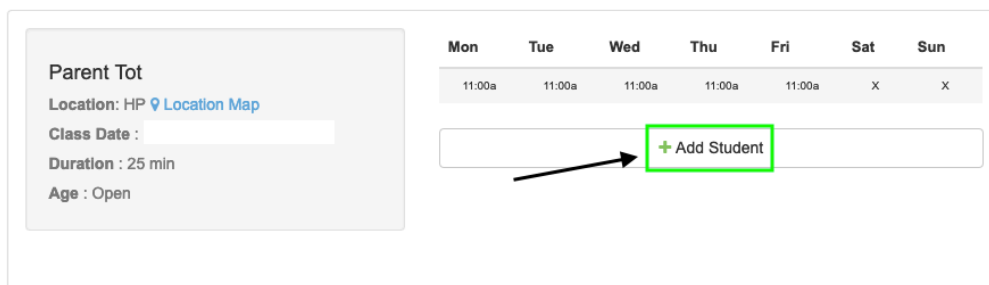
Swim Lessons



6. Now you will see all the different classes for the level listed from earliest time to latest time offered.
7. Now find the class time you are looking for and click **Register**.



8. You will be brought to a new page. You will need to click **Add Student** and find your child's name who will be in that level.



Place in Shopping Cart

Make sure you have clicked the **circle** next to your child's name to add to the class.

Select Student

Select Student + Add New

Select on existing student below, or add new.

High Point, Pirate

Click the circle next to the child's name

Continue

Continue

9. Now click **Place In Shopping Cart**.

10. If you are not done signing up you will either click on Add More or Add Additional Classes. If you need to add another child to the same level and time, click **Add More** (highlighted in green below)

If you need to add a child to a different level and time, click **Add Additional Classes** (highlighted in blue below). This will bring you back to the first page with all the lesson levels offered.

+ Add Additional Classes

Account Info

Edit Account Info

Need Help?

Parent Tot
Location: HPSC

Mon	Tue	Wed	Thu	Fri	Sat	Sun
11:00a	11:00a	11:00a	11:00a	11:00a	X	X

+ Add More

Pay By Credit Card

11. Once you are done adding all the class levels you need. In your shopping cart you can now click **Pay By Credit Card**.

Please note you will not be paying for swim lessons.

The screenshot shows a checkout interface. At the top, there is a button labeled '+ Add Additional Classes'. Below it is a section for 'Account Info' with an 'Edit Account Info' button. A 'Parent Tot' section shows 'Location: HPSC'. A weekly schedule table is displayed with columns for days of the week and times. The 'Pay By Credit Card' button is highlighted with a red box.

Mon	Tue	Wed	Thu	Fri	Sat	Sun
11:00a	11:00a	11:00a	11:00a	11:00a	X	X

12. A message will pop up telling you that if you do not finish the checkout process you will have to do it all again. Click **Ok** to continue to check out.

www.teamunify.com says

From this point forward if you do not finish the checkout process you will have to submit all information again. Are you sure you want to continue?

A confirmation dialog box with two buttons: 'Cancel' and 'OK'. The 'OK' button is highlighted with a green border.

13. You will be brought to the final checkout page and click **Submit the Registration**.

The screenshot shows a final checkout page. At the top, it says '4/29/19 - 5/2/19'. Below is a weekly schedule table. A red text message '[Do Not Have to Pay]' is displayed. At the bottom, there is a 'Submit the Registration' button highlighted with a cyan box.

Mon	Tue	Wed	Thu	Fri	Sat	Sun
11:00a	11:00a	11:00a	11:00a	11:00a	X	X

14. A small window will pop up to verify that you do wish to submit your lesson registration. Click **Ok** to finish submitting your registration.

www.teamunify.com says

You are submitting your registration to the team. Click [OK] to continue.



15. You will be brought to a page telling you have successfully registered for swim lessons.

16. You will receive an email with confirmation of what classes you have signed up for.

Lesson Registration

Account Info

Your name and information will be listed here.

Billing Details

Class(es) Registered on: 05/01/2019
LS-RECHPSD.3722412.1007156.1321479

Session

MON	TUE	WED	THU	FRI	SAT	SUN
11:00am	11:00am	11:00am	11:00am	11:00am	X	X

Parent Tot

Registration

Monthly on 1st

HPSC
901 N High Point Rd, Madison, WI 53717
June 17, 2019 to June 28, 2019

Subtotal: \$0.00
Balance Owed: \$0.00
Thank You