How to Pre-Register a Student for Lessons

1. Choose the program you plan to register for; at this time, you are not selecting a class day/time, just a program. The options are Weekend Lessons (Preschool & Levels 1-5), Weekday Lessons (Preschool & Levels 2-5 & Novice Prep), Strokes School Junior/Senior, and Strokes & Conditioning. To learn more about what these classes are, visit guidelines for selecting a level. *Please note: select what you have already been placed in (if you've already registered) or what think is the best option for your child; this selection serves as a placeholder (not a guarantee for a certain selection) to create an account. When you actually register in person or by phone, your class selection will be made and you will be confirmed.*

2. Click on the blue text in the grey box - more details will be shown about the program and class(es). You can use the **Program Filter drop down box** at the top of this page to limit the options you see. At this time, you will not see individual classes, just the days each program is offered.

3. Click the GREEN **Register button**. If the class is full, instead of the GREEN **Register button**, you will see a GREY **Wait List button**. You may choose to be put on the wait list; you will be contacted with further information on options, but there is no guarantee that a slot will be available.

4. You will be asked **"Do you have an account?"** *Choose **NO** if you do not have a NOVA team swimmer, even if your child has been enrolled in NOVA Lessons before (you must do this as this is the first time we are using the online system to register Lessons students).* You will be prompted to add an email and other information to set up your account. Please be sure to include emergency contact information. If you have a NOVA team swimmer, choose *YES*, sign in and skip to next step.

5. Click the **+Add Student button**, and fill out swimmer information, then click **Add Selected Student button**. If you have multiple swimmers you want to include, just repeat this process for each swimmer and each class.

6. Click the **+Add New button** and enter required information, including providing any relevant medical information NOVA needs to know. *NOTE: even if your child has been enrolled in the same or another class through our lessons program in the past, you will still need to add him/her as a new student this first time.*

7. Click the GREEN **Place in Shopping Cart button**. You will see your account and student information. You can edit account information or add more students at this time.

8. Click the GREEN **Pay by Credit Card button**. Fill out any requested information by choosing the GREEN +Add/Select Card button and then the +Add New Card button. *At this point, you may have already paid for your child's class (if you already spoke to our Lessons Coordinator and received a class assignment). If so, you will not be billed the cost of the class, but you will be billed our $5 annual family registration fee, so you must add a credit card now.*

9. Read the waiver and policy information, and **check each box** (there are four) to signify your acceptance of these policies. You are able to print these policies if desired.

10. Click the GREEN **Pay & Submit Registration button**. You will receive a confirmation screen (can print) and also be sent an email with basic class information. Specific class information (days/times/dates of session/dates of no lessons) will come from our Lessons Coordinator when you complete your registration with the Lessons office.

11. If you have already spoken with our Lessons Coordinator (804.754.3401) and received a class assignment, your registration is complete. If you have not yet spoken to the Lessons Coordinator, please call to discuss options. **Only by speaking to the Lessons Office will you be given a class assignment.**

As this is the first time we are using this online system for lessons, there may be some unforeseen hiccups. If you are having problems with this new system, please email kristinberrier@novaswim.org with specific details of the issue.