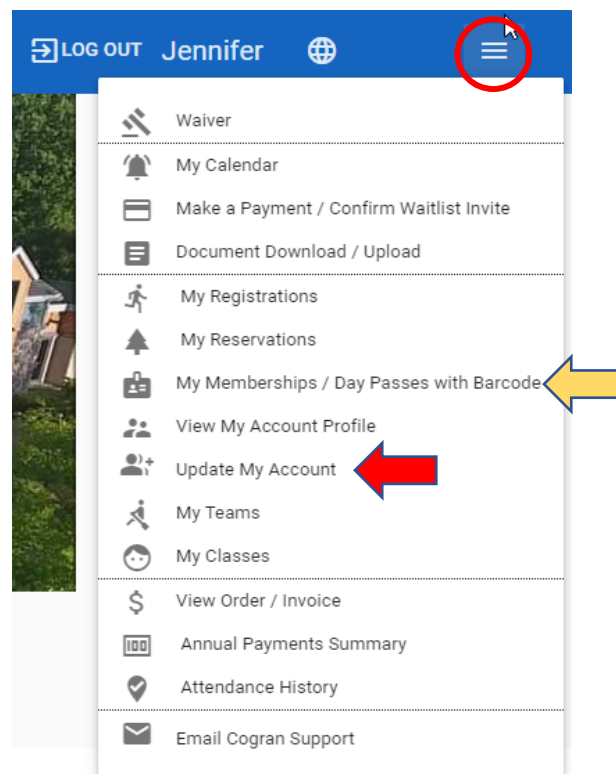


To be ready for online or in-person swim lesson registration, please do the following:

- 1) Confirm you know your account log-in. Do not create a duplicate account with another email address.
 - If you've ever registered for a program with us (in person or online), or if you currently have or have had a membership, you have a User ID in our system.
 - If you don't know which User ID is attached to your child or are unsure of your User ID, please contact Megan Roche at recmgr@ridgefieldct.gov.
- 2) Confirm your Membership is currently active.
 - Log into your account and click on the "hamburger" icon in the upper right-hand corner. From the pull-down menu, select "My Memberships" (see **yellow arrow** below). When the screen pops up, confirm that your membership is currently active. This will confirm that you have the correct User ID associated with your membership, which will ensure you receive the member rates when registering for swim lessons.
 - If you would like to renew your membership, please contact Member Services at the front desk.
- 3) Confirm your Account Information is correct and up-to-date.
 - Return to click on the "hamburger" icon in the upper right-hand corner. From the pull-down menu, select "Update My Account" (**red arrow** below).



4) Please make sure the following information is correct: (screenshot below)

- Primary Contact Adult information – name, phone number, email
- Secondary Contact Name and Phone (2nd Parent or Guardian)
- Emergency Contact (eg, friend, neighbor, grandparents)

Hello Jennifer

Edit Account Holder Details

Complete the details of the primary contact on this form. To manage participants press the button.

[GO DIRECTLY TO ADD AND UPDATE A PARTICIPANT](#)

Primary Adult Contact

First Name *

Jennifer

Last Name *

* Required

Primary Email *

Enter the email address to receive communications from us.

Other Email

Address 1 *

* Required

City *

* Required

State

Connecticut *

Postal Code *

* Required

Home Phone Number

Cell Phone

Second Contact Name and Phone

Emergency Contact

Emergency contacts with phone other than above. Include daytime phone number.

5) Then, click **SAVE AND CONTINUE TO PARTICIPANTS.**

6) For each participant/child, please ensure the following information is correct:

- Name
- Date of Birth (to ensure access to age-appropriate lessons)
- Grade for the school year Fall of 2024 (if applicable)
- School (select pull down menu for Ridgefield Public School options)

Edit Account Holder Details

Participants

Update participant details

Review and update the participant details. Scroll then press "Save".

Participant Details (* indicates required fields)

First Name *

* Required

Last Name *


* Required

Contact Type

Youth *

Select if either an adult or youth participant (under 18)

Date of Birth (format: MM/DD/YYYY eg 02/23/2000) * required

 02/02/2015

Used to filter programs based on age

Gender

*

* Required

Grade for school year Fall of 2024

School

Other *

Choose your school from the list.

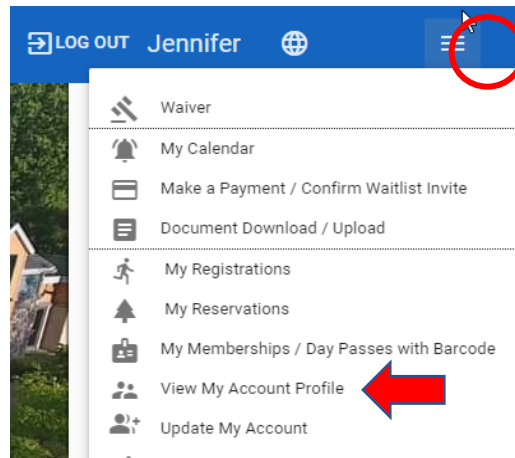
7) At the bottom of the participants page, please complete:

- Allergy And Medical Notes (type NONE, if none)

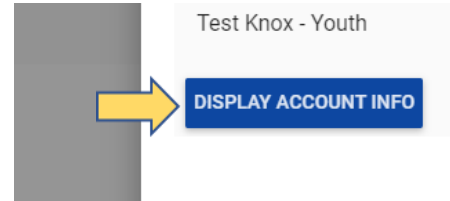
8) And finally, click on SAVE and continue to the next participant, if needed.

9) Confirm the qualification level (swim level) for your child. **(NOTE: Swim levels will be updated by 5pm on Saturday, March 16. Please confirm after this time.)**

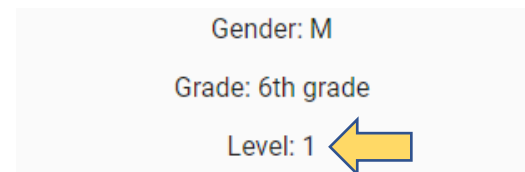
- Return to click on the “hamburger” icon in the upper right-hand corner. From the pull-down menu, select “View My Account Profile” (red arrow below).



- Click on “Display Account Info” below the child’s name.



- Confirm “Level” matches the swim level your child should register for.



- If the level does not match the level your child should register for in Spring 2024, please call 203.431.2755 x.2115 for assistance.

ADDITIONAL TIPS:

When registering for swim lessons, select the Aquatics – Lesson/Swim card (screenshot #1). Then use the “search in list” function to find the lesson more easily. Typing in the day of the week that the lesson is held on works well. Or the type of class; PACA, Preschool, Learn to Swim.

