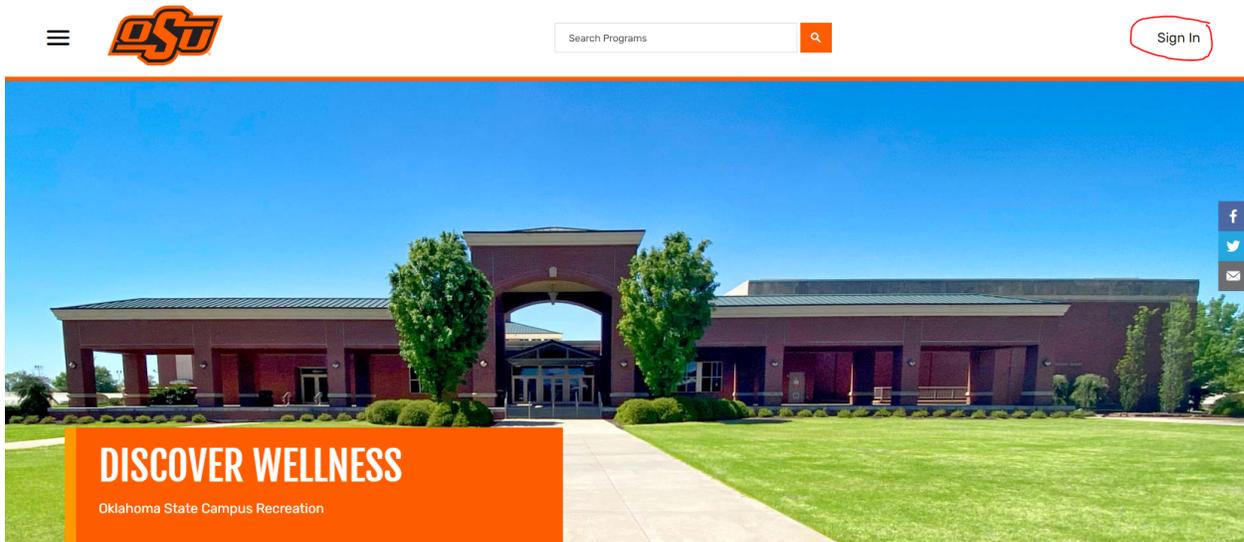# Registration Instruction Sheet
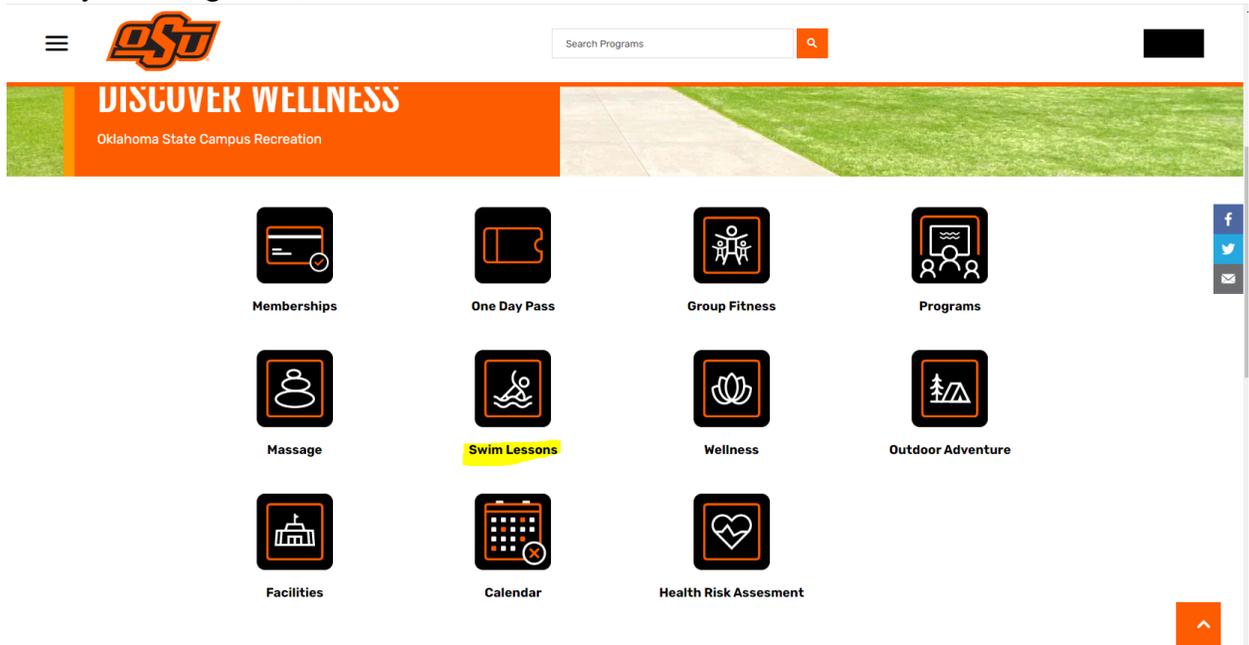
1. First, go to the rec.wellness.okstate.edu website.
2. Click the "Sign In" button in the top right corner of the webpage. This is also pictured below:
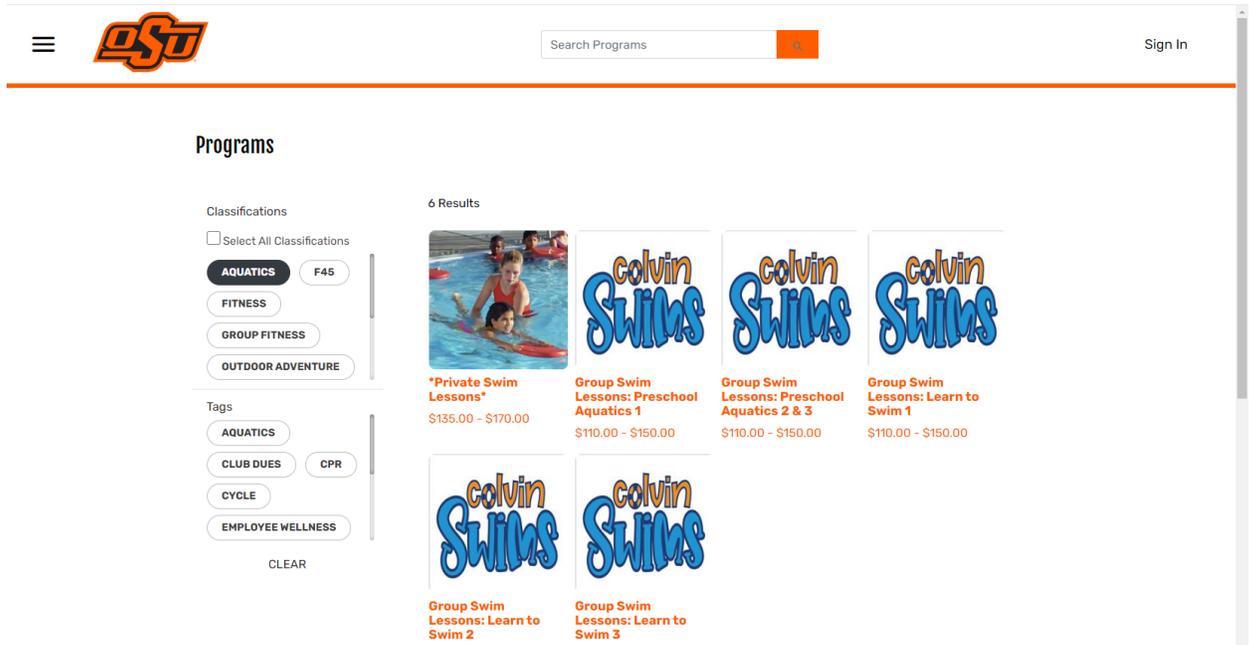

3. Once you click "Sign In", if you are an OSU Student/ Faculty Staff, you will click the orange button above email that says OKEY. You will then input your campus-wide login. All other patrons please input you email below the OKEY button. If you have not created an account yet, you will click the sign up button. Please see below picture:

4. Once you are signed in, the dashboard will look like this:

5. In the **Swim Lessons tab**, you are able to see the swim lesson options. You will be able to sign up for whichever program you choose and select the session and time you would like.

6. When signing up for your program, make sure you complete the required form, which can be found below:

Private Swim Lessons

$135.00 - $170.00   Age: 6 mo - 100 yr

Whether you are a seasoned swimmer wanting to fine tune your stroke mechanics, or you are just getting started and want to learn life-saving swimming techniques, our trained Water Safety Instructors are here to help! Private swim lessons are a great way to receive personalized, one-on-one instruction catered to the participant's swimming needs. All participants must fill out the form linked below to complete their registration. The minimum age requirement is 6 months. There is no maximum age allowed in our swim lesson program. Registration for each session closes the Monday prior to the start of the session (i.e Week 1 closes May 27th). No late registrations will be accepted.

Form required: Swim Lesson Registration

Please note your registration is **not complete until you have submitted the completed form AND payment.**

SHOW LESS

7. Make sure when you are registering for swim lessons, you are signing up the correct person. For example, if you want to sign up your child for swim lessons, you will click on their name on the screen below. .

Search Programs

Select Family Member   ✕

Select which family members to register for the following offerings:

(1) Session 1: June 3 - June 14 10:05am - 10:45am

MAX REGISTRANTS: 0/4

☐ ████████   ████████

CANCEL   **REGISTER**

8. When you find your session, add it to cart. When you add your session to the cart, you will be taken to the screen below. You will click the pay in full button, and then you will click the next button.

Register For Group Swim Lessons: Preschool Aquatics 1

You have 19 minutes left to register and checkout

How would you like to pay?

Session 1: June 3 - June 14
10:05am - 10:45am
Summer 2024
Instructor
3 Spots Left

○ Pay in full

Lowest cost $110.00

○ Pay less up front

Payment Summary

Subtotal: **$0.00**

1 Payment Options — 2 Additional Info

EXIT

NEXT

9. After clicking the next button, you will be taken to the screen below. Once you have completed the form, which can be found on pictured on step 6 above, you may click the yes button, and then click, proceed to checkout.

Register For Group Swim Lessons: Preschool Aquatics 1

You have 19 minutes left to register and checkout

Complete your registrations

Swim Lesson Form *

○ Yes ○ No

Have you completed the swim lesson form found on the member portal? REGISTRATION IS NOT COMPLETE UNTIL THE COMPLETED FORM AND PAYMENT ARE RECEIVED

✓ Payment Options — 2 Additional Info

Payment Summary

Subtotal: **$110.00**

EXIT

🛒 PROCEED TO CHECKOUT

10. After clicking proceed to check out, you will be taken to your cart, if you would like to continue shopping you may click that button, or you can click the checkout button

Shopping Cart

Sarah Blumer   0-209570

Item	Customer Name	Quantity	Unit Price	Total	
Group Swim Lessons: Preschool Aquatics 1 Programs Offering: Session 1: June 3 - June 14 10:05am - 10:45am		1	$110.00	$110.00	REMOVE

Enter promo code...   APPLY

Subtotal: $110.00
Tax: $0.00
Total: $110.00

CONTINUE SHOPPING   CHECKOUT

Refund Policy