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:
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.

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.
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 picture on step 6 above, you may click the yes button, and then click, 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.