

How to register for Swim Lessons Via Online Portal

1. Select **Sign Up** in the top right corner.



2. Create new account. Fill in **adult or parent** information. Once completed select the **Term of Use** box. Then select **register**.

A screenshot of the 'REGISTER' form on the UTREC portal. The form is titled 'REGISTER' and 'CREATE A NEW USER ACCOUNT'. It contains several input fields: 'Name*' (First and Last), 'Desired Username*' (filled with 'UTREC123'), 'Password*' and 'Confirm Password*' (both filled with asterisks), 'Email Address*' (filled with 'TOM.NYPP@UNTO.EDU'), 'Member Information' (ID Number), 'Date of Birth' (Month: JUN, Day: 1, Year: 1990), 'Gender' (Male selected), 'Phone Numbers' (Home, Work, Mobile), 'Address*' (Line 1: 2301 W. SANDYPT. ST, Line 2: LPH 2, City: TOLEDO, Province/State: OH, Country: US, Postal/Zip Code: 43026). At the bottom, the 'Terms of Use*' checkbox is checked, and the 'Email Opt-In' checkbox is unchecked. A yellow arrow points to the checked 'Terms of Use' checkbox. A 'REGISTER' button is at the bottom of the form.

3. Your account should be created but **YOU MUST ACTIVATE YOUR ACCOUNT before log in.** Check your e-mail and follow the instructions.

THE UNIVERSITY OF TOLEDO

Search Programs

SIGN UP LOG IN

REGISTERSUCCESS

YOUR ACCOUNT WAS CREATED SUCCESSFULLY

STEP 1: ACTIVATE YOUR ACCOUNT

Before you can use your account it **must be activated**. Instructions on how to activate your account have been emailed to you. Please **check your email** and follow the instructions to activate your account.

Note:

- Email delivery can be delayed by several minutes
- Check your junk or spam folder or filter if you do not receive this email

STEP 2: SIGN IN

Once you've successfully activated your account you will be able to sign in and begin using your account.

LOG IN

4.

Office of Recreational Services Account Registration

Inbox x

noreplyutrec@utoledo.edu
to me

ACCOUNT ACTIVATION

Hi,
Welcome to the Office of Recreational Services member portal. Your user account was created successfully

Step 1: Activate Your Account

To activate your account and verify your e-mail address, please click on the following link:
<https://utrecportal.utoledo.edu/Account/ActivateAccount?id=26fd5c81-4aba-48c0-9760-8ad42a696355>

Note that your account must be activated within 7 days.

If you have received this mail in error, you do not need to take any action to cancel the account. The account will not be activated, and you will not receive any further emails.

Step 2: Sign In

Once activated, you may log in to <https://utrecportal.utoledo.edu/Account/Login> using the username and password you setup when you created your account.

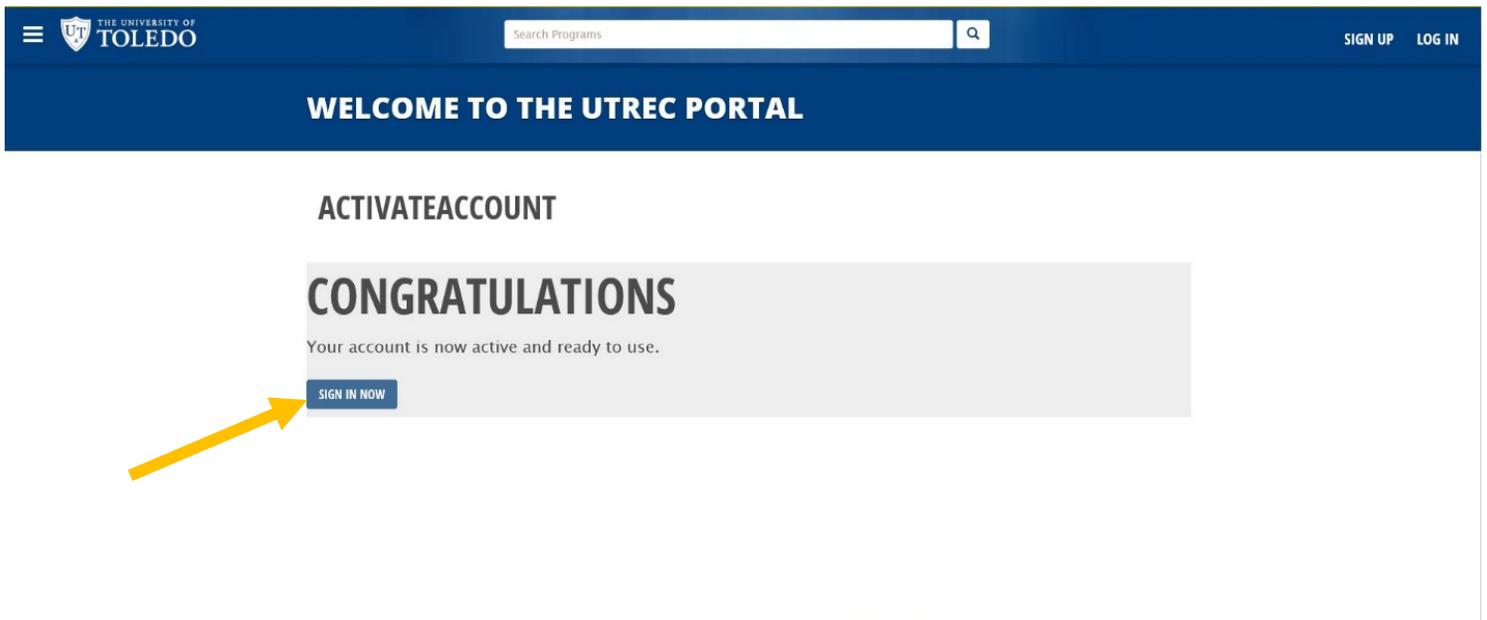
If you are unable to click either of the above links, copy and paste the URL in a new browser window instead.

Thanks for setting up your account!

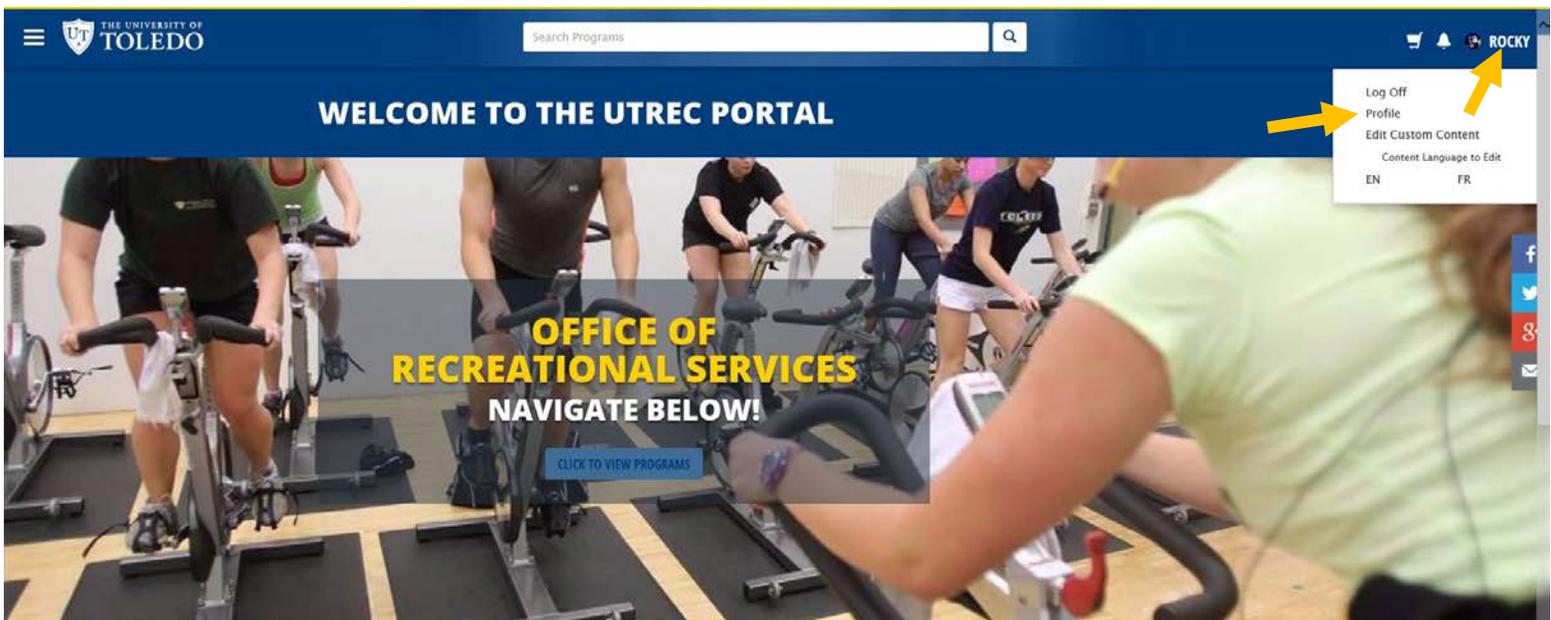
Sincerely,
Office of Recreational Services

(This is an automated email - please do not reply)

5. After you activate your account through your e-mail, you will be ready to sign in.



6. Click on your username in the top right corner (Ex. **Rocky**) and select **profile** from the drop down menu.



7. If you would like to register your child for a class, scroll to the bottom of page and select **add dependent(s)**. If not, go to Step 9.

The screenshot shows the University of Toledo user profile page. The header includes the university logo and a search bar. A sidebar on the left lists various services like Personal Information, Programs, Memberships, etc. The main content area displays the user's profile, including a photo of a person in a blue and yellow costume. Below the photo, there are sections for Personal Information, E-mail Optin, ID Number, Gender, Date of Birth, Addresses, Phone Numbers, and Email Addresses. At the bottom, there is a table of dependents with columns for First Name, Last Name, Date of Birth, and Gender. A yellow arrow points to the 'ADD A DEPENDENT' button at the bottom of the page.

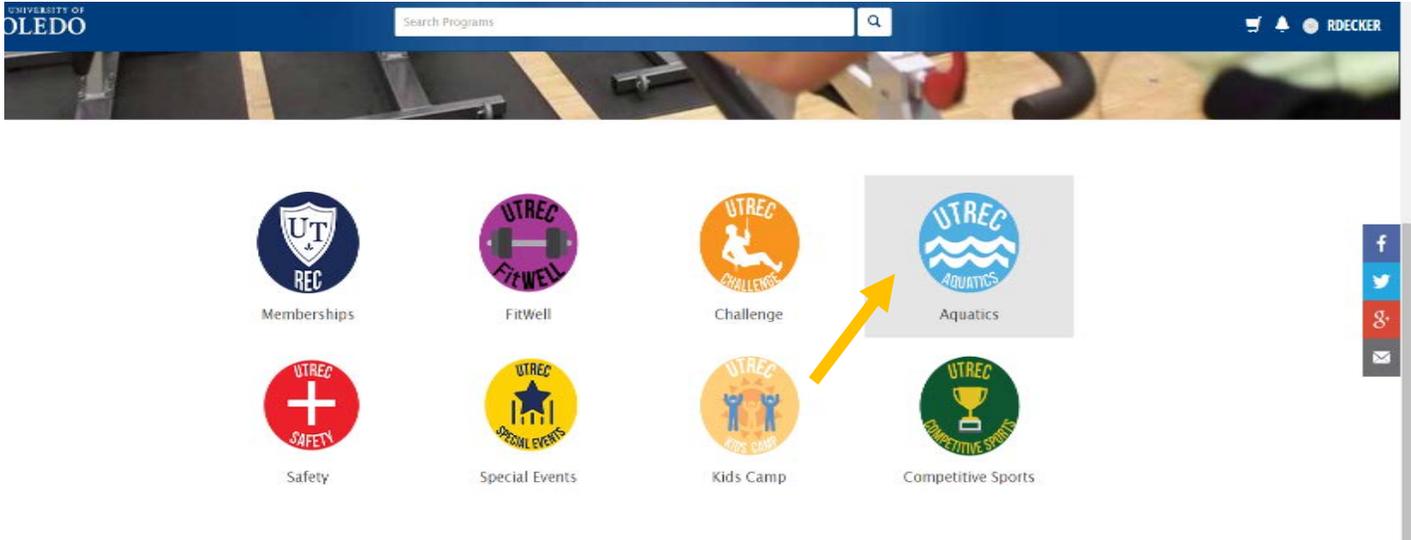
First Name	Last Name	Date of Birth	Gender
Little	Rocky	01/01/2006	Male
Littler	Rocky	01/02/2009	Female

8. Add dependent information

a. Repeat steps 7 and 8 if registering more than 1 child

The screenshot shows the 'NEW DEPENDENT' form overlay on the user profile page. The form has fields for First Name, Last Name, Date of Birth (with dropdowns for month, day, and year), and Gender (radio buttons for Male and Female). There are 'CANCEL' and 'SAVE' buttons at the bottom of the form. The background shows the same user profile page as in the previous screenshot, with the 'ADD A DEPENDENT' button visible at the bottom.

9. Click **The University of Toledo** shield in the top left corner to go to the home page.
10. Select the **UTREC Aquatics** button.



11. Select which Level of UT Swim School you would like to register for.

CLASSIFICATION	All Categories	
All Classifications		UT SWIM SCHOOL LEARN TO SWIM \$45.00
Aquatics		UT SWIM SCHOOL PARENT/CHILD \$35.00
Camps		UT SWIM SCHOOL PRESCHOOL \$35.00
Safety		
SEMESTER		
Spring 2017		
Summer 2017		
CATEGORY		
All Categories		

12. Determine which Session and class you would like to register for.
Click the Register button for the correct class.

UT SWIM SCHOOL PRESCHOOL

\$35.00

Programs / UT Swim School Preschool



PROGRAM OFFERINGS

SESSION 1 6/6-6/29: PRESCHOOL LEVEL 1 T/TH
SUMMER 2017

Summary	Dates	Time	Location	Status
every Tuesday and Thursday from 5:40 PM to 6:10 PM	Starting Tue, Jun 6 2017 and Ending Thu, Jun 29 2017	5:40 PM to 6:10 PM	Leisure Pool	5 SPOT(S) AVAILABLE

REGISTER

June 6-June 29

SESSION 1 6/6-6/29: PRESCHOOL 2 & 3 T/TH
SUMMER 2017

REGISTRATION OPENS MON, MAY 1 2017 12:00A THU, JUN 8 2017 12:00A

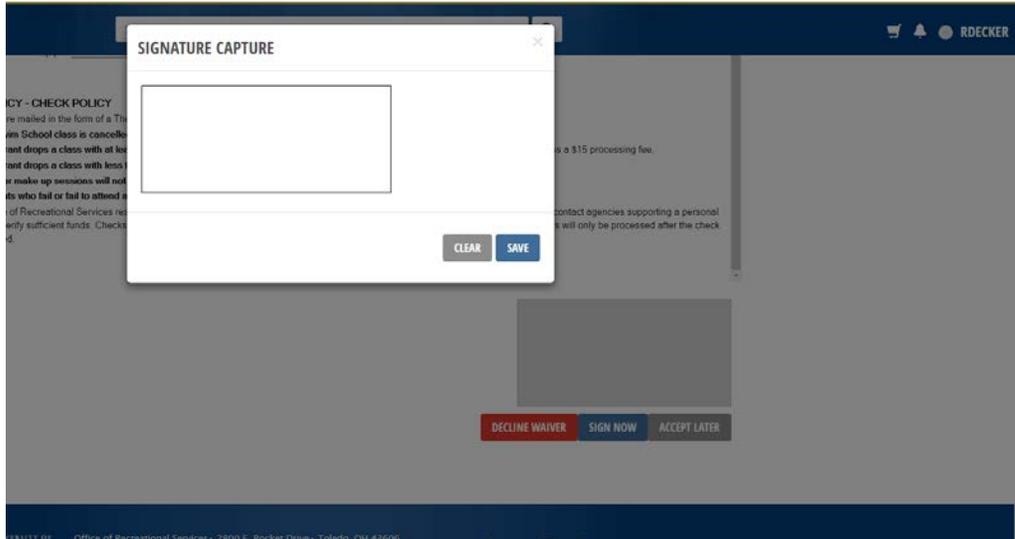
13. If you added a dependent(s), then prompt you will be prompted to select which child you are registering. Those not the correct age to register for the class will not have the option to select register. If no dependents added, then skip to step 14.

The screenshot shows a registration page for UT Swim School Preschool with a modal window titled "WHICH FAMILY MEMBER WOULD YOU LIKE TO REGISTER?". The modal lists several family members with their names, birth dates, and registration status. The background page shows the program offering details and a "REGISTER" button.

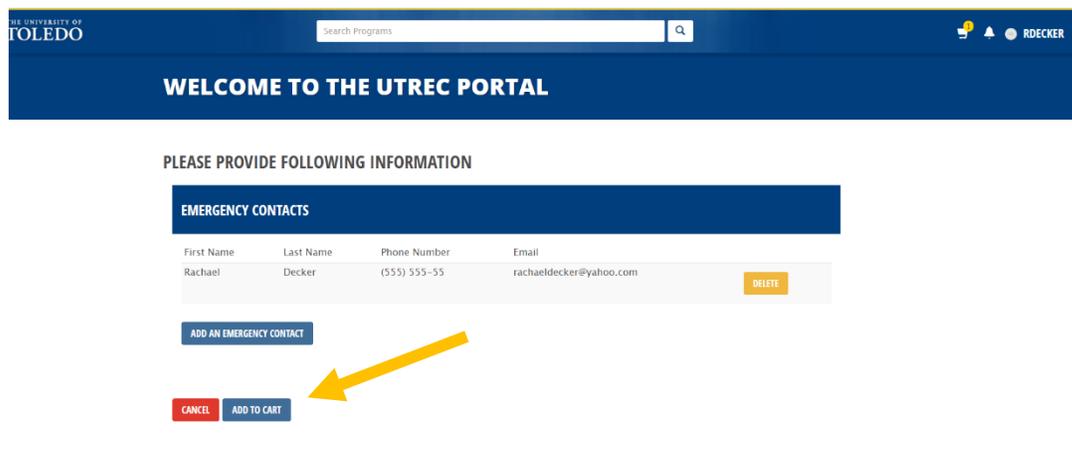
Name	Birth Date	Status
Rachael Decker	6/26/1986	Age Restricted
Camden Decker	7/1/2009	Age Restricted
Rylan Decker	9/18/2010	REGISTER
Reagan Decker	7/26/2011	Pending Payment Authorization
Owen Decker	9/9/2013	REGISTER
Amelia Decker	1/9/2016	Age Restricted
Brandon Decker	12/20/1983	Age Restricted

Background page details: UT SWIM SCHOOL PRESCHOOL, \$35.00, PROGRAM OFFERINGS, SESSION 1 6/6-6/29: PRESCHOOL LEVEL 1 T/TH, 5 SPOT(S) AVAILABLE, REGISTER.

14. On the waiver screen, you will have the option to select sign now or sign later. If you sign now, you will need to click on the empty box. You will then use your mouse (or finger on touch screen) to sign the waiver. If you sign later, then you will need to stop in the office to sign the waiver in person prior to the first class.



15. After completing the waiver, you will be asked to submit an emergency contact. Once completed, select the Add to Cart button.



16. Now you can select to check out or continue shopping.
b. Choose **continue shopping** if:
i. You wish to register another child
ii. You wish to register for multiple swim lesson sessions.

17. If you wish to continue shopping **repeat steps 9-16** until you have registered your child(ren) in all of the necessary sessions and you are ready to checkout.

*If there are any questions while completing registration please contact Rachael Decker.

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E-mail: Rachael.decker@utoledo.edu