

# 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\*' (UTREC06), 'Password\*' and 'Confirm Password\*' (both masked with asterisks), 'Email Address\*' (T06.N0T0P@1N001.EDU), 'Member Information' (ID Number), 'Date of Birth' (Month, Day, Year), 'Gender' (Male, Female), 'Phone Numbers' (Home, Work, Mobile), 'Address\*' (Line 1, Line 2, City, Province/State, Country, Postal/Zip Code). A 'Password Requirements' box lists rules: Must be at least 8 characters long, Must contain a number, Must contain a lower case letter, Must contain an upper case letter, Must contain a non-alphanumeric character, Must not contain username. At the bottom, there are two checkboxes: 'Terms of Use\*' (checked) and 'I wish to be contacted for news and promotional offers' (unchecked). A yellow arrow points to the 'Terms of Use\*' checkbox. A 'REGISTER' button is at the bottom.

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

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.

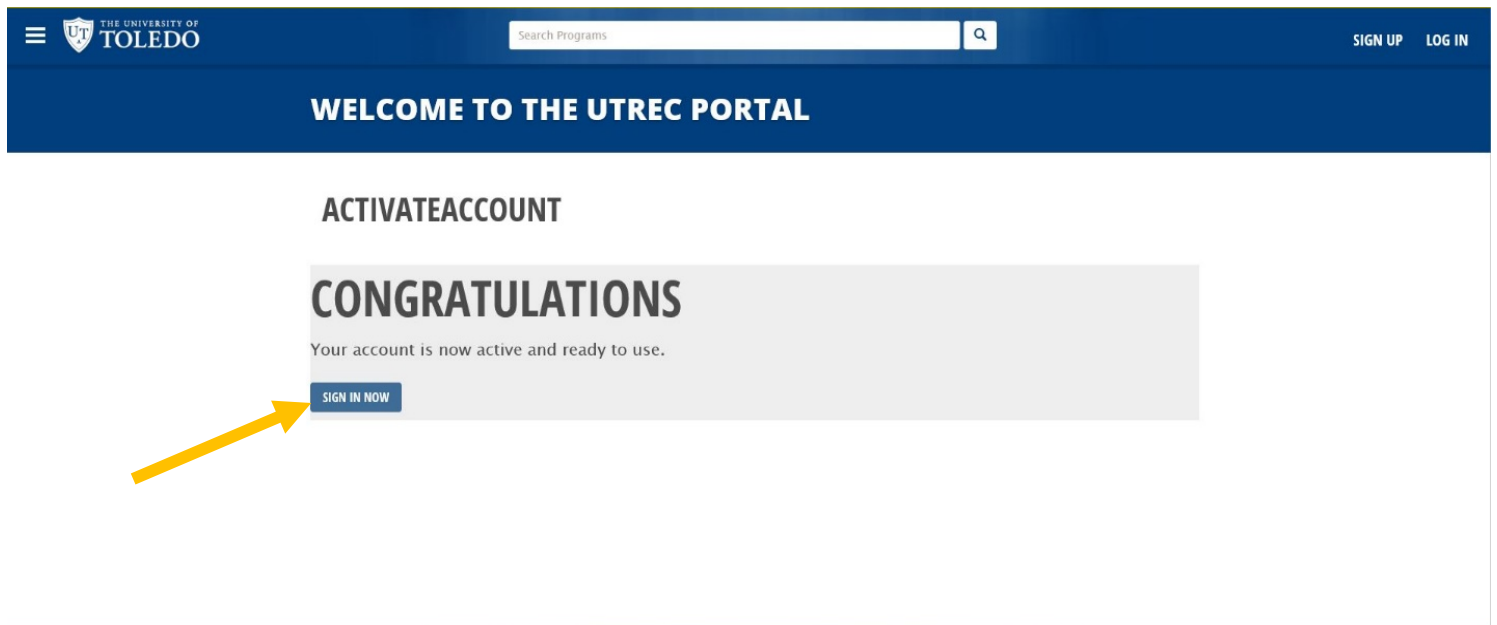
If you are unable to click either of the above links, copy and paste the URL in a new browser window instead.

Thanks for setting up your account!

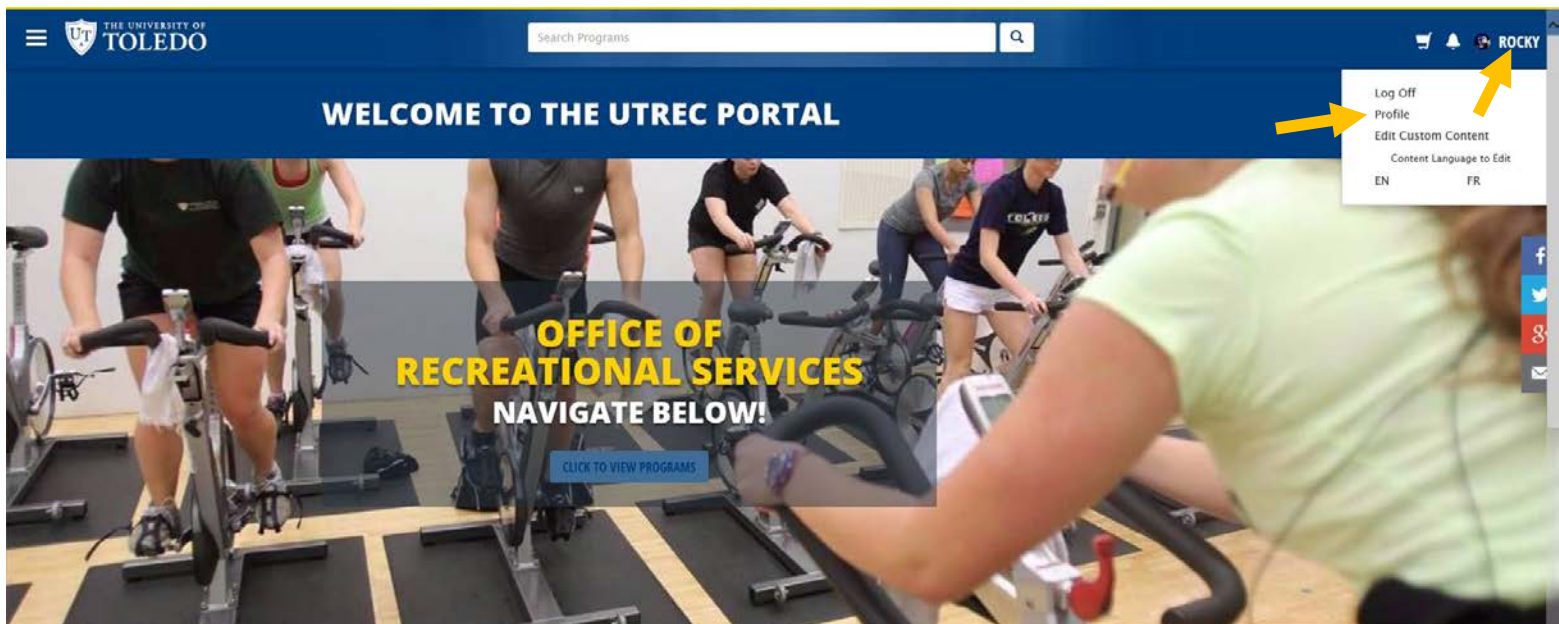
Sincerely,  
Office of Recreational Services

(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. On the left is a navigation menu with options like Personal Information, Programs, Memberships, Lockers, Equipment, Court Bookings, Facilities, Guest Passes, Multi-Visit Passes, Order History, Towel Services, and Parking Permits. The main content area displays the user's profile, including a photo of a person in a blue and yellow uniform. Below the photo is the 'Personal Information' section with fields for E-mail OptIn, ID Number (M-10000), Gender (Male), Date of Birth (Mon, Jan 01, 1996), and Addresses (Toledo, Ohio). There are also sections for Phone Numbers and Email Addresses. At the bottom, there is a table of dependents:

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

Below the table is a blue button labeled 'ADD A DEPENDENT' with a yellow arrow pointing to it.

8. Add dependent information

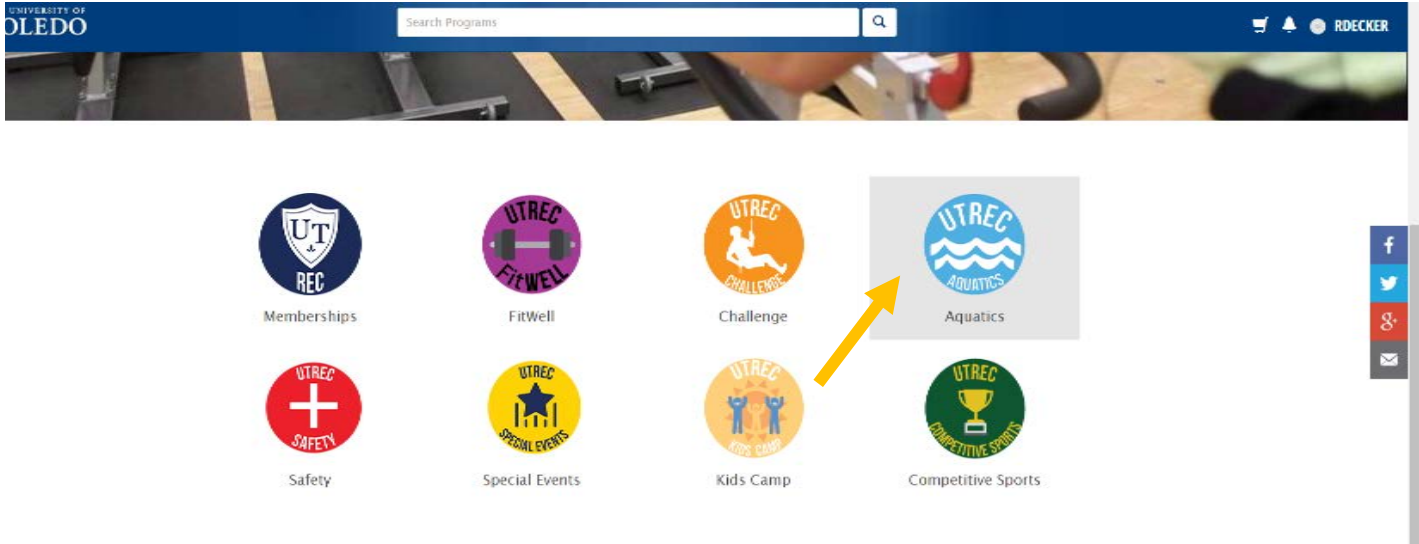
a. Repeat steps 7 and 8 if registering more than 1 child

The screenshot shows a 'NEW DEPENDENT' modal form overlaid on the user profile page. The form contains the following fields:




- First Name:
- Last Name:
- Date of Birth:
- Gender:  Male  Female

At the bottom of the modal are 'CANCEL' and 'SAVE' buttons. Below the modal, the 'ADD A DEPENDENT' button from the previous screenshot is visible.

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		
Aquatics		UT SWIM SCHOOL LEARN TO SWIM \$45.00
Camps		UT SWIM SCHOOL PARENT/CHILD \$35.00
Safety		UT SWIM SCHOOL PRESCHOOL \$35.00
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

5 SPOT(S) AVAILABLE


REGISTER

Summary	Dates	Time	Location	Status
every Tuesday and Thursday from 5:40 PM to 6:10 PM June 6-June 29	Starting Tue, Jun 6 2017 and Ending Thu, Jun 29 2017	5:40 PM to 6:10 PM	Leisure Pool	

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.

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

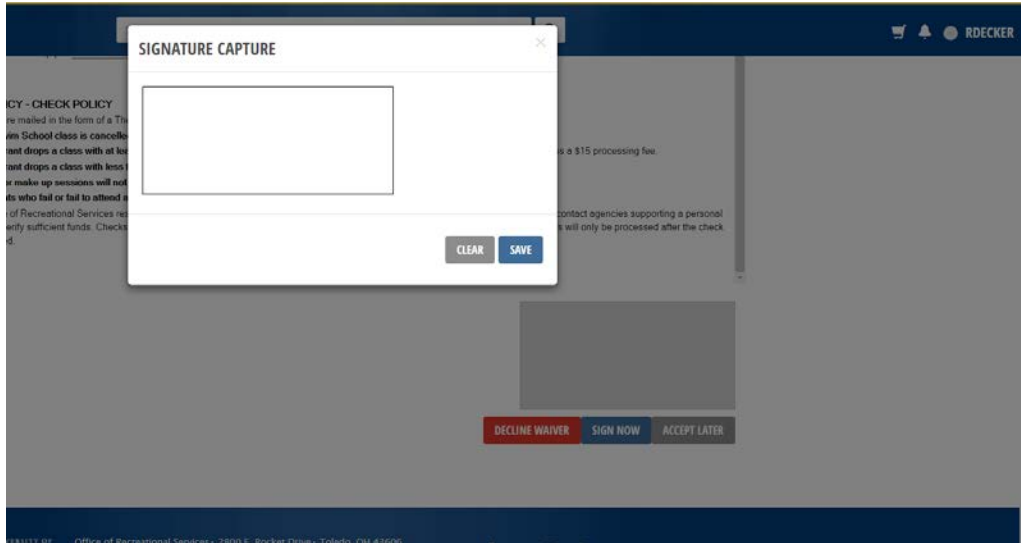
5 SPOT(S) AVAILABLE  
REGISTER

WHICH FAMILY MEMBER WOULD YOU LIKE TO REGISTER? ✕

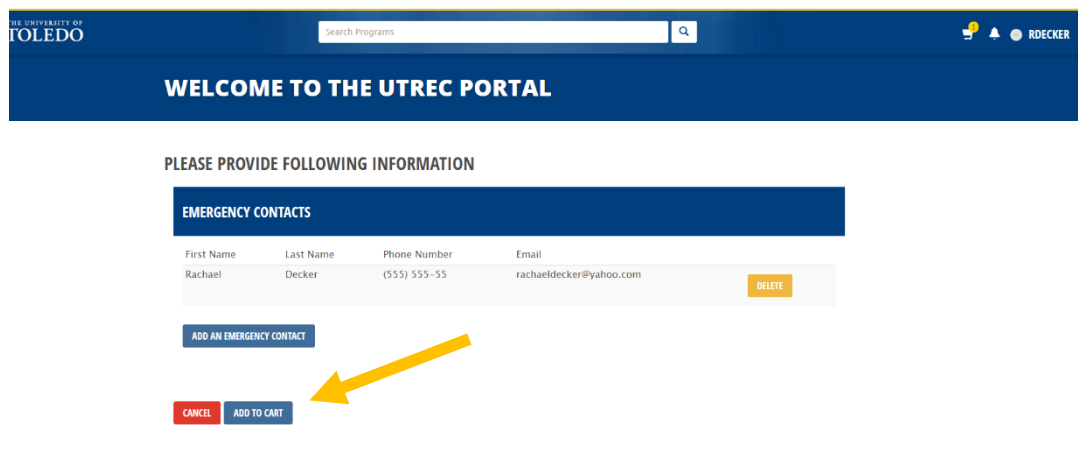
Rachael Decker	6/26/1986	Age Restricted
Camden Decker	7/1/2009	Age Restricted
Rylan Decker	9/18/2010	REGISTER
Reagan Decker	7/26/2011	Pending Payment Authorization
Owen Decker	9/9/2013	REGISTER
Amelia Decker	1/9/2016	Age Restricted
Brandon Decker	12/20/1983	Age Restricted



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.

Phone number: (419) 530-3702

E-mail: [Rachael.decker@utoledo.edu](mailto:Rachael.decker@utoledo.edu)