



Parks and Recreation Department - 2426 N Discovery Place – 99216 - 509.720.5200

April, 2018

We are about to begin registrations for 2018. Updated registration options will allow you to **register for Swim Lessons and Swim Team online 24/7**. New this year, our registration time will begin at NOON on the designated Fridays.

No more need to arrive at the pool hours early on registration Friday; you are now able to register from wherever you are as long as you have internet access.

Registration is also available at each pool during hours of operation, and at CenterPlace Regional Event Center in person or over the phone at 509-720-5200 Monday – Friday between 8-4:30pm.

Registration for Swim Team will open at **NOON**, Friday, June 15, 2018.

Registration for Swim Lessons will still follow the Swim Lesson Registration Schedule below. Registration for each session will NOT be available until the designated START date and TIME.

2018 Swim Lesson Sessions	Registration Start Dates
June 25- July 6	Friday, June 15 at NOON
July 9 - July 19	Friday, June 29 at NOON
July 23 - Aug 2	Friday, July 13 at NOON
Aug. 6 – Aug 16	Friday, July 27 at NOON

Detailed instructions follow on how to set up your online account – if you set up an account last year – DO NOT CREATE A NEW ACCOUNT. Your information is still in our system.

We highly recommend that you login and create or re-locate your FAMILY ACCOUNT and get familiar with the site navigation before registration opens for the first swim lesson session and swim team.

****OPEN SWIM PASS CARDS**** The Open Swim Pass Key Fobs are still \$20 for 25 open swims; however, money added to the card in 2018 must be used in the 2018 season or it expires.

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Instructions for Creating an Online Family Account

- Go to the Spokane Valley Pools page on the City website: www.spokanevalley.org/Pools
- On right hand toolbar click the **Online Program Registration Link**
- Once you are on the Online Program Registration page, click the **Account tab** at the top of the screen.
- Select the – ***“I would like to create a New Account”*** option – enter your email address.
- If you receive the red message indicating that you already have an account with us associated with that email address, this could be because we have input your email address from previous years of registering for Swim Lessons or Swim Team, or because you have utilized our online registration for recreation program registration through Spokane Valley Parks and Recreation.
 - *If the system indicates you already have an account, enter your password or reset your password to gain access to your account information.*
 - *Verify your account information to make sure it is correct and that your account has all of your FAMILY members listed on the account with their correct information.*
- **If the system does NOT recognize your email** address it will bring you to the Add a New Person screen.
- **IMPORTANT INFORMATION** – In this screen you are creating your FAMILY ACCOUNT. So please fill out the information correctly and completely including birth date information.
 - *The Resident/ Non-Resident information is nothing you have to be concerned with; it is a feature of the software that we do not utilize.*
- After you have completed the information for yourself, click save and continue - you will then be asked if you want to Add a New Member.
- **Please Click ADD NEW MEMBER** so you can add all of your children and any other members of your family to your account.
- It will bring you back to the Add a New Person screen.
- Change the information listed to that of the new family member. Make sure to change gender and birthday information
- When you click - save and continue - it will again bring you back to the Account Information screen
- Now under the drop down box at the top you should see multiple family members.
 - Continue this process until all of your family members are listed in that drop down box.
- **Once you have set up your account, you will be ready to go for when registration opens.**
- Please set up your account prior to June 15th for your convenience, as classes fill up fast.
- This will also give you time to get familiar with the site and how to register for a program.
- When registering, make sure you are registering at the correct pool and for the correct session time, as there are many options.

Online Registration Basics

- Click on the Register Tab to navigate through the options for registration.
- When you select the session dates you wish to register for, all the lesson options will appear.
- When you highlight a lesson level on the left, you will see all the options for that level on the right.
- The times and dates will be listed directly above the blue bar for each class.
- Make sure you are registering for the correct class time as there are many options.
- Also make sure that you are registering the correct family member for the lesson, as the classes are age sensitive.