

DOLPHIN SWIMMING ONLINE REGISTRATION

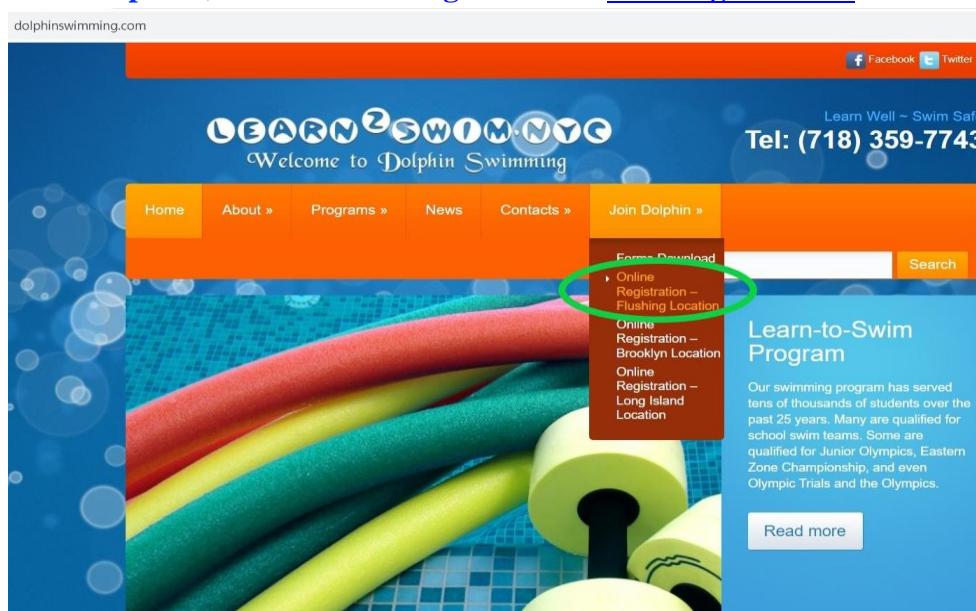
Flushing Location

All registrations are online, it is REQUIRED to create an account!

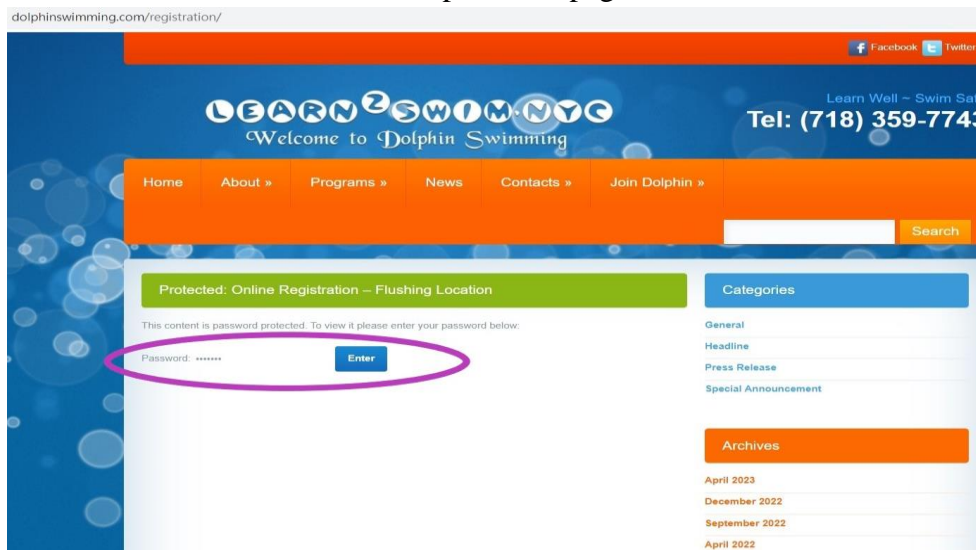
- Please always submit your request as soon as registration opens up, as we keep a 1:4 instructor to student teaching ratio (up to level 7). All spots are on a first come first served basis.
- For beginners aged 6-8, please select a Junior Basics class.
- For beginners aged 9-17, please select a Teen Level 1 class.
- For a new student who is able to swim with breathing independently, please email us at eric@dolphinswimming.com to schedule a potential assessment based on availabilities.

Part 1: Creating an account:

1. Go to our homepage www.dolphinswimming.com.
Hover on “Join Dolphin”, click “Online Registration – Flushing Location”

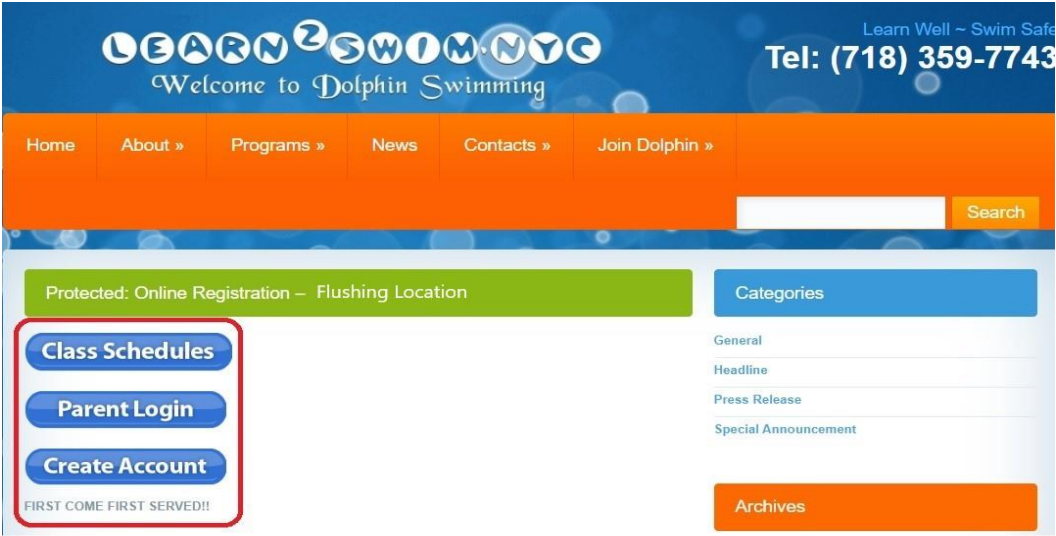


2. Insert password “DOLPHIN” to unlock the protected page

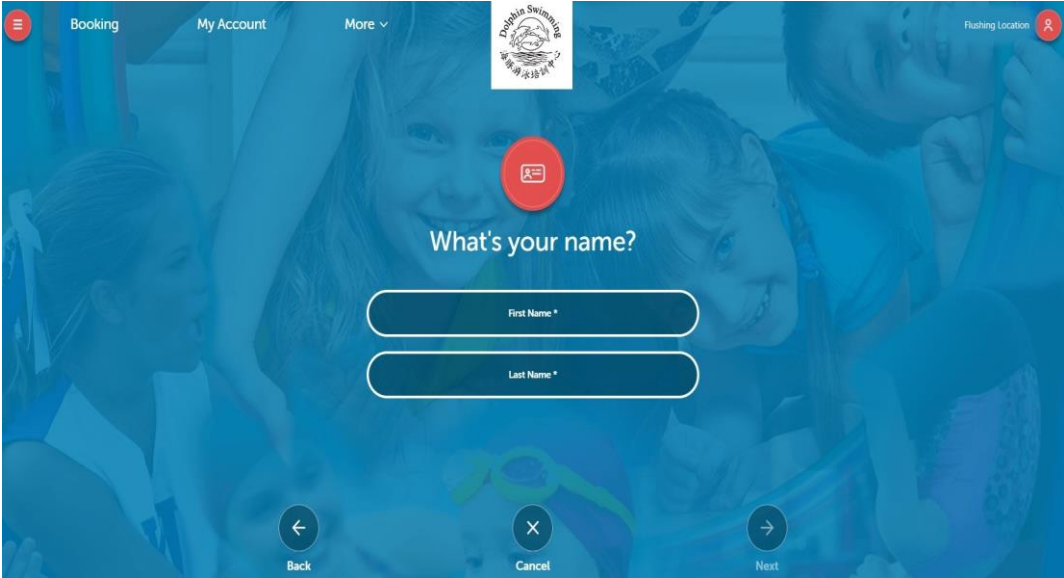


3. Click “**Create Account**”, and follow the instructions to enter the information needed (Email, guardian name, phone number, password, address, accept policies, and student information)

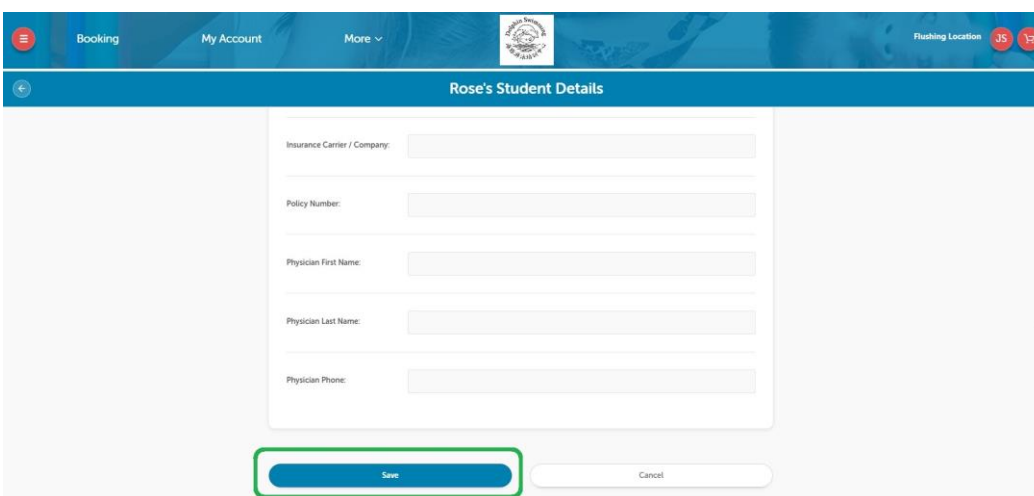
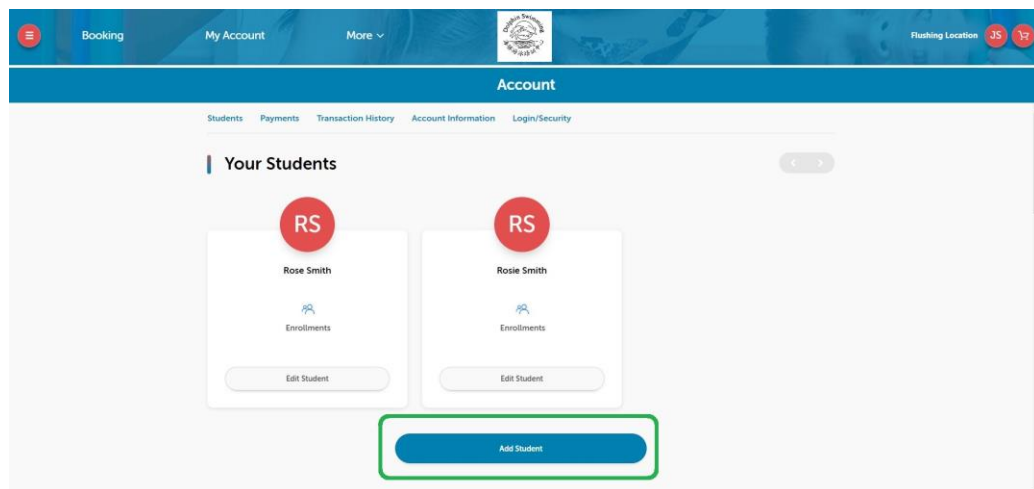
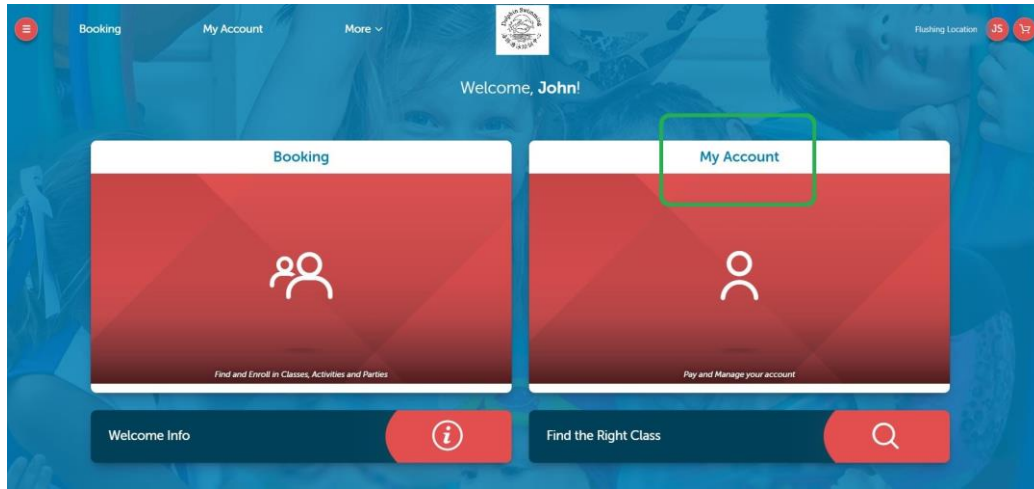
Once you have your account created, you may click on “**Parent Login**” in the future.



For this part, please enter the **guardian's name**, and not the student's name!

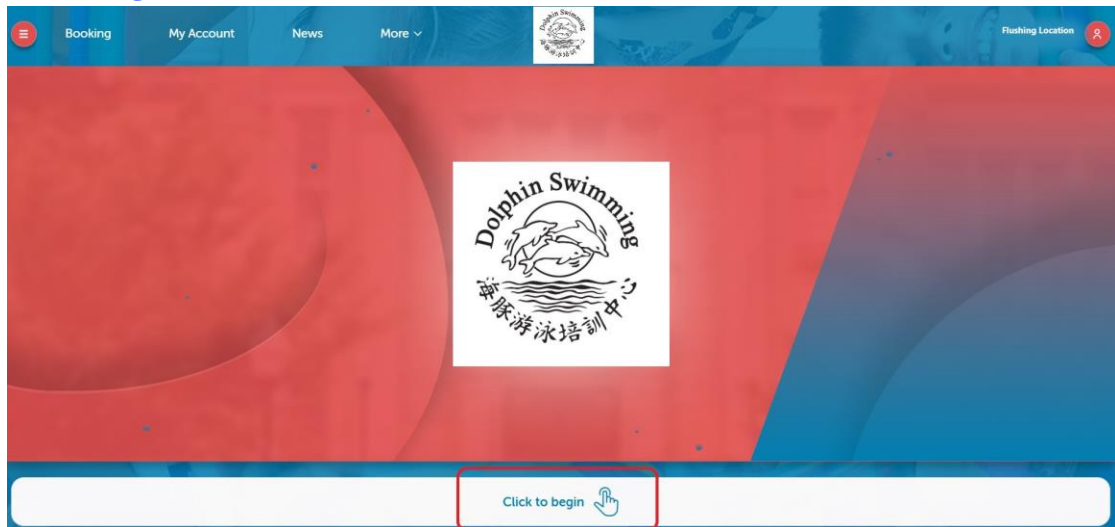


4. If you have multiple children in your family, you can add another student by clicking “**My Account**” and click “**Add Student**”. Enter the student information per instruction and click “**Save**”.

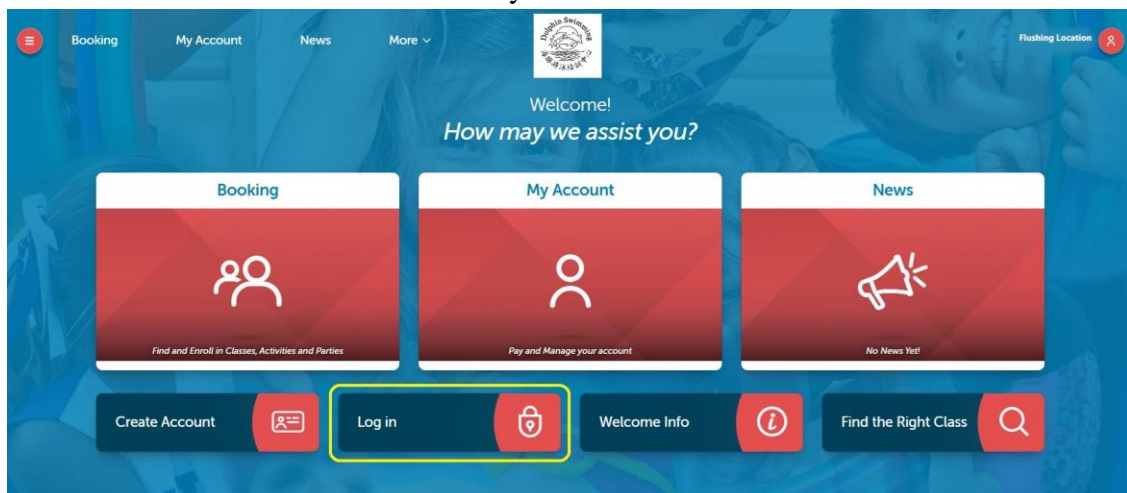


Part 2: Online Registration:

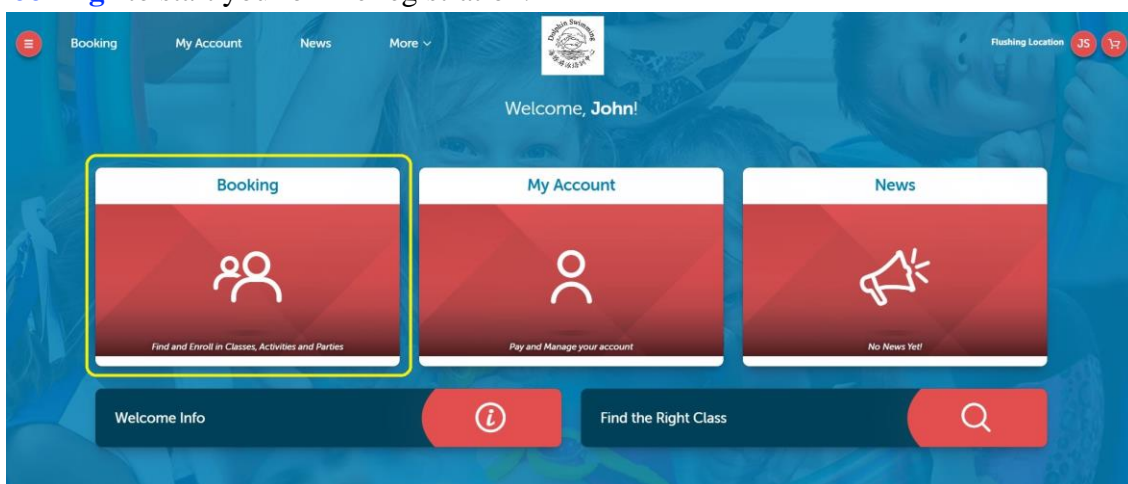
1. Click **“Click to begin”**.



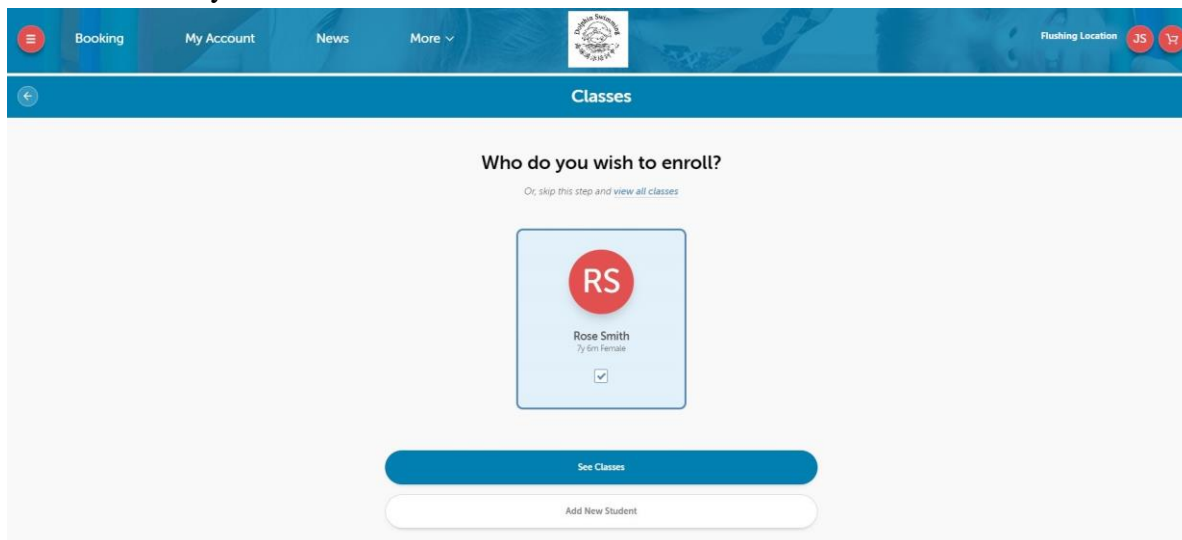
2. Click **“Login”** to login to your account with the password you have created, or you can always recover your password with the email address linked to your account.



3. Click **“Booking”** to start your online registration.

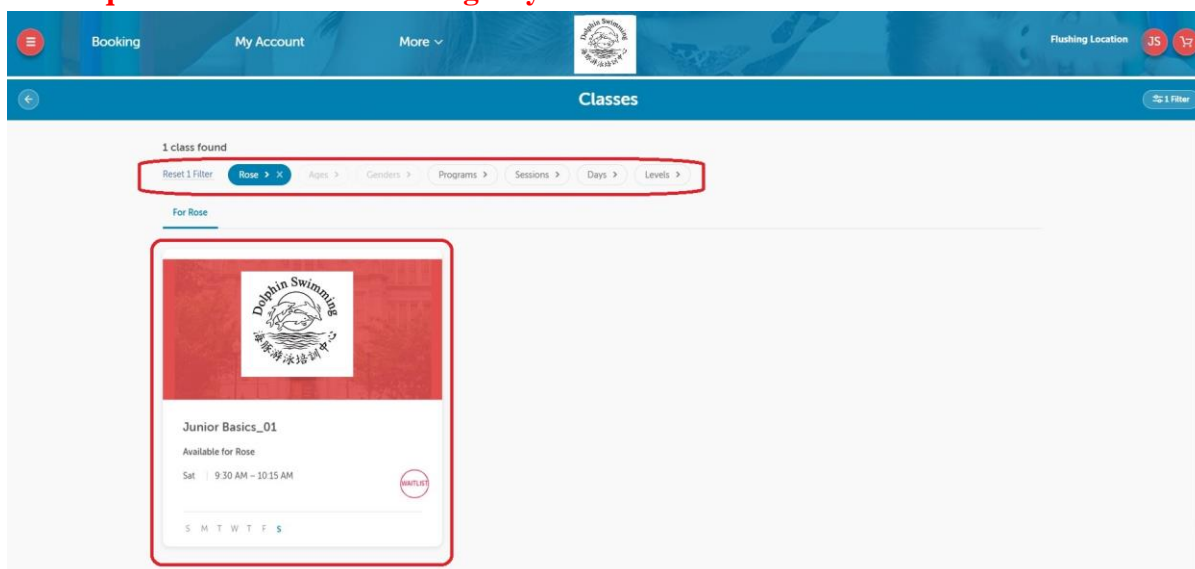


4. Select the student you wish to enroll and click “See Classes”.



5. Filtering out the days and levels will help you find the class desired more easily. After that, select the class you wish to enroll in.

***Please note that you will be seeing all classes online as “waitlist” and that is normal because none of the requests is finalized until we give you a call to confirm.**



PLEASE NOTE:

- Junior level classes from Junior Basics to Level 5 are only for students between age 6-8
- Teen level classes from level 1 to 5 are only for students between age 9-17
- Classes from level 6 and up are combined age groups

6. Check the class details and click “**Wait List**”.

The screenshot shows the 'Class Details' page for 'Junior Basics_01'. At the top, there is a navigation bar with 'Booking', 'My Account', and 'More' options. The class name 'Junior Basics_01' is displayed prominently. Below it, a red button labeled 'Wait List' is highlighted with a red box. Underneath the button, the text 'Available for Rose' and 'No Openings Available' is visible. A 'Details' section is located below, containing the following information:

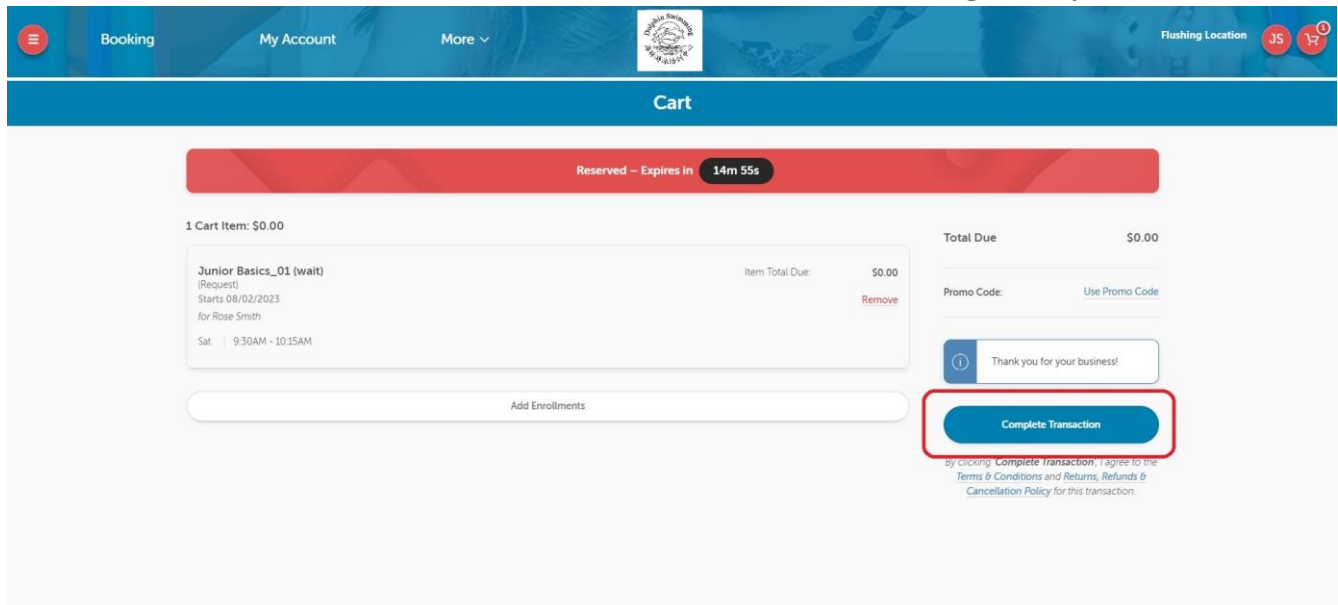
Schedule:	Sat 9:30 AM - 10:15 AM
Program:	Learn-to-Swim
Level:	Junior Basics
Tuition:	\$520.00

7. Under “Anything else we need to know?”, type in any notes, if any, and click “**Add to Cart**”
For example, you can add notes such as:

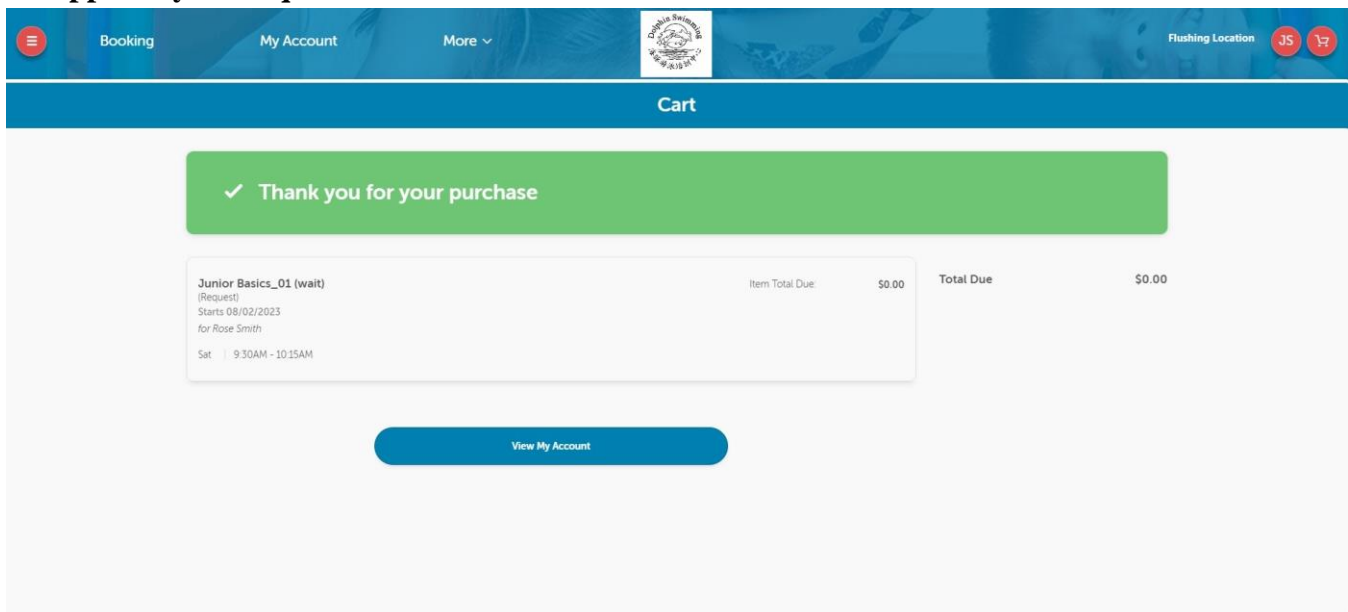
“Hi, my child Rose had done a water testing before, so we have a \$50 credit, thank you!”

The screenshot shows the 'New wait Enrollment' page. It features a form for enrolling a student. The class name 'Junior Basics_01' is at the top. Under 'Enrolling Student:', there is a checked checkbox next to 'Rose Smith(waitlist)'. Below this is a text area labeled 'Anything else we need to know?' which is currently empty. At the bottom of the form, there are two buttons: 'Add to Cart' (highlighted with a red box) and 'Cancel'.

8. Double check everything and **BE SURE TO CLICK** “[Complete Transaction](#)”
(The total amount due is \$0 because this is only a request, our staff will review and call to confirm)
(You won’t have to leave a credit card/bank account information right away)



9. You should reach the completion page and receive an email to confirm that your request has been received.
Please note submitting a request DOES NOT guarantee a spot; no payment is due until we approve your request.

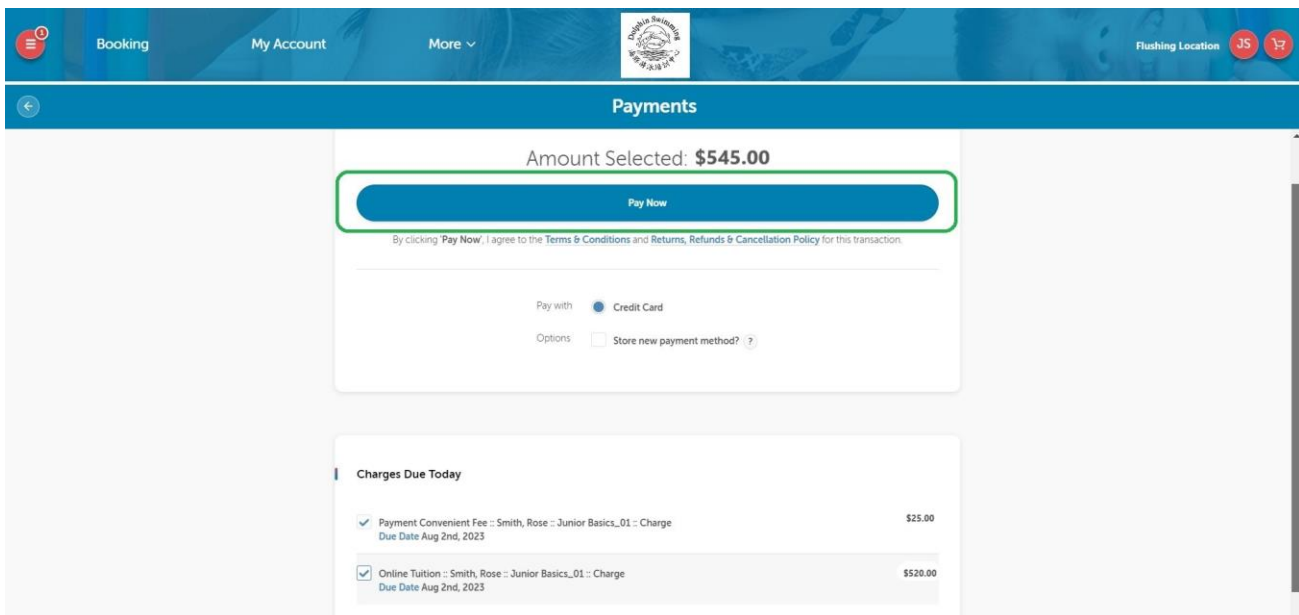
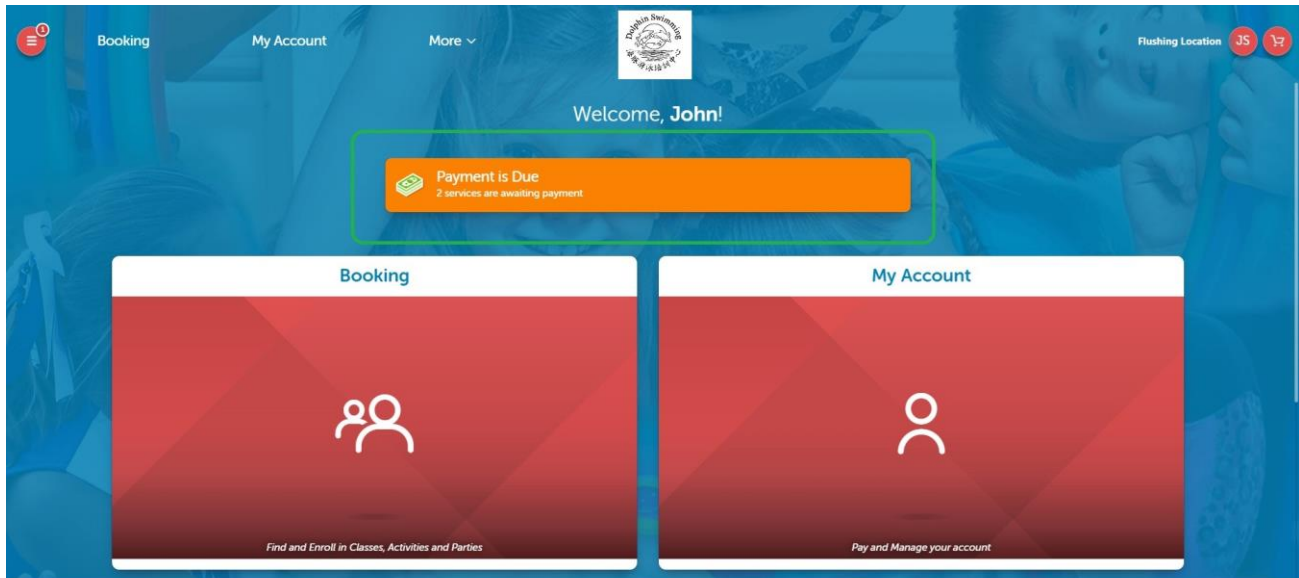


10. **Please wait for our staff to call you for confirmation!** We will provide detailed information needed before the class starts and inform the payment amount. Payments will need to be made in one of the following ways:

- a. **Cash:** bring in-person on site (when open)
- b. **Personal checks:** bring in-person on site (when open) or mailing (preferably certified mail)
- c. **Credit card:** pay online with an additional \$25 payment convenient fee per class enrollment

For example, if you decide to pay by credit card online, you will see below page:

(Tuition amount will vary depending on the class level of the student)



After payments are made, you can review your transaction history and class details in your account.

Your online registration is now all done!