


# easy ONLINE

## Swim Lesson Registration

### NEW USER? CREATE A LOGIN.

PLEASE CREATE A LOGIN BEFORE YOU REGISTER FOR SWIM LESSONS ONLINE.

- Go to [www.TemeculaCA.gov/TCSD](http://www.TemeculaCA.gov/TCSD)
- Click on Register for a Class.
- Click on the “thumbs up” symbol labeled “New User” 
- Fill out all your current information.
- Make sure you write down your Login and Password somewhere so you do not forget it.
- Click the “Submit” button.

**IMPORTANT:** If you get a message that asks you to choose a street address from the scroll down menu and you ARE a Resident you MUST choose a street address from that scroll down in order to be considered a Resident. If you choose “Leave Street as Entered” the system will think you are a Non-Resident. If you cannot find your address in that scroll down then choose “Leave Street as Entered” and you will be entered as a Non-Resident. If you have questions about your residency, please contact our office at 951-308-6396 or [swim@cityoftemecula.org](mailto:swim@cityoftemecula.org).

- Once you have finished entering all your information and press “Submit” you should get a screen that says “Congratulations”, then press “Continue”.

### ALREADY HAVE A LOGIN?

- If you have already created a Login, please proceed to instruction number 1.
- NOTE: Registering for Swim Lessons is different than registering for other classes online, so please follow the instructions.

### 1 GETTING STARTED

- Go to [www.TemeculaCA.gov/SWIM](http://www.TemeculaCA.gov/SWIM)
- Click on the Swim Lesson tab.
- Click on the Learn-to-Swim tab.
- Choose the season in which you wish to take swim lessons (i.e.. Spring, Summer, Fall).
- To ensure your swimmer is placed into the correct level please read the Level Descriptions and Level Prerequisites located on that page.

### 2 SELECTING A CLASS

- Scroll down to the charts.
- Locate the chart for the pool you wish to take swim lessons at.
- Find the level you have selected for your swimmer on the left-hand side of the chart.
- Within that row, select a time that the class is offered and works for your schedule.
- Then just click on that time to bring up the registration screen.

### 3 REGISTRATION

- Click the “Add to My Cart” button.
- If you are not signed in it will take you to the Customer Login page.
  - ◆ **If you are already logged in:** then please proceed to instruction number 4.
  - ◆ **If you are not yet logged in:** then please enter your login and password. And press “Continue”.
  - ◆ **If you do not yet have a login:** then click on the “Register Now” button.

### 4 SHOPPING CART

- If you have more swim lessons you wish to add:
  - ◆ Go back to the window with the swim lesson charts and select the next level and time you wish to register for and click that time.
  - ◆ Once the registration screen comes up, click “Add to My Cart”.
  - ◆ Repeat until you have added all the classes you need.

- Once you have selected all your classes, please review all the items in your shopping cart.
  - ◆ Make sure you do not have any duplicates.
  - ◆ Double check that you have registered for the correct level(s), time(s), and pool(s).
- Click “Checkout” to proceed.

### 5 PARTICIPANT INFORMATION

- If you have already added your family member who will be participating in swim lessons to the program then just choose their name from the drop down box.
- If you have not yet added your family member, click on “Add Family Member/Friend”.
  - ◆ Fill out their information and click “Save”.
  - ◆ Their name will now be in the drop down menu.
  - ◆ If you are enrolling multiple swimmers into different levels, make sure you are entering them into the correct class. (Class name is in the blue directly above the participant.)

### 6 CONFIRM ORDER

- **Please look over the details of your order:** Make sure you have your swimmers in the correct classes.
- Read the contents of the box at the bottom and then click “Continue”.

### 7 PAYMENT INFORMATION

- Enter your Credit Card type, number, and expiration date.
- Click “Continue” to complete your order.

### 8 RECEIPT

- Print your receipt.
- Bring it with on the first day of class.

