

NEW SWIM LESSON REGISTRATION FORMAT

*Parents create a self-service login at <https://3836.ezfacility.com/>

*Once done registering, you will be emailed a verification of your email address from the boys and girls club. (YOU MUST VERIFY THE EMAIL ADDRESS FIRST, CLICK on the green VERIFY EMAIL ADDRESS button to finish the registration process)

*Login onto the self-service page <https://3836.ezfacility.com/>

On the welcome page you will see your profile name on the upper left-hand side

- Please click on your name
- Click on RELATIONSHIPS
- Click on green ADD RELATIONSHIPS (here you need to add EACH child/children's information)
- 1) It will ask you "I want to add a/an (please select a type)" click on next
- 2) It will ask you "type clients name (your child's name)" click on add
- 3) It will ask you "type in child's information" click on next
- 4) Click on SUBMIT (now your child is under your login)
- 5) You will have to repeat this process for every child

TO CHECK AVAILABILITY

On your welcome page you will see BOOK SESSIONS in the left-hand column

- Click on BOOK SESSIONS
- A calendar will come up
- Swim lessons are ONLY offered on WEEKENDS
- The swim lesson groups will be shown in different colors
 - Private lessons-MINT GREEN// Semi-private-LIME GREEN
 - Seahorse-BABY BLUE
 - Penguin-LAVENDAR// Otter-FUCHSIA// Seal-SALMON PINK// RSD Prep-PURPLE
- Click on the desired swim lesson group
- A pop-up box will appear with swim lesson group **time, day, spots available & book for**
- **Under BOOK FOR, you will choose which child you are registering for their swim lesson type**
- It will ask you to purchase a package
- Click on green BUY PACKAGE button
- You will have an option to purchase a package of 4 session group swim lessons or a single session purchase
- ***If you purchase a package for group swim lessons it will **ONLY** allow you to use for group lessons. The system will not allow you to use for a semi-private or private swim lesson. You will have to purchase a separate package for these other type of swim lessons. ***

- ***When you purchase a package of 4 sessions, you will need to book them individually on the calendar. You are prepaying for your lessons so you don't have to pay every single time you register for a swim lesson, but you do have the option to do that. ***
- ***You will have to purchase a package for each child as you book a spot for them. The system will not allow you to share the packages among other members in your family***
- ***Under MY SCHEDULE in the left-hand column***
Click on MY SCHEDULE, you will be able to look at your calendar
 - 1) SEE WHAT YOU HAVE BOOKED
In the upper right-hand side, you will see a grey FILTER button
Click on the FILTER button to see all the members in your family
You will have to click on each child's name one at a time to see their scheduled lessons separately
The system will not allow you to click on every member's name and see all their scheduled classes posted at one time.
 - 2) YOU CAN CANCEL SWIM LESSONS ON YOUR OWN
Look on your calendar then click on the session you need to cancel
A pop-up window will appear with an option to CANCEL SESSION
Click on the CANCEL SESSION button
The credit will go back onto your account automatically once you cancel the swim session

The ONLY glitch to this registration format is you can only register 3 weeks in advance. **The system is set up as a 21 day roll over, which means it will show the 21 days that one can register as one day ends another day is added.**

These directions are set up to follow on your computer. You can use on your cellphone, but it might look a little different when you navigate through your phone.

If you need any assistance with setting up your self-service login or questions, please contact

Patty Mariscal -Aquatics Coordinator pmariscal@bgcsandiguito.org or 858-755-4904

Thomas Heine -Senior Lifeguard theine@bgcsandieguito.org or 858-755-4904

Jade Thompson-Swim Instructor Marshall 858-755-4904

We are available Monday-Friday 8 am-3 pm

REGISTRATION BEGINS January 4TH

YOU WILL BE ABLE TO SEE 21 DAYS OUT THROUGH January 24th