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SERVICES MENU

In the Red bar at the top of the page click on Services and from the drop down menu click on the Department.

COURSE SEARCH

In the Search bar (top right) type in the Course Name or Barcode followed by Enter.

Choose the **PROGRAM CATEGORY**. Ex: Family, Preschool, Fitness, Aquatic Fitness

Choose the **PROGRAM NAME**Ex: Safari Troopers, Swim Kids 2, Zumba Gold

Listed are all the **ACTIVE & UPCOMING PROGRAMS.**Narrow your search by looking at the Course ID, Day of the Week, Time or Location of each Program.

<u>CLICK DETAILS</u> to read more information about the program including: description, alerts, prices and to register.

CLICK BOOK on the line with the participant's name that will be attending the program to register. If the account owner is attending click BOOK on the line listed as I Will Be Attending.

In the **CART**

CONTINUE SHOPPING

REMOVE delete the program from the cart

EMPTY delete everything from the cart

CHECKOUT

Click PROCESS TRANSACTION

Follow Payment Prompts

Once successful payment received you will be redirected to the CONFIRMATION PAGE.