HOW TO REGISTER FOR PRIVATE LESSONS ON ACTIVE NET

1. Log into your account.   Click on **Register for activities**

2. Find the activity you want - for example,   **PRIVATE LESSONS - (December, March Break, June).** Click on it.

3. Click on **"Add to my cart"**

4. It will now ask you to select the name of the **participant,** which will be your child. Do that and then **"Continue"**

Scroll down until you see **"Availability Search"**

5. Now you need to select the day, time and instructor so that you can see what is available to book.
   - Use the mouse to select ALL the instructors i.e. Private Lessons Instructor #1 , Private Lessons Instructor # 2 etc. and move it over to **"Selected"**
   - Click on the dates and fill in which dates you want
   - Click on the time range you would like (eg. 10:00-12:00, or 10:00-6:00pm or 1:00-4:00pm etc…)
   - Click on the days of the week
   - Then click **"search"**

6. Now you get this page – it lists all the dates that are available. An "x" means that space is already taken.
   - You can pick one date or select as many as you want.
   - Click on **"Add to list"**

7. It will now list all the dates that you selected. Click **'Continue'**

8. It will now ask you for details specific to your child. Fill out and click on "Continue"

Holland Bloorview
Kids Rehabilitation Hospital

Start	Activities

Enrollment Detail

Activities » Activity List » Activity: Private Lessons - December » Participant Information » Private Lessons Reservation Form » Enrollment Detail

Enrollment Detail for Private Lessons - December

Participant _____   Change Participant

Questions for Private Lessons - December (* - required field)

Please provide the swim level your child is working on or skills you would like us to focus on* (No more than 100 characters)

In case of pool closure, which number would you like us to call?*

Does your swimmer have a disability?*

Does your swimmer have a seizure disorder?*

Does your child have any medical conditions or allergies that we should be aware of?

Fees / Discounts

Enter coupon code _____ [Apply]

Include?	Description	Quantity	Unit Fee	Total Price
✓	Private Lesson	2	$42.00	$84.00
		Sub-Total Per Participant:		84.00
		Quantity:		1
		Sub-Total:		84.00
		Total:		84.00

When you are finished, click [Continue]

9. Confirm the order and proceed to "Checkout." You will be asked for your credit card number so that the registration can be finalized.

Holland Bloorview
Kids Rehabilitation Hospital

Start	Activities

Shopping Cart

Shopping Cart

Registration Steps:
▶ 1. Select Product   ▶ 2. Shopping Cart   ▶ 3. Confirm Order and Submit Payment

These items are currently in your Shopping Cart   [Empty Cart]

Type	Participant	Description	Action
Activity enrollment		Private Lessons - December, # 3200	[Edit] [Add Another One] [Remove]

Starts: From December 9, 2014 to December 19, 2014
Each Monday from 3:30pm to 6pm
Each Tuesday from 3:30pm to 6pm
Each Wednesday from 3:30pm to 6pm
Each Thursday from 3:30pm to 6pm
Each Friday from 3:30pm to 6pm
Number of Bookings: 2
BOOKED: (2 Lessons)
Tue Dec 9, 2014   5:00 PM 30 minutes Private Lesson Instructor #1 (female)
Wed Dec 10, 2014 5:00 PM 30 minutes Private Lesson Instructor #2 (female)

Question for Private Lessons - December	Answer
Please provide the swim level your child is working on or skills you would like us to focus on	swim kids
In case of pool closure, which number would you like us to call?	dfjsdfjasdklfj
Does your swimmer have a disability?	No
Does your swimmer have a seizure disorder?	No

Fees/Discounts	Qty	Unit Fee	Total Price
Private Lesson	2	$42.00	$84.00
		Sub-Total:	$84.00
		HST:	$10.92

[All done? Proceed to checkout >>]

- Once you are done, you can print the receipt