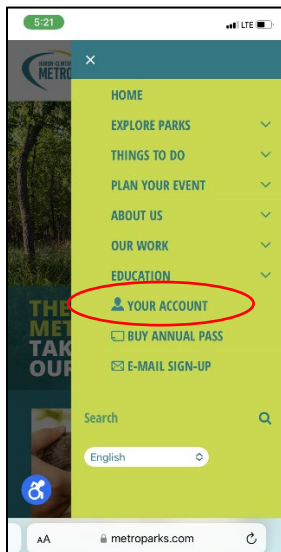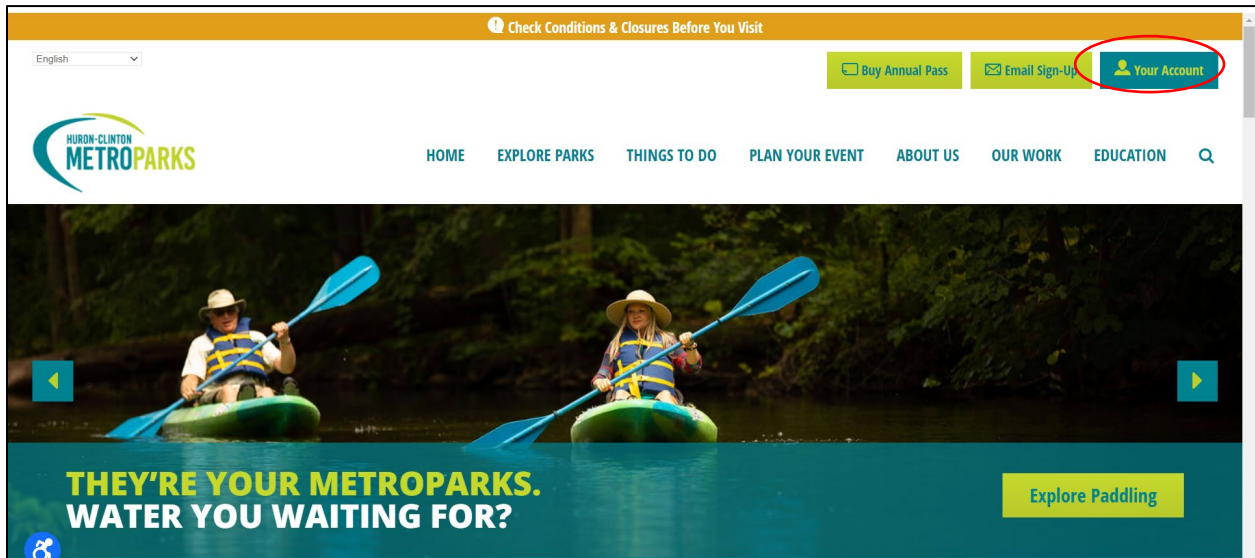## Step 1: Set up a Metroparks Account

1. Visit www.metroparks.com and click the "your account" button in the top right corner when on desktop. If you are on a mobile device this option will be in the menu once clicking the "three lines" icon in the top right corner. Or visit: https://mihuronclintonweb.myvscloud.com/webtrac/web/login.html

2. At the bottom of the form on this screen is a link that says "Don't have an account? Sign up now" – click this.
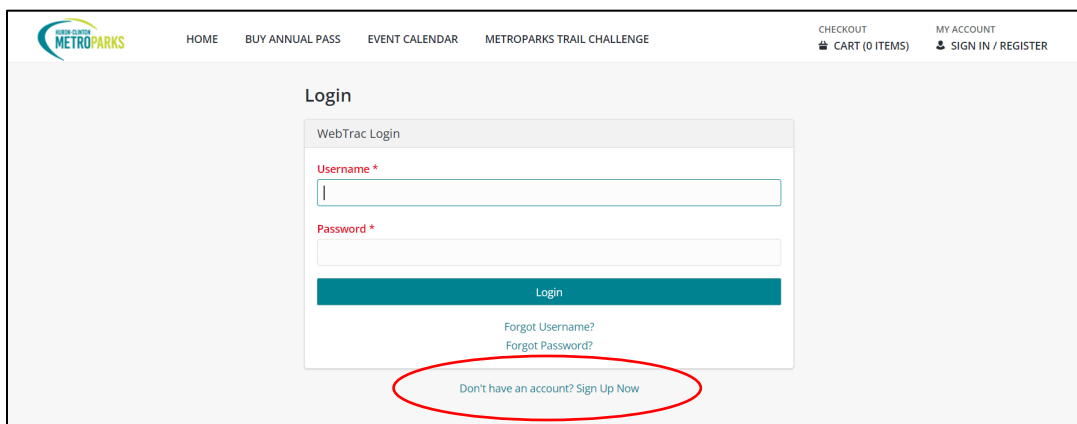
3. Complete all required fields in the form with the parent/guardian information as the primary account person info.
   NOTE Before you click save, it's important to add all additional account members that you plan on registering for swim lessons. This means you need to add EACH kids information so they are account members BEFORE you go through the registration process. To do so, click the "Add New Member" button at the bottom of the form and complete the information for each person/child you need to add.

4. When you have added all your account members, **click save to create your account.**

Step 2: Register for a Program

1. Visit the Metroparks swim lessons page at: https://www.metroparks.com/swim-lessons/
2. Click on the link for the lesson you are interested in.
3. A screen will appear with a box of information that looks partially cut off. Click the box to expand it and see the full description and list of lesson options for that program. (in the following example screenshots a different program name is shown, but the process is the same.)
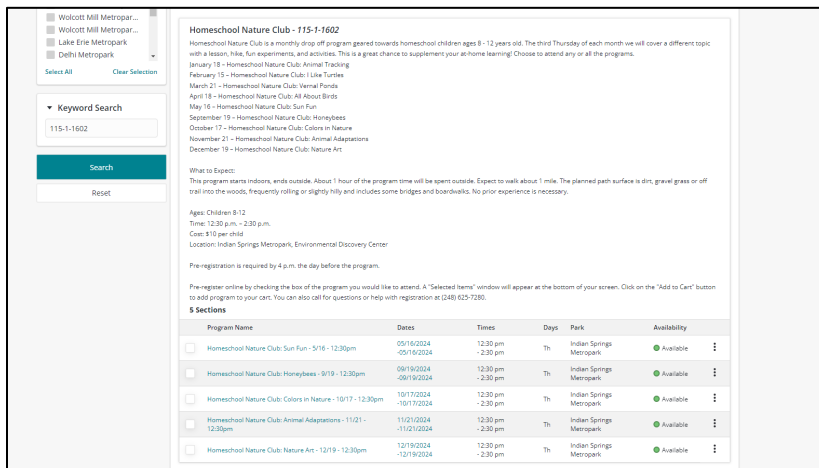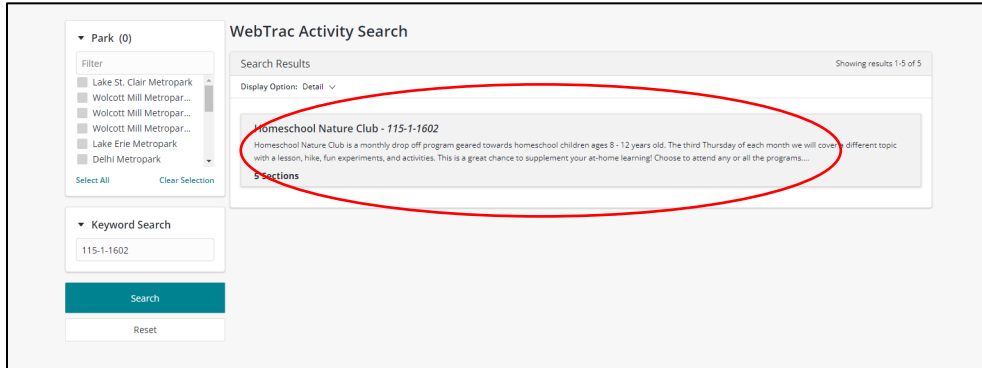
4. Click the checkbox next to the lesson option from the list you would like to register someone in your account for, and a pop up box will appear at the bottom of your screen asking you to add to cart. In Mobile you will have to click to expand this pop up to see the add to cart button. Click the button to add to your cart.
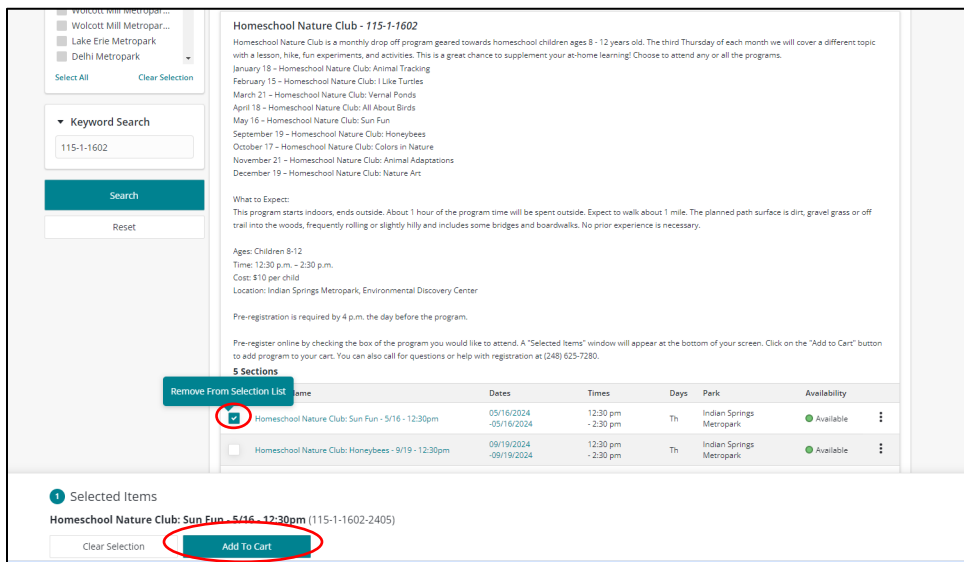
5. You will be asked to login to your account in order to add it to your cart. Login or create an account if you have not already done so.
6. You will have the option to select one or multiple account members from a list and add them to your registration. You will only see names for people you have added to your account previously AND fit the age requirements of the program. Select the check box for who you want to add and click continue.
   *NOTE: it's important to have all children you will want to register into lessons already added into your account PRIOR to this step. You will NOT be able to add additional account members from this screen.
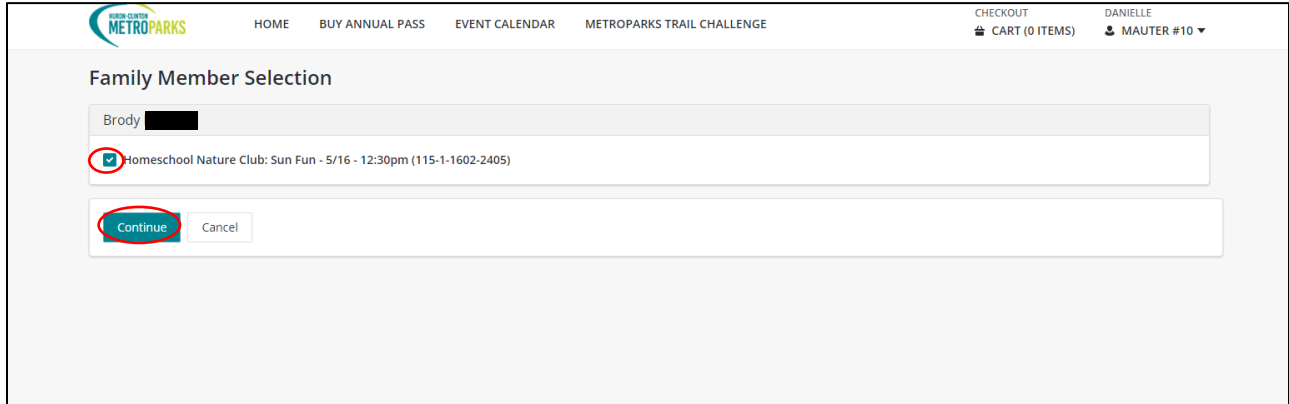
7. Complete the registration questions and sign waivers and the registration(s) will be added to your cart.
8. Click "Proceed to Checkout" and complete the process.
9. Check your email for your receipt.