## Step 1: Set up a Metroparks Account

 Visit <u>www.metroparks.com</u> 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: <u>https://mihuronclintonweb.myvscloud.com/webtrac/web/login.html</u>





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.

METROPARKS	HOME	BUY ANNUAL PA	SS EVENT CALENDAR	METROPARKS TRAIL CHALLENGE	CHECKOUT	MY ACCOUNT SIGN IN / REGISTER
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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.

add as many additional acc	our members as needed, once complete, and are save solution to complete your account set up.
<ul> <li>Additional Account Members</li> </ul>	
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REMEMBER: Spouse not allow you to add add as many addition	, children, parents, friends, etc. additional members while addir al account members as needed	need to be listed in your account in ng items to your cart, so we recomm J. Once Complete, click the "save" bu	order to add them to program registrations or equipme end you add them now by clicking the blue "Add New M tton to complete your account set up.	nt rentals. The system will ember" button below to
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Save Cancel Add	New Member			

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: <u>https://www.metroparks.com/swim-lessons/</u>
- 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.)

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Lake St. Clair Metropark	Display Option: Detail 🗸	_
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Delhi Metropark 🔹	with a lesson, hike, fun experiments, and activities. This is a great	t chance to supplement yo	ur at home learning! Choo	ose to attend	any or all the programs		
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	December 19 - Homeschool Nature Cubi Nature Art.						
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Reset	trail into the woods, frequently rolling or slightly hilly and include	is some bridges and board	walks. No prior experience	e is necessar	7-		
	Ages: Children 9-12						
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**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.

Wolcott Mill Metropar	the second section of the state states									
	Homeschool Nature Club - 115-1-1602									
Lake Erie Metropark	Homeschool Nature Club is a monthly drop off program geared towards homeschool children ages 8 - 12 years old. The third Thursday of each month we will cover a different topic						spic			
Delhi Metropark 🔹	with a lesson, hile, fun experiments, and activities. This is a great chance to supplement your at-home learning! Choose to attend any or all the programs.									
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	March 21 - Homeschool Nature Club: Vernal Ponds									
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	Ages: Children 8-12									
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Homeschool Nature Club: Sun	Fun - 5/16 - 12:30pm (115-1-1602-2405)									

- 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.

METROPARKS	HOME	BUY ANNUAL PASS	EVENT CALENDAR	METROPARKS TRAIL CHALLENGE	CHECKOUT	DANIELLE ♣ MAUTER #10 ▼	
Family Membe	r Select	ion					
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Homeschool Nature	e Club: Sun F	un - 5/16 - 12:30pm (115-	1-1602-2405)				
Continue	21						

- 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.