

## **PRIVATE Swimming Lessons - Flex Registration**

**PARENTS:** We have a new enrollment feature to help you enroll into private lessons in a more efficient manner. Flex Registration will save time by enabling registration for the same time slot for multiple weeks.

**BEFORE REGISTRATION DAY:** Make lesson registration easier by ensuring all family members are “Group Members” in Univerus Rec. You can do this by:

1. Log into your Univerus Rec account  
<https://app.univerusrec.com/deepriverpub/courses/index.asp>
2. Click the “My Account” tab... take a second to make sure all of your info is up to date!
3. Click the “Group Members” tab.
4. You can add people to your account by clicking “Add New Group Member” and filling in the information.

STEPS: These steps are for PRIVATE and FAMILY LESSONS only.

1. Select the Lesson swim time you want by clicking “Register Now”
2. Choose the Group Member you wish to register, then click “Next”
  - a. If you want a specific time slot over multiple Sessions, but a different person in each Session, select all Group Members you wish to register.
3. A calendar will appear with the lesson sessions. Select the Session(s) you want to register for. You can only register for full Sessions (no single day options).
  - a. If you are registering multiple Group Members, the name of the person being registered will be at the top of the window. When you click “Next”, the next screen will show the name of the next person to be registered.
4. Once you have selected the desired Sessions, click “Next”. The following page will show:
  - a. Sessions registered for (Left side of window)
  - b. Fee per week (Right side of window)
  - c. Total fee (bottom of window)
5. On next page, please fill in “swim level” if known.
6. Make payment.