



## HOW TO ENROLL IN SWIM LESSONS ONLINE

Please note that the Parks and Rec Department must have the same email address on file that is used with the Parks and Rec Department's Online services.

If you have not established a Parks and Rec Online Account please use the web link below to establish an account.

<https://pronline.cityofcf.com/web/wbWSC/webtrac.wsc/SPLASH.html>

The directions below assume that a Parks and Rec Online Account has already been established.

1. Log into the Parks and Recreation Online Services page  
<https://pronline.cityofcf.com/web/wbWSC/webtrac.wsc/SPLASH.html>
2. On the main Parks and Recreation page, click on the **Lesson Registration** icon within the **Swim Lessons** area.
3. On the Activity Search page, you can type in the exact number of the lesson you are searching for (in the upper left corner of the screen), or you can scroll down the page to search the available levels times and dates.
4. After locating the swim lesson you are looking for, click on the small cart icon to the left of the activity number.
5. Next select the individual that will be taking the swim lesson from the **Family Member to Register:** list and then select **Add to Cart**.
6. Double check the price, and make sure it is the correct class on the next screen and then select **Proceed to Checkout**.
7. Select the **Credit Card Type:** and click **Continue** to proceed to the payment screen.
8. On the payment screen enter your credit card information, and then click **Submit Payment** to finalize the transaction.
9. On the next screen a receipt will be available to view or print.