## Sanford Wellness Center Members Directions on how to register online for the first time:

- 1. Log into <u>www.sanfordwellness.org</u>
- 2. Under Kids/Family click "Swim Lessons"
- 3. Click "click here to register"
- 4. Click "Forgot Password/Create Logins"
- 5. Enter Member email address that is on membership account
  - If you are not sure what email is attached to your account, please call 328-1600 or 323-6900 to verify
- 6. User name and password will be emailed to you
  - Example: 77845JSmith e-4ZD (username 77845JSmith, password e-4ZD)

## \*\*Once you have the user name and password follow the steps below.\*\*

## Sanford Wellness Center Members Directions on how to register online:

- 1. Enter username and password into login site
- 2. You will be prompted to change username and password
- 3. Click "log-in"
- 4. Click on the home icon in upper left corner
- 5. Click on the Program Registration icon
- 6. Select location (Oxbow or Tea Ellis)
- 7. Click "select" under Swim Lessons
- 8. Pick your class and register!
  - If you are not sure what level to put your child in please call 328-1633 or 323-6964 to verify

\*If the person you are signing up for swimming lessons is not on your account as an active member, please see the membership office. \*Nonmembers must call to register. (328-1633 Oxbow/323-6964 Tea Ellis)