**Steps to Register for Swim, Dive, Water Polo, Tennis Lessons and Teams**

Beginning March 13 at 9 a.m. you may go online and register each of your children for swim, dive and tennis lessons. We are not going to have “phases’ of registration this year, so you will be able to sign up for the whole summer at this time.

The following pages contain registration information as well as the refund and processing fees policies. Please read this information carefully and print it if you feel that it will help you navigate the registration system. There are also tips on the registration pages themselves. Once you've learned the system we hope it becomes an improved way for you to manage all of your activities at the La Grange Field Club.

**Registration Steps**

**1. Log in and verify membership information**

1. Go to our website www.lagrangefieldclub.com and select the “Registration Payment” link.
2. Log in to the LFC membership system using the login and password you received when you paid your LFC membership. (if you don't remember your password, you can have it emailed to you by the system)
3. Your login will take you to your family online planner page
4. **Important: Make sure you have entered all family members under your Family Swim membership before registering for classes and teams.**
* To view your membership information click "My account" and then "My profile." You will see all membership information previously entered.
* To edit any information, update while on the page and then click "update" at the bottom
* To add a family member, click on "My account" and then "Add family member"
* Parents should be the first two family members with all others beneath them.

**2. Register for lessons, teams and drills.**

***To register for Swim and Dive Lessons and Tennis Lessons, Drills and Classes***

1. Click "Scheduling," then "Enroll in Camp/Classes"
2. Individual classes are listed under the categories. To view the individual classes click on the appropriate category bar at the top or the blue category bars under Camps and Classes. You can see a full list of all classes by clicking "View All"
3. To sign up for a class click the "Sign up" icon for that class.
4. For additional details on any class click on the "Details" icon
5. Select the family member from the drop down box and click "Add to Cart"
6. You may continue selecting classes for all family members.
7. Once you've signed up for all classes, click "View cart and Checkout" to review selected classes and pay.
8. If any class is full you may click on the waitlist icon to be placed on a list for that class. Again, select the appropriate family member to be waitlisted from the drop down box.
9. Make sure you get to the page that says "Scheduling is Completed" which means you have paid for the classes

***To sign up for the Junior Tennis Team***

1. Click on "Scheduling," then "Enroll in Camp/Classes"
2. Tennis Teams are under the Tennis Team category

Follow steps listed above.

***To purchase Tennis Drill Packages***

1. Click "Packages" at the top of the page
2. Select the package you wish to purchase (Either 5 or 10 drills) and the individual the package is for.
*Please note: Drill packages cannot be used for Fit Tennis classes*
3. Single drills may be purchased when the tennis season begins

***To sign up for the Swim, Dive, or Water Polo Teams and Early Morning Swim, click on Memberships***

1. Select the appropriate Swim, Dive or Water Polo Team membership by clicking on the "Details" button
2. Click “Purchase Membership” If the team membership is appropriate based on the description
3. Select the appropriate family member to register from the drop down box
4. Volunteer Requirements (important):

**Swim Team Volunteer Requirement:** One parent from each family MUST sign up for one volunteer commitment for each child swimming on the team, up to two commitments. Make sure to choose volunteer commitments at two DIFFERENT meets. If you have *more* than two children, you are only required to volunteer on two occasions. **Failure to uphold your volunteer position will result in a $100 fee and may suspend your swimmer from swim team events.** (NOTE: Children that need to attend the assessment do NOT pay or volunteer until after the assessment. High school swimmers also do not have a volunteer commitment).

**a.** Swim Volunteer positions are listed under the Swim Membership when you sign up.

* For the first child per family select a Meet under that child from the drop down boxes under Volunteer Dates.
* For the second child select a Meet position (or a backup volunteer position) from the drop down box
* For the third or more children select "No Volunteer Position Required" under the volunteer section and the drop down box
* For high school or swimmers being assessed select "No Volunteer Position Required" from the drop down

***You are required to select a Volunteer position in order to proceed to check out.***

**Dive Team Volunteer Requirement:** Each family is required to volunteer for one meet. Select the meet you wish to volunteer for when completing the dive membership for the first child. For additional children select "No additional volunteer positions required."

**b.** Dive Volunteer positions are listed under the dive membership when you sign up.

* For the first child per family select a Meet from the drop down box
* For the second or more children select "No additional volunteer positions required" under the volunteer section from the drop down box
* For high school or swimmers being assessed select "No Volunteer position required" from the drop down

***You are required to select a Volunteer position in order to proceed to check out.***

**Water Polo Team Volunteer Requirement (NONE):** There are no volunteer responsibilities for Water Polo this year.

**Payment**
Payment is by credit card only for classes and teams. Once you finish you will receive an email confirmation listing the classes and teams your family is signed up for. You may also log in to your membership account at any time to view all classes/teams your family has signed up for.

Under your online planner you can view your:

* Classes by clicking on "Schedule" and then "My schedule" to view a list
* Swim/Dive/Water Polo Team memberships by clicking on "My account" and "My Memberships" to view a list
* Tennis drill packages click on "Packages"

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