

How To: Online Swim Lesson Registration

MEMBERSHIP

Before any registration process can begin, the child who will be taking swim lessons needs a membership. Membership is not complete without the 1.) Membership form and 2.) payment.

- 1.) Membership forms can be found at the front desk and also at our website bgcclifton.org under the "forms" page. Membership forms **must be brought into the club and handed to the front desk staff**. Your membership will not be processed unless the form is brought into the Boys and Girls Club.
- 2.) Membership fees are valid one year from the day of payment. However, it takes **3-5 business days** for the membership to be processed and reflect on the website.

MEMBERSHIP ID

Once the membership has been processed, the child will receive a membership ID number. This ID number is needed to register for any online activity. You can find out what your child's membership ID number is by calling the club 973-773-2697 x127.

PARENT ACCOUNT

Before a parent can register for an event, you must first create a **parent user account** by:

- 1.) logging on to bgcclifton.org
- 2.) Clicking "Register" in the top right hand corner.
- 3.) Fill required fields and click the "Register" button on the bottom of the screen
- 4.) Click "Click here to register for an event"
- 5.) Enter child's ID #, enter gender, and click the add button.

SEEING WHAT CLASSES ARE OPEN

- 1.) Navigate to "Programs" then to "Aquatics."
- 2.) Scroll down to see what sessions, levels and times are available.
- 3.) Once you see a class that you want, click "register". If the class is sold out, you will be able to click on the "Waiting List" button. If a spot in a class opens, you will receive a call about the available spot and how to submit payment.
- 4.) Then click "proceed to check out" and enter credit card information.
- 5.) The next page you will see is your receipt.

PAYMENT OPTIONS

All payments must be made by credit or debit card.

NEW SWIMMERS

If you do not know what level to sign your child up for, please contact the Aquatics Office at 973-773-2697 x 131 or 135 to set up a level test. We will evaluate your child and let you know what level is appropriate for your child.

CANCELLATION POLICY

Class cancellations must be made 5 business days prior to the first class. No refunds or credits will be accepted after this time. There are no exceptions for sickness, etc. A \$10.00 administration fee will be charged per child per session on all refunds. We do not do makeups for missed classes. Full refund will only be issued if a class is cancelled by the Boys and Girls Club of Clifton. If your child does not attend the first class, the club reserves the right to fill the spot with the next available child.