

## Registering for Swimming Lessons at the Rice Lake Swimming Pool

1. **Get to the Swimming Lessons Registration page**
  - a. Start at the Rice Lake Area Schools Website ([www.ricelake.k12.wi.us](http://www.ricelake.k12.wi.us)). Click on “Schools” and then “Other Programs & Facilities” and “Swimming Pool.”
2. **Look over the available session times and levels and choose one.**
  - a. To select a session, click “Add to Cart” next to that session.
    - i. “Add to Cart” is only available once registration opens
  - b. If this is your first time using the registration software, you will need to create an account. If you already have one, login with it.
  - c. If you want to add additional sessions to your cart (for other participants), click “Keep Shopping” and continue to Add to Cart for those sessions.
  - d. When finished adding sessions to your cart, click “View Cart.”
3. **Add Participants to the selected sessions**
  - a. Add/Choose participants, choose the appropriate price, then click “Save.”
4. **Checkout**
  - a. Checkout by clicking the button in the lower right.
  - b. Read and acknowledge the Cancellation Policy
  - c. Click the “Pay and Continue” button.
  - d. Enter your billing information and answer the question about RLASD school district residency
  - e. Enter Health Information (optional)
  - f. Identify contacts
  - g. Click the “Finish” button

**We look forward to splashing around with you and/or your little fish soon!**

