



In order to book a make-up, you must report your child's absence within 2 hours of the start of class.

- 1. Log into your account.
- 2. Home Page: Under **MY INFO**, Click on your child's name.

Pods	Pods Swimming 401-337-5678	8 My Info	Buy Membership	Activity Registr		Jamie Test
	Client List					
	Add Family Member				Q Search	
	Full Name Simple 🔺	Primary Phone		Email	Actions	
	Jamie Test		•			>
	Till Test	_	•			>
	01					

3. Scroll down and click on **SCHEDULES**: Click on <u>WITHDRAW</u> on the day your child will be missing. *You can mark a child absent up to 14 days in advance. You are allowed 2 make-ups per 60 days. There are no make-ups for a make-up allowed. Make-ups are valid for up to 30 days from the date you mark your child absent, not from the date of the missed class.



4. Click on the **WITHDRAW** button on the pop-up window.

Withdraw Till Test from this session							
Withdrawal sessions	Monday 6/20/22 03:00 PM - 03:30 PM						
Fees							
Cost per session: \$0.00	Issue Make-up Class						
	1 Make-up class will be issued for Till Test and will be available until 7/15/22 01:02 PM						
	Cancel Withdra						

5. To book a Make-Up: Click on **Actitvity Registration**: **Swim Lesson**: and **Make-Up** Button next to the Course Button.

		Ny Info	(Buy Membership	Activity Registr 🗸	
ers	<u>Reset</u>	Swim Less	ons (Perpetual)	Lap Swim	Course Make Up
rch	<u>Reset</u>			Swim Lessons	Course Make-op
ce	Reset		Cuttlefish (1-3)		
vice Range	Reset		✓ <u>Snow</u>		
nm tt O - hh:mm tt	Resat		Nautilus (10-12)		

6. It will give you a list of classes: ONLY classes that have the **Book** Button are available for a make-up. Click the **Book** button for the class you want to schedule the makeup in. ***Make-ups can be scheduled up to 10 days in advance.**

Filters	<u>Reset</u>	SwimLo	ssons (Parnatual)				
Keyword	<u>Reset</u>	JWIIII LE	ssons (reipetual)			Course	Make-Up
Search	Q	2022 Jun 14	4th					
Service	<u>Reset</u>	Cumlefield (FULL -	Waitlist Available
Service	~	0 01:30 pm - 02:00 pm	Pods Swimming - Teaching Pool	Cuttlefish I - Cuttlefish I	Aarguerite	\$ No fee		Waitlist
Time Range	<u>Reset</u>				Fascale			
hh:mm tt 🔇 - hh:mm tt	0	Cuttlefish I						Full
Days of week	Reset	() 04:00 pm - 04:30 pm	 Pods Swimming - Teaching Pool 	Cuttlefish I - Cuttlefish I	Marguerite Pascale	\$ No fee		More Info
Mon Tue Wed Thu Fri Sat	Sun	Cuttlefish I 🧃						Full
Age 0 yr mos - 99+ yr	Reset mos	𝗿 05:00 pm - 05:30 pm	 Pods Swimming - Teaching Pool 	Cuttlefish I - Cuttlefish I	Arguerite Pascale	\$ No fee		More Info
Facility	Reset	Cuttlefish I						1 spot(s) left
Facility	~	O6:00 pm - 06:30 pm	 Pods Swimming - Teaching Pool 	Cuttlefish I - Cuttlefish I	Marguerite Pascale	\$ No fee		Book
Level	<u>Reset</u>	2022 Jun 1	5th					

7. In the next window; click on the **BOOK** button again to verify the make-up class.

401-337-5678			
	My Info	W Buy Membership	Activity Registr V
Cuttlefish I			BOOK Registration ends on 6/13/23 at 06:30 PM
Fees			About this Perpetual class
Make-Up Fee		Free	
Similar Events		Every Tue	

8. In the next window; **check off** your child's name and click the **Next** button.

	rous swimmin
Swimmind	401-337-5678

	-337-5678				Jamie Test 🗸 🗸
_		My Info	W Buy Membership	Activity Registr ~	
C Back to Event	Cuttlefish I			Restrictions Age: 6 mos to 15 mos Rank: Cuttlefish I - Cuttlefish I Registration ends on 6/13/23 at 0	6:30 PM
Vho would you like	Attendees		Questionnaire		Payment
Jamie Te Jamie Te Z	est (You)				"Jamie Test" does not qualify for any fee
Add Family Me	ember dd Family Member				Next

9. At the checkout: it will verify the scheduled make-up: click on **Place My Order** to process. Pods Swimming

01-337-5678			
	My Info G Buy Me	Activity Registr 🗸	
Payment Method		Order Sun	nmary
Your credit cards		Clear Cart	
		Cuttlefish I	
O ⊨_ Add a new Card		Till Test 00000488	1 x \$0.00 ×
		6/14/22, 06:00 PM - 06:30 PM	
Place My Order	Continue Shopping		
		Payment Su	mmary
		Subtotal:	\$0.00
		Gift Card or Promo Code	Apply
		Total Due New	*0 00

10. You will receive a confirmation window and email. You can also verify your make-up class on your Schedule.

				-337-5678	5						
							My Info	Buy Membership	Activity Registr		
Pods Swimming				Till Test	t 🔲 Jamie Tes	t					
	My Info	CO Buy Membership	Activity Registr	<	June 2	2022 >	Switch to List Vi	ew			Export to PD
			Activity register	Su	unday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturda
		Thank you!			29	:	50 3	1 01	02	0:	3
Cuttlefish I with Marguerite Pascale Derry Tus, 6/14/22 from 06/00 PM - 06/20 PM Till Test					05	(03:00 PM-03:30 PM Till Test Cuttlefish I / Teaching Pool	96 C	7 08	09 C6:30 PM-07:00 PM Till Test Cuttlefish I / Teaching Pool	11)
			The receipt and registratic Print Registration Confi		12	(0300 PM-03:30 PM) Til Test Cuttlefish I / Teaching Pool	3 C6:00 PM-06:30 PM Till Test Cuttlefish I / Teaching Pool Withdraw	4 15	16	1	7
					19	:	20 2	1 22	23	2	1
					26	03:00 PM-03:30 PM	27 2	8 29	30	0	1