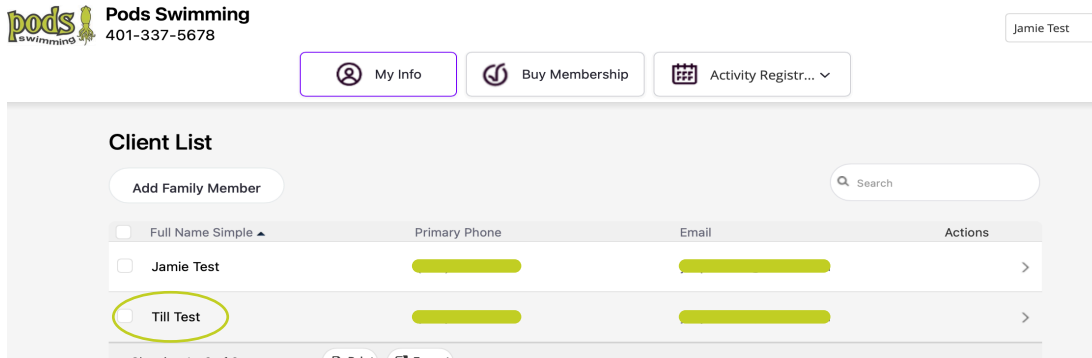
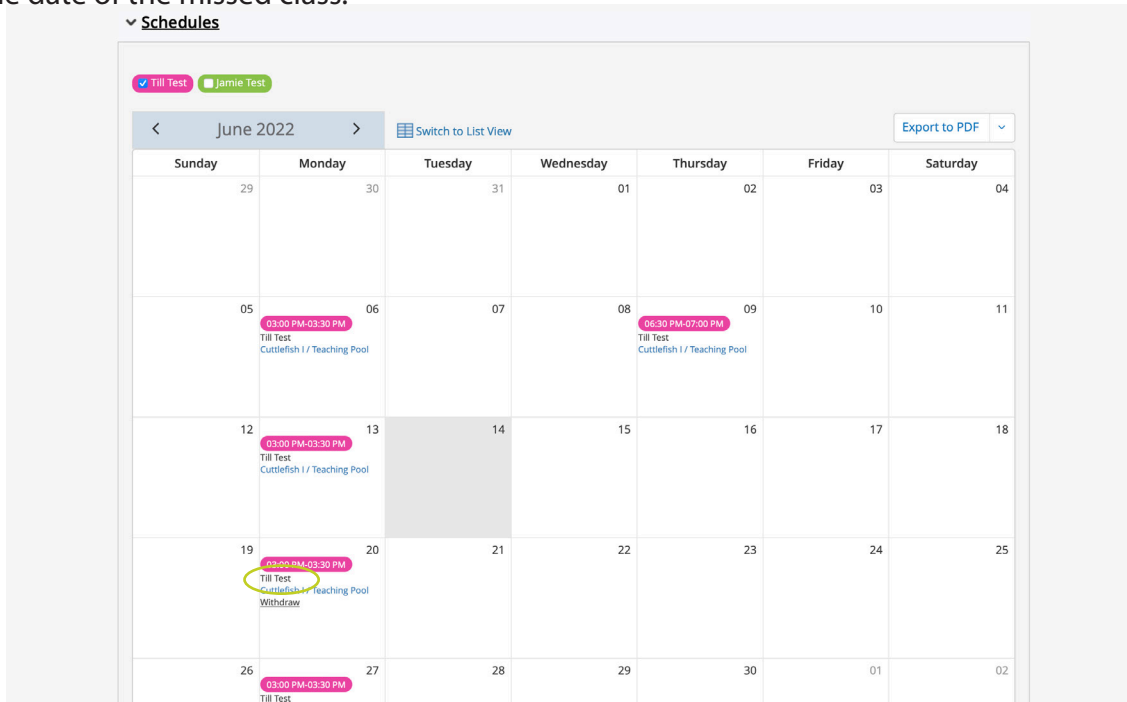


In order to book a make-up, you must report your child's absence within 2 hours of the start of class.

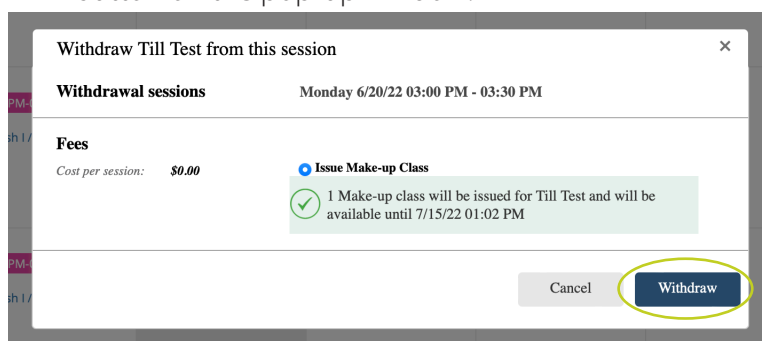
1. Log into your account.
2. Home Page: Under **MY INFO**, Click on your child's name.



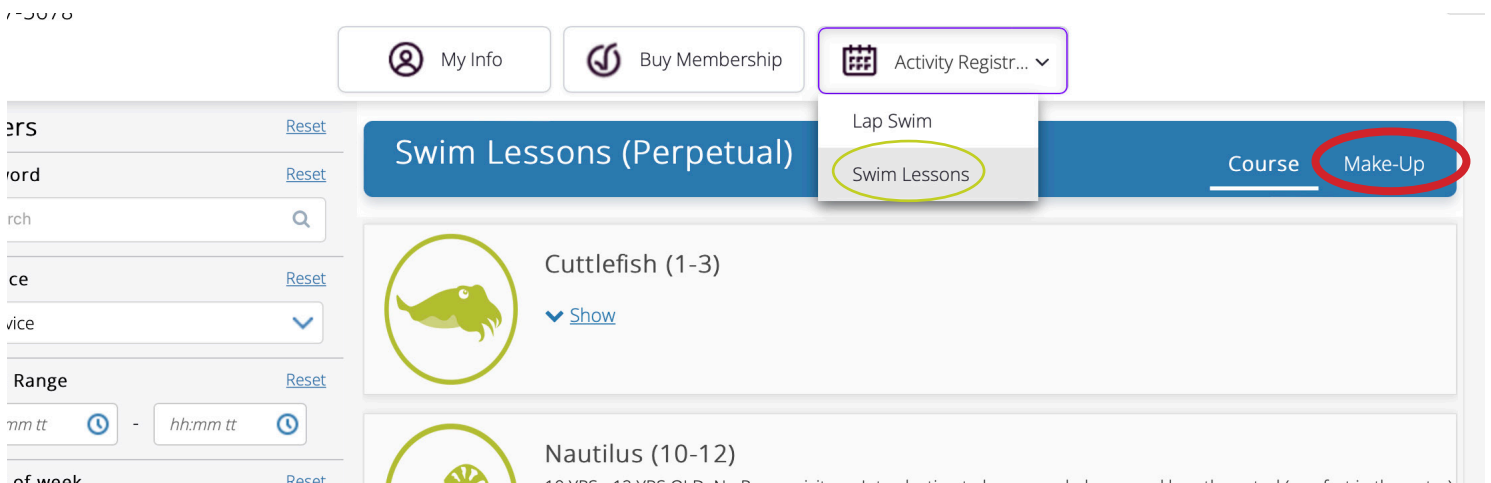
3. Scroll down and click on **SCHEDULES**: Click on **WITHDRAW** on the day your child will be missing. \*You can mark a child absent up to 14 days in advance. You are allowed 2 make-ups per 60 days. There are no make-ups for a make-up allowed. Make-ups are valid for up to 30 days from the date you mark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



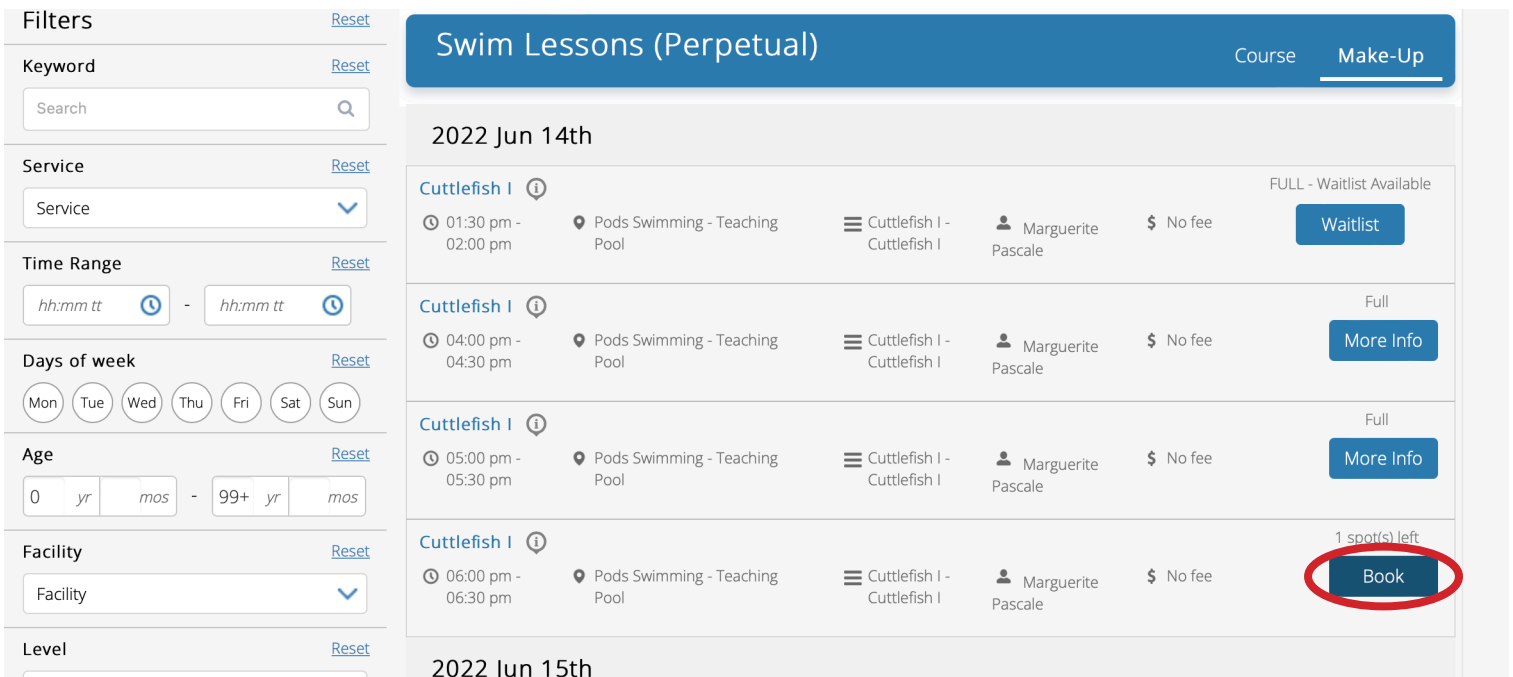
4. Click on the **WITHDRAW** button on the pop-up window.



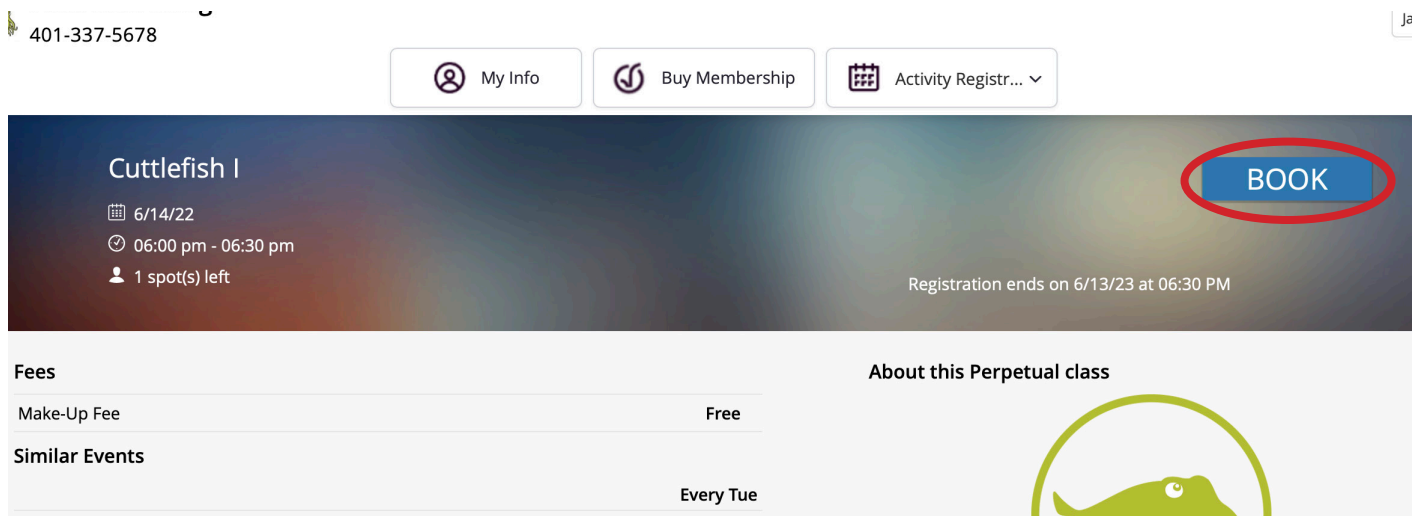
5. To book a Make-Up: Click on **Activity Registration: Swim Lesson:** and **Make-Up** Button next to the Course Button.



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.



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



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

The screenshot shows the registration interface for a class named "Cuttlefish I". At the top, there is a navigation bar with "My Info", "Buy Membership", and "Activity Registr..." buttons. The class details include the date "6/14/22", time "06:00 pm - 06:30 pm", and "1 spot(s) left". A progress indicator shows three steps: "Attendees", "Questionnaire", and "Payment". Under "Attendees", there is a list of names: "Jamie Test (You)" and "Till Test". The "Till Test" entry is highlighted with a red box. A note next to "Jamie Test (You)" says "Jamie Test" does not qualify for any fee. At the bottom right, a blue "Next" button is circled in green.

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

The screenshot shows the checkout page. On the left, under "Payment Method", there is a section for "Your credit cards" with an "Add a new Card" button. Below this, a blue "Place My Order" button is circled in green, next to a "Continue Shopping" link. On the right, the "Order Summary" shows "Cuttlefish I" for "Till Test" (ID: 00000488) on "6/14/22, 06:00 PM - 06:30 PM" for a price of "1 x \$0.00". A note indicates "Make-up Class used". Below the order summary is a "Payment Summary" showing a "Subtotal" of "\$0.00" and a "Total Due Now" of "\$0.00". There is also a field for "Gift Card or Promo Code" with an "Apply" button.

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

The screenshot shows a confirmation window with a dark header that says "Thank you!". Below the header, it lists the class details: "Cuttlefish I with Marguerite Pascale", "Every Tue, 6/14/22 from 06:00 PM - 06:30 PM", and the participant name "Till Test". At the bottom right, there is a button that says "The receipt and registratic" and a link to "Print Registration Conf".

The screenshot shows a calendar view for June 2022. The calendar has columns for days of the week and rows for dates. Several dates have pink boxes indicating scheduled classes: June 5th (06:30 PM - 06:30 PM), June 6th (06:30 PM - 06:30 PM), June 8th (06:30 PM - 07:00 PM), June 12th (06:00 PM - 06:30 PM), June 13th (06:00 PM - 06:30 PM), and June 26th (06:00 PM - 06:30 PM). The calendar also includes navigation arrows, a "Switch to List View" button, and an "Export to PDF" button.