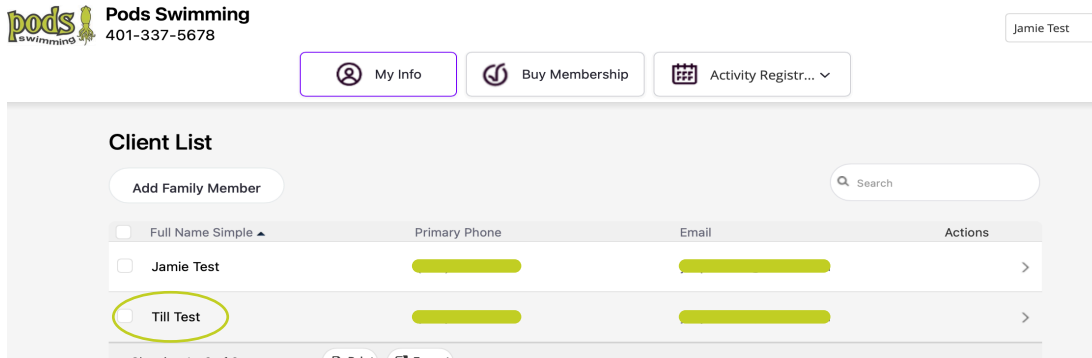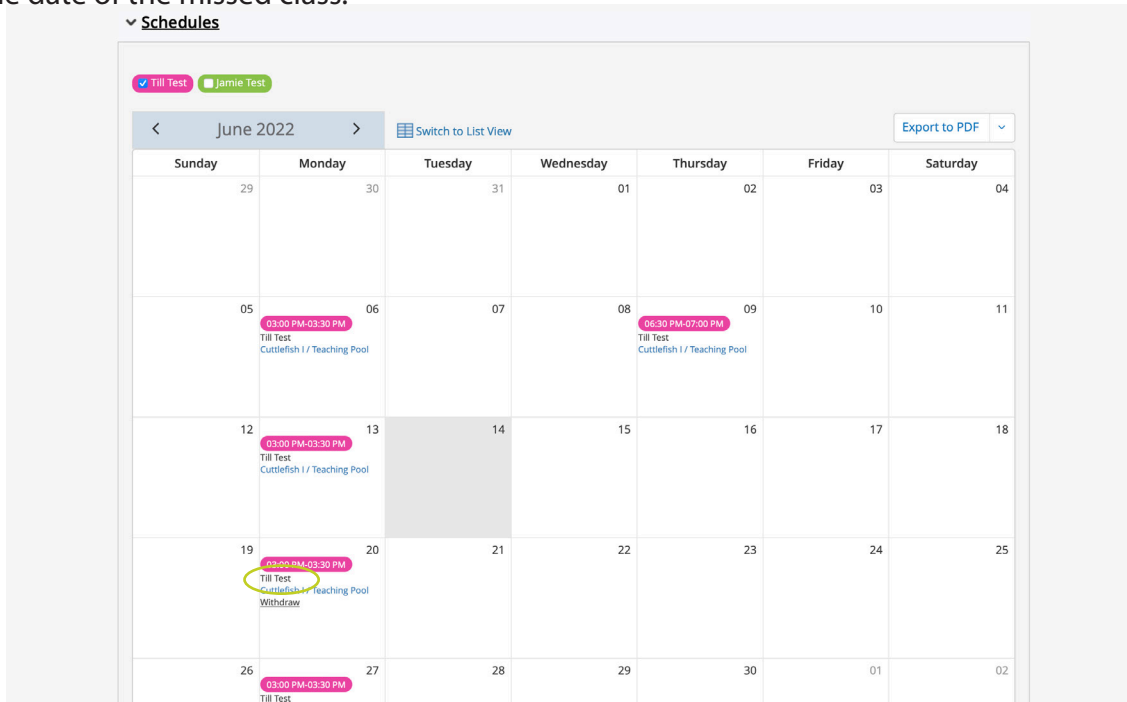# MAKE-UPS

In order to book a make-up, you must report your child's absence within 2 hours of the start of class.
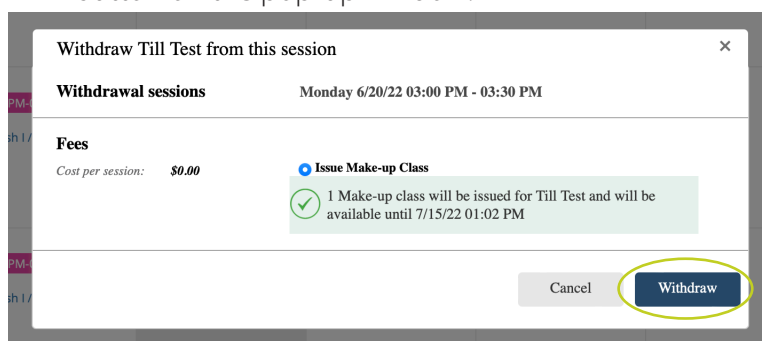
    1. Log into your account.
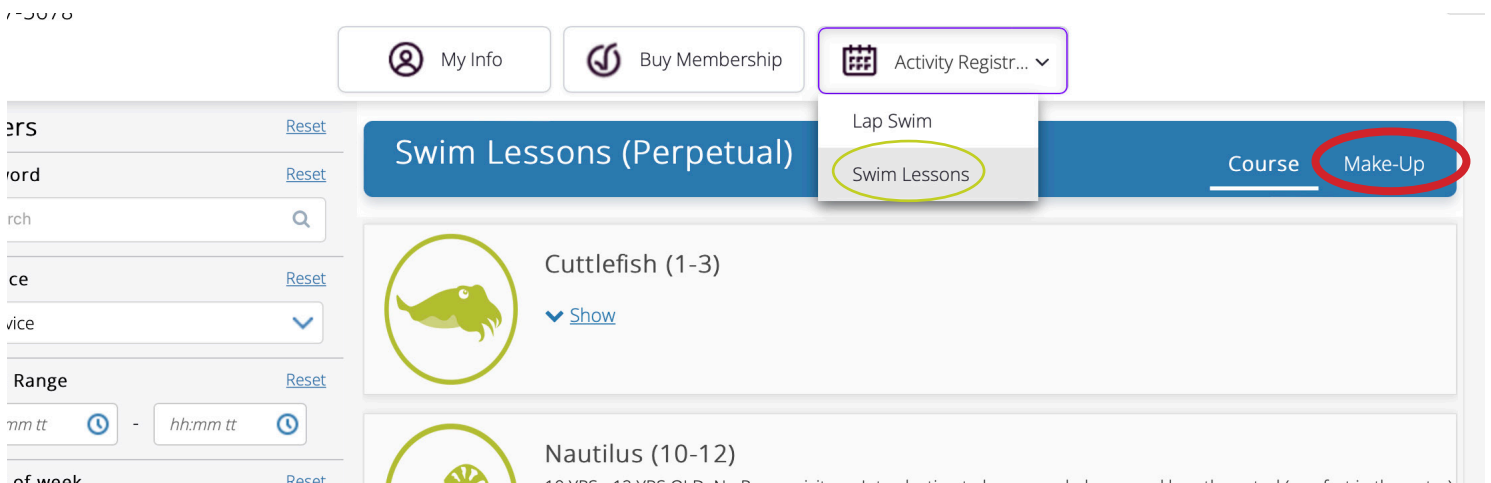   2. Home Page: Under **MY INFO**, Click on your child's name.

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.**
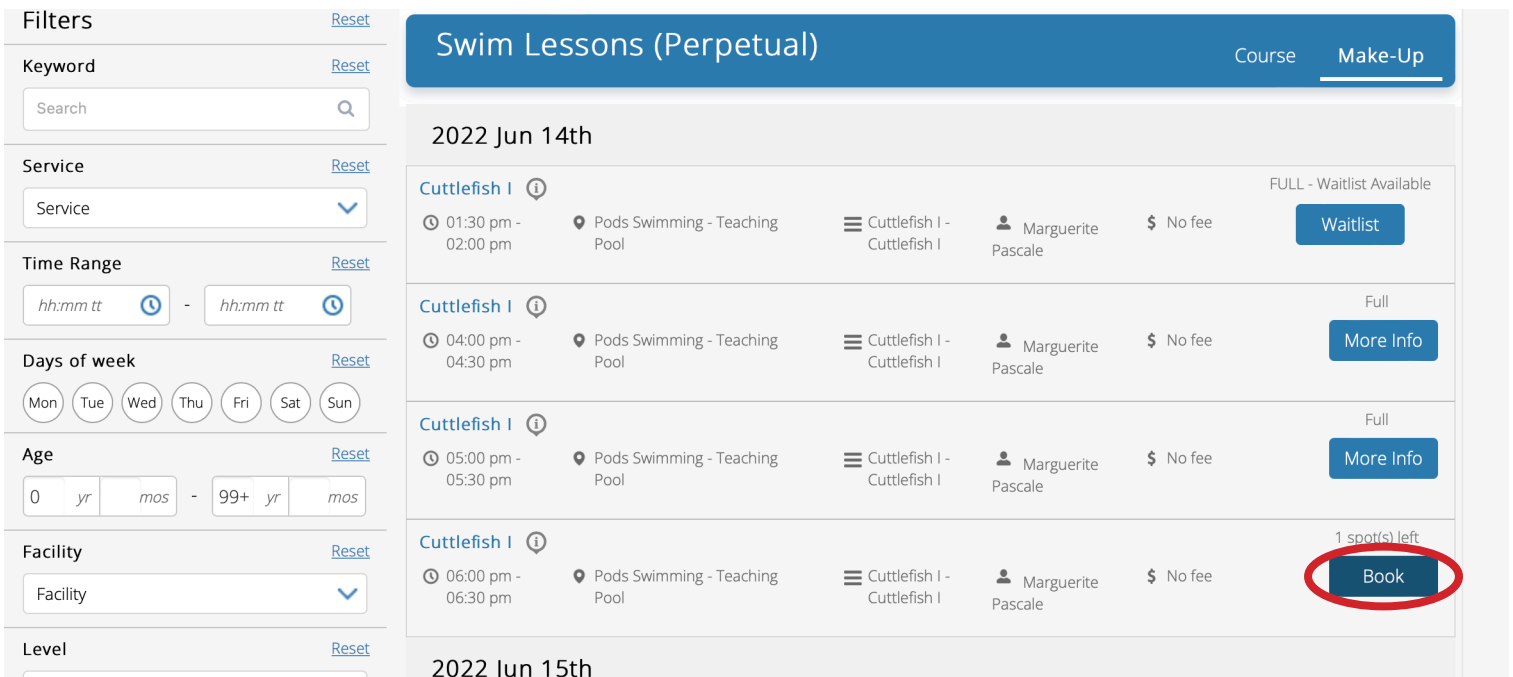

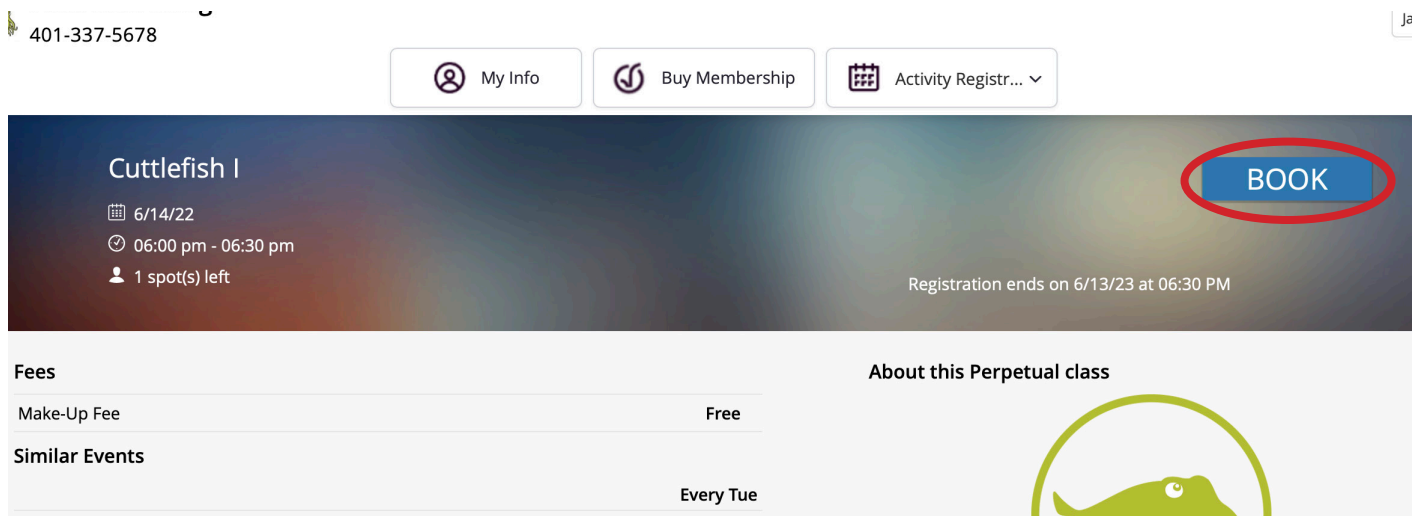   4. Click on the **WITHDRAW** button on the pop-up window.

5. To book a Make-Up: Click on **Actitvity 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.

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

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