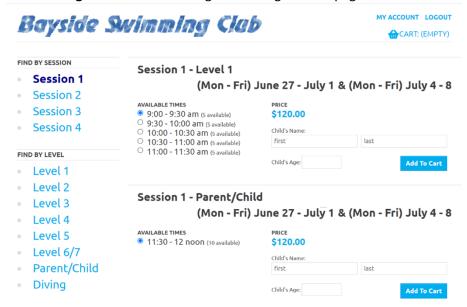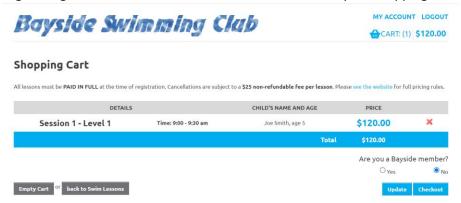# How to use the Bayside Swimming Club swim lesson registration system

1. Go to http://www.baysideswimmingclub.com/lessons.htm.
2. Click the **Register Now** button to go to the registration page.

3. Select the Session, Level, Date, and Time and enter the First name, Last name, and Age of the child you are registering, and then click **Add To Cart**. You will then see your shopping cart.

4. If you are a member of Bayside Swimming Club, select the **Yes** button. You will immediately see a discount applied to the cost of the lesson. (If you are not a member, select **No**.)
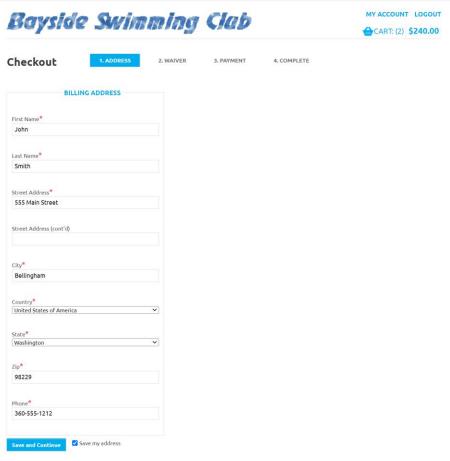

NOTE: If you indicate that you are a Bayside member but are not actually a member, your registration fee will be adjusted to the proper rate. Although you will initially be charged the discounted amount, **you will receive an updated invoice, you will be charged the full amount, and you will need to pay the resulting balance due.**

5. To register for an additional class, or to register an additional child, click **back to Swim Lessons** and then repeat steps 3 and 4.

6. Once you have selected all the desired classes, click **Checkout**.

7. On the ADDRESS page, enter your name, address, and phone number, and then click **Save and Continue**.
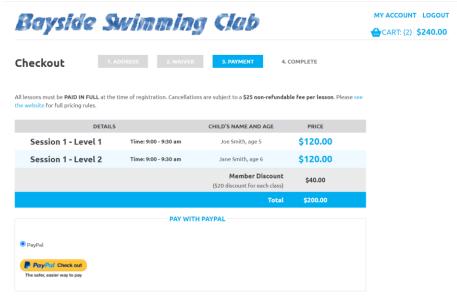
8. On the WAIVER page, complete all of the required information. Your child cannot participate in swim lessons if you do not complete this step. Then, click **Save and Continue**.

9. On the PAYMENT page, you will see a list of all the classes in your shopping cart. You will also see all discounts that have been applied and the final Total amount that you will be charged.
   To complete your transaction, click the **PayPal Check out** button.
   NOTE: If there are any errors in the shopping cart, click the CART icon in the upper-right to return to your shopping cart. You will not be able to make changes once you are redirected to PayPal.

10. On the Pay with PayPal page, choose one of the following:
- **Log into PayPal** to pay using your PayPal account
- **Pay with a Debit or Credit Card** to charge the lesson(s) to a credit or debit card

       NOTE: The remainder of this explanation shows how to pay with a Debit or Credit Card.

11. Enter all of the information required by PayPal, and then do one of the following:
- Click **Create Account & Pay Now** to create a new PayPal account and use it to pay.
- Click **Continue as Guest** to pay without creating a new PayPal account.

12. Once your payment has been processed, you will see a confirmation page. This page will show your order number and the lessons for which you have registered.

Bayside Swimming Club

MY ACCOUNT   LOGOUT
CART: (EMPTY)

Your order has been processed successfully

ORDER R584561141

Order R584561141

Billing Address	Payment Information
John Smith	PayPal
555 Main Street	
Bellingham WA 98229	
United States	
Phone 360-555-1212	

	DETAILS		CHILD'S NAME AND AGE
Session 1 - Level 1	(Mon - Fri) June 27 - July 1 & (Mon - Fri) July 4 - 8	**Time: 9:00 - 9:30 am**	Joe Smith, age 5
Session 1 - Level 2	(Mon - Fri) June 27 - July 1 & (Mon - Fri) July 4 - 8	**Time: 9:00 - 9:30 am**	Jane Smith, age 6

Go Back To Store

PLEASE BE SURE TO KEEP A RECORD OF YOUR LESSON INFORMATION. While our system will attempt to send you an email several days before the start of the session(s) for which you have registered, we cannot guarantee that the email message will reach you. (Remember to check your SPAM folder.)

13. At this point, you can close your browser window or click **Go Back To Store** to register for other lessons.