

Step-by-Step Guide to Registering for Other Participants, Including Children

Before beginning the checkout process, be sure to have the contact information for yourself and all other participants.

1. Once you have added each class for which you are registering yourself and/or other participants, from the View Cart page, click the Check Out button at the bottom of the page.
2. If you are registering for participants other than yourself or in addition to yourself, whether children, friends, or family members, check the other participants button, then click the next button.
3. The next page will show your contact information and give you the opportunity to update it if necessary. When finished, click the Next button.
4. The next page gives you the option to add new participants (If you have already added someone in the past, they will show up on this page along with yourself). Click Add New Participant button to add more participants.
5. Enter the name, email (for children you may use your email), and birthdate of the participant then click Save button. Continue to add participants until you are done.
6. Select each participant you will be registering today by checking the box next to their row, then click next.
7. The next page will show all selected participants with the option to edit. Make edits if necessary, when ready, click Next button.
8. Select a class from the scroll down menu, then select each person you wish to register for that class. Do not click the next button yet. Then select the next class from the scroll down menu and select the participants for that class. Repeat these steps until you have added yourself and/or all your participants to all the desired classes. Then click the Next button.
9. The next page gives you the option to apply a promo code. When finished click the Next button.
10. You will now see the registration details including all classes with each participant listed next to it. Confirm and click Next.
11. The next page allows you to check out. Select payment method and click next.
12. Confirm your billing information and click next
13. Verify that your order, billing address, and payment information are correct and click Purchase
14. You are now at the payment portal. Fill out all fields with the correct information and click Pay Now to finish your transaction.