Navigating Online Swim Lesson Registration

Bismarck Parks and Recreation District (BPRD) uses registration software called ActiveNet for swim lesson – and most program – registration. Please know BPRD does not own or control the software and therefore cannot change the software. These registration suggestions are made as of January 2023. ActiveNet does make occasional software adjustments, and we will update these registration suggestions if software changes impact the registration process.

Before Registration Opens
- Take time to review the swimming lesson levels and class times offered.
- Classes are organized by level for online registration. In addition, each class has a registration code (you may wish to write down the codes in order of preference and keep them handy for quick reference during registration).
- Create an account or log in to your account if you already have one.
  - From the **Swim, Indoor webpage,** click on the blue "Register" button located just above the listing of classes and then click the yellow "Sign In/Up" button.
  - From the **BPRD website homepage,** click on the blue "Online Registration" box on the right side of the page and then click the yellow "Sign In/Up" button.
- Practice logging in to your account. Remember your login name and password. If you forgot your login name or password, use the "Forgot" options or call the BPRD Administrative Office for assistance at 701-222-6455.
- **Be sure to update contact information for your account, including phone number. Please also ensure your email is listed on your child's account so you receive any communication regarding programs for which your child is registered.**

Day of Registration
- To register from the **Swim, Indoor webpage,** click on the blue "Register" button located just above the listing of classes.
- To register from the **BPRD website homepage,** click on the blue "Online Registration" box on the right side of the page.
- Sign into your account.
- Hover over Activities in grey menu bar under BPRD logo and select Aquatics.
- Find the desired class by level or enter the code in the search bar.
  - The search will pull up the level your code falls under. Example: Swim Lessons: Level A
  - Click the blue "More" with the down arrow on the right. This will pull up the classes. Example: Level A – M & W 5:00pm
- If there is availability in that class, you will be able to select "Enroll Now" and follow the steps to complete registration with payment.
- If the class is full, you may choose to be added to the "Waiting List." Do NOT select the "Heart" icon as this is only the "Wish List," which allows you easily find the class next time you log into your account.
  - To join wait list, lick the blue class name. Example: Level A – M & W 5:00pm
  - Click the "+Waiting List" button on the right side under the fee and complete the steps.