Navigating Online Swim Lesson Registration

Bismarck Parks and Recreation District (BPRD) uses registration software called ActiveNet for swim lesson – and all program – registration. Please know BPRD does not own or control the software and therefore cannot change the software. These registration suggestions are made to you as of August 2022. 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.
- Each class has a registration code. Write down the codes in order of preference. Keep the codes 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.

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 in to your account.
- Search by code: enter your swim lesson code into the search bar and click "Search."
  - The search will pull up the Level category your code falls under. Example: Swim Lessons: Indoor - Preschool Level A
  - Click the blue "More" with the down arrow on the right. This will pull up the Level name and the dates of the session. Example: Preschool Level A: October 19 - November 19
  - Click on the second blue "More" with the down arrow. This will pull up the code you entered in the search bar.
    - If there is availability in that class, you will be able to select "Enroll Now."
    - If the class is full, you may choose to be added to the "Wait Listing." Do NOT select the "Heart" icon as this is only the "Wish List."
      - Click the class name. Example: 9:00 am: T & Th – Preschool Level A
      - Click the "+Waiting List" button on the right side under the fee and complete the steps.