

Navigating Online Swimming Lesson Registration - As of Nov. 1, 2015.

Bismarck Parks and Recreation District uses a registration software called ActiveNet for swimming lesson – and all program – registration. Please know BPRD does not own or control the software, and therefore, cannot change the software. Please know these registration suggestions are made to you as of Nov. 1, 2015. ActiveNet does make occasional software adjustments, and we will update these registration suggestions to you if software changes impact the registration process.

Before registration begins -

- Take time to review the swimming lesson levels and class times offered. Click on the Program tab - Swim, Indoor
- Each class has a registration code. Write down the code/s in order of preference. Keep the codes handy for a quick reference during registration.
- Create an account or login to your account if you already have one.
 - To create an account or login from the **Swim, Indoor page** click on the blue, “Click here to register button” located just above the listing of classes.
 - To create an account or login from the **home page** click on the red tab on the right - “Online Registration, click here to register for activities.”
- Practice logging in to your account. Remember your login name and password. If you forgot your login name or password, please call the Administration office for assistance, 222-6455.

Day of Registration -

- To register from the **Swim, Indoor page** Click on the blue, “Click here to register button” located just above the listing of classes.
- To register from the **home page** click on the red tab on the right - “Online Registration, click here to register for activities.”
- Login 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” box 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” box 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 “Add to cart”
 - If the class is full, you will be able to select “Wish List”. From the wish list, you may add your child to the waiting list for that code.