

## WSTC FAQ's for Registration

### April 2017

**How do I log on for the first time?** (If you have logged in already, skip to How do I sign up for Spring Clean-Up)

1. Go to : <http://waylandswimandtennis.com>
2. Click on "Click Here to Register"
3. Under "New to our site?" type in your name as requested
4. Find Account page click "This is me!"  
*Please note: If it does not find you, then you did not have an account in Wild Apricot, but rather your spouse. Feel free to create your own account.*
5. Follow the verification steps (you only need to fill out one field)
6. Create a password
7. Please answer Board questions to the best of your ability
8. Submit
9. Plan your summer fun!

**Note: Please check your profile and update any data – address, phone, etc. and add your family members, including spouse.**

### **How do I add family members – spouse and kids?**

Click on "add family members" and fill in requested information. Please be sure to fill out children's birthday as this helps us with program planning.

*Tip: Use your main email for the kids so that you get all communication regarding their events.*

*Tip: Mark "Yes" Paid for by you so that you have can pay for all family activities from your account.*

### **Does everyone in my family need an account?**

Yes, all members who are registering for events need an account. However, a parent who has their spouses and/or children as "family members" on their account, can register them for activities.

### **How do I sign up for Spring Clean-Up?**

1. Go to the tab called "Club Events." Click the "Sign Up Now" button associated with the date you want.
2. Once you receive your email confirmation, add it to your calendar so you don't forget.

### **What if I can't make any of the Spring Clean-Up Days?**

1. Go to the tab called "Club Events." Click the "Sign Up Now" button associated with "Spring Cleanup – Not Participating This Year."
2. "Enroll" yourself.
3. Check Out and pay the \$150 fee for not participating in Spring Clean Up.

### **Is my credit card information secure?**

All credit card data is stored at PCI Level I standard data security - the highest standard out there.

### **How do I attend the annual Opening Cocktail party?**

1. Go to the tab called "Club Events." Click the "Sign Up Now" button associated with "Opening Cocktail Party."
2. "Enroll" yourself.
3. If your spouse will be attending, please be sure to enroll him/her so that we may have an accurate headcount for food and beverages.
4. Once you receive your email confirmation, add it to your calendar and book your babysitter!

### **How to I sign up for private swim and/or lessons for my child?**

1. Go to the tab called "Private Lessons."
2. Choose swim or tennis.
3. Choose your day/week you would like a lesson.
4. Put it in your shopping cart and continue shopping or check out.

*Please note: If you are registering a child, you have to log into the child's account to sign up.*

### **How to I sign up for group swim lessons for my child?**

1. Go to the tab called "Swimming."
2. Find the week you want.
3. Choose "Swim Lessons" for your child's age
4. Enroll your child.

### **How to I sign up for Kid Zone?**

1. Go to the tab called "KidZone."
2. Choose the week you want.

3. Enroll the child.
4. Continue shopping to add more weeks and/or children

**How to I sign up for both Swim Team and Dive Team?**

1. Go to the tab called "Swimming."
2. Find your Swim Team by age
3. Enroll your child
4. Choose Package – Swim & Dive Team for \$200

**What is the Tennis Clinic 8-week discount?**

Exactly that. If you sign up for all 8 weeks, you get a 30% discount.

**What if I want to do a tennis clinic for a day or a last minute drop in?**

Cost is \$25/day

1. Go to the tab "Tennis – Daily Drop-In"
2. Pick your day and age group
3. Sign-Up Now
4. Make a Single Reservation for your child