



Submitting a Booking Request

These booking are ONLY for students who have missed a class

Return to the homepage of the Parent Portal and select the “enroll” tab in the upper right hand side of the page

- **Select Location: Swim Tank**
- **Select Make Up Class Level (please confirm your child’s level):**
- **Select Session: Make Ups (Session #)**

Once you have selected the above items you will see a full list of days/dates/time when your child’s level is offered

- **You can further narrow your search by selecting a specific day that you are interested in.**

Look on the list for a day/time that works for you. Please confirm the DATE listed also works before selecting that class

- **The Date appears as “Start Date” & “End Date” (should be same date)**

Click on the class listing that you would like to request

- **A new screen will pop up and you must select your child’s name and then click on the “Wait List” tab.**
- **Your request will be submitted and the office will respond within 24 hrs.**
- **Please note requests are only processed M-F 9:00 am – 6:00 pm so if you send a request on the weekends it will not be processed until Monday.**