

# Non-Member (Guest Account) How to Register for Swim Lessons

## Logan Health Fitness Center

Welcome to our swim program! To ensure a smooth registration process, please follow these steps. Because our system uses individual profiles for safety and waivers, **your child must be linked to your account by our staff before you can register them.**

*If your child has an account but you don't, please create an account for yourself then proceed to Step 2.*

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## Step 1: Create Your Parent Account

*If you already have a login for our fitness center, skip to Step 2.*

1. **Visit our Portal:** Go to [logan.org/aquatics](http://logan.org/aquatics)

**ONLINE PORTAL**

2. **Start the Process:** Click the **[Access My Account]** button under the "First time here?" section.
  3. **Identify Yourself:** Enter your name and the email address you wish to use for all billing and notifications.
    1. **If the system says your email is already in use,** you probably have an old profile in our system. Instead of "Access My Account," go to the login screen and click **[Forgot Password]**. If that doesn't work, call us and we will update your email on file. Please do not create a duplicate account.
  4. **Verify your Email:** Open your email inbox and click the verification link sent by the system.
  5. **Complete Profile:** Follow the prompts to set your password and enter your basic contact information.
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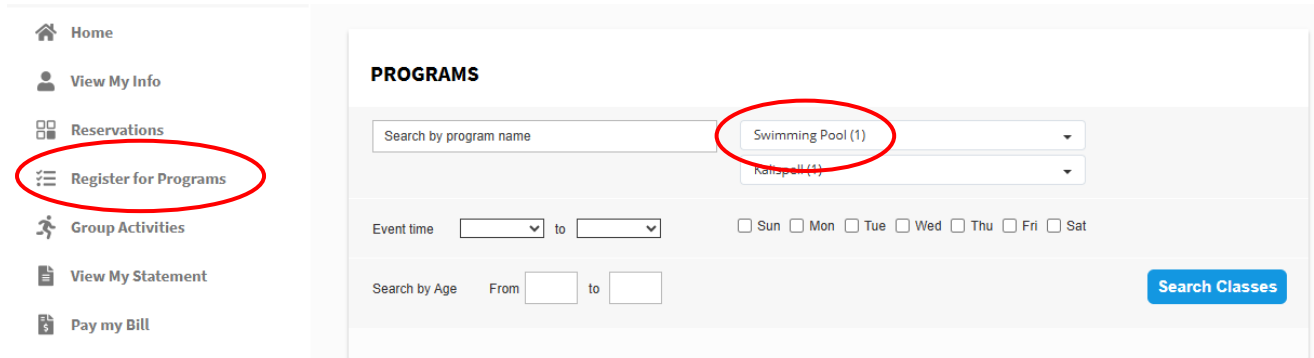
## Step 2: Link Your Child (Required Step)

*Children cannot be registered until a staff member manually connects them to your profile.*

1. **Call the Membership Office:** Call us at 406-751-4107. Please do not call the front desk.
  2. **Request the Link:** Tell the staff member: *"I have created my guest account and need to add my child as a dependent for swim lesson registration."* Please let them know if your child already has an account.
  3. **Confirmation:** The staff member will create the child's profile if needed and link it to yours.
    1. **Note that the children will be linked only to the primary on the account.** Registration will need to be done through the primary account holder.
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## Step 3: Register for Swim Lessons

1. **Log In:** Sign in to the portal.
2. Click the down arrow next to your name to change profiles. Go to the child's profile.
  - o *Note: If your child's name doesn't appear, your accounts are not yet linked. See Step 2.*
3. **Find the Class:** Select **“Register for Programs”**. Then select **“Swimming Pool”**



The screenshot shows the user interface for the Logan Health portal. On the left is a navigation menu with items: Home, View My Info, Reservations, Register for Programs (circled in red), Group Activities, View My Statement, and Pay my Bill. The main content area is titled 'PROGRAMS' and contains a search form. The search form has a text input 'Search by program name', a dropdown menu currently showing 'Swimming Pool (1)', and another dropdown menu showing 'Kangaroo (1)'. Below the search form are filters for 'Event time' (with two dropdowns) and a day selection row with checkboxes for Sun, Mon, Tue, Wed, Thu, Fri, and Sat. At the bottom of the search form is a 'Search by Age' section with 'From' and 'to' input boxes, and a blue 'Search Classes' button.

4. **Select Desired Swim Class:** The available classes will come up. (Make sure you are under your CHILD'S account, as they are age restrictive)
5. **Payment:** Sign the digital waiver and complete the checkout process. You will receive a confirmation email immediately.

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### Troubleshooting & FAQ

**Q: I'm logged in, but I don't see my child's name in the dropdown. A:** This means step 2 is not complete. Please call the Membership Office at 406-751-4107 so we can link the accounts.

**Q: Who do I contact for help with swimming levels? A:** Please contact our Aquatic Supervisor at [wrichards@logan.org](mailto:wrichards@logan.org) or 406-751-4141.

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