



Dear Independent Exercisers and Class Participants:

We are excited to offer Independent Exercise Times and Aquatic Exercise/Swim Classes. This letter will highlight everything that you will need to know to register for Independent Swim Times and/or Classes and what to expect when you arrive at CP.

THINGS TO KNOW:

- Independent exercise times and classes must be registered for on line at:
<http://schedulesplus.com/cpaqt>
- You will not be able to sign up for a time until you have completed a member registration form. The form is on our website: wearecp.org under aquatics. (Allow us 24-48 hours of regular business hours Mon.-Thurs. to enter your information into our system.)
- There is also aquatics information and a link to our scheduling software; schedules plus on our website: wearecp.org

PAYMENT:

- Payable by check or credit card at time of service. In person pre-payments on account will be accepted.
- Payments can be made in the pool office.
- We encourage you to pre-pay on your account (to save time).
- **Independent Exerciser: If you need to cancel your scheduled time, please call the pool office at 920-337-1122, extension 1215 or you risk your account being locked.**

CHECK-IN:

- Check-in/make payments in the pool office.

BOOKING INDEPENDENT EXERCISE TIMES and REGISTERING FOR CLASSES:

- Go to: <https://schedulesplus.com/cpaqt>

- Choose green log-in button. Log-in to your account by using the phone number you provided on your Membership Registration Form (no dashes)—Green Search Button (choose your name).
- Choose Register (Under “attend”, 2nd button).
 - INDEPENDENT EXERCISE: Click on the orange open swim button and then choose Independent Exercise, a drop down of times and dates will appear. Choose your desired dates/times--ADD.
 - CLASS PARTICIPANTS: Click on the orange Swim Classes button and then choose the class you would like to register for—ADD to cart.
- Your cart is to the right. Checkout. Save and Proceed to Final View. Complete My Order.
- Congratulations...You are all set!

The screenshot shows a website navigation bar with 'ACTIVITIES' and 'DONATE' buttons. Below is a search bar with a 'SEARCH' button, a 'Clear' button, and a 'Sort By Name' dropdown menu. A blue '+' button is on the right. Below the search bar, an orange button labeled 'Open Swim' is highlighted. Underneath, the text '\$9.00 Pool #2 Independent Exercise' is displayed on the left, and 'Dates: 1/12/23' is on the right.

WHAT TO EXPECT:

- When arriving at the Aquatic Center, please park by the Aquatic Center door. (Blue awning).
 - Aquatic patrons who have scheduled times to use the pool, will be able to gain access through the first set of sliding doors.
 - Once in the foyer, patrons need to use the courtesy phone to call the lifeguard on duty at extension 1215. They will open the second set of doors so you can access the building for your scheduled time.
 - The Men’s/Women’s Locker Rooms will be available for you. (If a water wheelchair is needed, the Co-ed Locker Rooms are available to you.)
- **No exceptions to your scheduled time.**
- You must stay in your assigned pool.
- Patrons who need assistance in the water can bring an attendant. The attendant must stay within arms reach of the paid patron.
- Unscheduled Aquatic Center closures will be communicated on our website home page, wearecp.org, and via an email from our Aquatic’s Software, SchedulesPlus, to your provided email address.
- You are required to rinse off prior to getting in the pool.
- At the conclusion of your scheduled time, enter the locker room, dress and exit the building in a timely manner.

- **If you need to cancel your scheduled time, please call the pool office at 920-337-1122, extension 1215.**

Please, let us know if you have any questions! We are here to help you continue on your wellness journey!

Best,

The Aquatic's Pool Staff