

ONLINE PROCESS FOR PUBLIC SWIM SESSIONS

Online Registration Process

It is with great pleasure that we announce our online reservation process for public swim sessions which will ensure safe capacities, guarantee a spot, and less of a wait time in line.

How to browse programs

1. From the Recreation and Leisure Services home page, click on the “Online Registration” tab.
2. From here, you may browse the daily pool tickets for each pool. You may then filter into subcategories by navigating down the left margin. (You do not have to have an account to browse; only to register.) Or you may specifically click on aquatics and look for Welch/Goslee Daily Pool tickets or Summer Pool Pass

How to Register for Activities Online:

In order to register online for anyone of our swim session, swim lessons or pool passes, you will need an online account with us.

1. From the Town of Windsor main page or the Recreation and Leisure Services home page, click on the “Online Registration” tab.
 - 1) Click on create your Windsor Account or Log in with Facebook/Google/Email
 - 2) Enter all appropriate information.
 - 3) When complete be sure to hit “save” at the bottom of the page.
 - 4) Once saved, the next prompted screen allows you to view and or edit your newly made account! You may also continue on to browse the online catalog by clicking “Continue to browse catalog online.”
2. Once you find the swim session you are interested in, you can select that timeslot and add it to your shopping cart. If there are multiple people in your family, you will be prompted to choose whom you wish to register. You may select multiple members. Click “Add to Cart” when all members are selected
3. Select “close” where you can close the cart and continue browsing the catalog and add other activities to your cart. If you are ready to complete your transaction, select “checkout.”
4. There may be a series of questions that you are required to answer depending upon your activity choice. Answer these and then continue to the payment screen where a summary of your activities and fees are shown. If you would like to

- continue browsing or add/ delete activities to or from your cart, select the “Browse Catalog” button below the green “Review Transaction” button on the right hand side of the page.
5. We accept Visa, Discover, American Express & MasterCard. Enter the cardholders name exactly as it appears on the card, followed by the number, expiration, three-digit security code from the back of the card and the ADDRESS WHERE THE BANK SENDS THE CARD BILL. Note: this may be different from your account address.
 6. Select “Review Transaction” and finish the payment process.
 7. Registrations are not complete until the payment process has been completed and your receipt is displayed.
 8. For those who have purchased a pool pass, you will still need to register for a swim session each day you are interested in attending the pool. If you have purchased a pool pass, be sure to select the “pool pass only daily ticket(s)”. At the end of transaction, the fee will zero out due to pool pass purchase. You will need to select all members attending the pool that day for entrance.

If you have any questions, feel free to call the recreation office at 860-285-1990