

# NBJG SWIM TEST RESERVATION INSTRUCTIONS

## IMPORTANT note for returning 2022 JGs!

If your child participated in last year's summer JG Program, you have to click into their profile and complete the following before you can make a swim test reservation:

- Child Information tab:** complete the medical fields at the bottom of the page
- Child Information tab:** update any information that has changed
- Notification Subscriptions tab:** add/update contact emails
- Acknowledge & Print Waiver tab:** agree to the program waiver and print swim form

## Swim Test Reservation Steps (all users):

- Create/update your NBJG account** by clicking [login](#) and updating your child's information. See above "important" note for returning 2022 families whose child/children participated in the summer 2022 NBJG Program.
- Beginning February 1, return to your NBJG account dashboard and reserve a swim time.** Link to reserve a swim time will show up BENEATH your child profile(s). AFTER completing the above steps, click "Reserve/Edit Swim Time."

The screenshot shows the NBJG account dashboard. At the top right is a blue button labeled "+ Add Junior". Below it is a table titled "Summer Newport" with columns: Group, Resident, Returning, Status, and Swim Test. The first row shows Group A, Resident, Returning N, Status Needs Swim, and Swim Test. To the right of the table is a grey box titled "What's Next?" with the text "Print the Swim Waiver and Take the Swim Test". Below the table is a blue header for "Swim Test Registration" and a light green box with the text: "Please update each JG child profile and / or add any new Junior Lifeguards above BEFORE signing up for a swim test. JG child profiles must be updated annually." At the bottom right of the registration section is a blue button labeled "Reserve/Edit Swim Time".

Annotations with red arrows point to:

- The "+ Add Junior" button: Click here to add additional children.
- The "What's Next?" box: For any RETURNING 2022 JGs, be sure to:
  - update the medical info fields,
  - make any corrections, and
  - agree to the program waiver.
- The "Reserve/Edit Swim Time" button: Click here once you've completed the above steps.

3. **On the Swim Reservation page, select a date and time for each child.**
  - Swim tests are held in two different locations this year. Locations are listed next to swim test dates.
  - The number in ( ) next to the swim time indicates the number of swim slots remaining.
  - If a time slot is not shown, it means it is full.

**Swim Test Registration**

Update your JG account(s) on your dashboard and/or add any new Junior Lifeguards BEFORE signing up for a swim test.

**Junior**

Summer Newport

**Date (Location)**

Select Date

Select Date

Mar 05, 2023 (Corona del Mar HS)

Mar 11, 2023 (Corona del Mar HS)

Mar 15, 2023 (Costa Mesa HS)

Mar 21, 2023 (Costa Mesa HS)

Mar 25, 2023 (Corona del Mar HS)

**Time (Slots Available)**

Select Time

Select Time

9:00AM (9)

9:05AM (9)

1:00PM (9)

4. **After selecting the swim reservation date/time for your swimmer(s), click the blue “save your swimming session” button. If you have multiple swimmers, you can save reservations one at a time or all at once.**

**Swim Test Registration**

Update your JG account(s) on your dashboard and/or add any new Junior Lifeguards BEFORE signing up for a swim test.

Junior	Date (Location)	Time (Slots Available)
Summer Newport	<div style="border: 1px solid #ccc; padding: 5px; width: 150px;"> <p>Mar 05, 2023 (Corona del Ma)</p> </div>	<div style="border: 1px solid #ccc; padding: 5px; width: 100px;"> <p>9:05AM (9)</p> </div>

**Save your swimming sessions**

[Click here to return to Dashboard](#)

After selecting your date and time, click "save your swimming session"

5. Once you've made a reservation for all swimmers, your status will show "registration completed." You will also receive a confirmation email once reservations are completed for all your swimmers.

If you need to cancel/edit your swim time, click the "cancel" button and select a new time.

Swim Test Registration

Update your JG account(s) on your dashboard and/or add any new Junior Lifeguards BEFORE signing up for a swim test.

Junior	Date (Location)	Time (Slots Available)	
Summer Newport	Mar 05, 2023 (Corona del Mar HS)	9:05AM	<a href="#">Cancel</a>

Registration Completed

[Click here to return to Dashboard](#)

If your reservation is successful, the button will show "registration completed" and you will see the time populated next to your swimmer's name. A "cancel" button will also appear.



6. You can also view your reserved swim times from your account dashboard.

Dashboard

Once you return to your dashboard, you will see your confirmed swim time here.

+ Add Junior

Group	Resident	Returning	Status	Swim Test
A		N	Needs Swim	Mar 05 9:05 AM Corona del Mar HS

What's Next?  
Print the Swim Waiver and Take the Swim Test

Swim Test Registration

Please update each JG child profile and / or add any new Junior Lifeguards above BEFORE signing up for a swim test. JG child profiles must be updated annually.

Reserve/Edit Swim Time

## 7. Trouble Shooting & FAQs:

<b>Swim reservation didn't go through</b>	<p>If you and another user try to reserve the same date/time simultaneously and there are not enough spaces available for both users, a red box will appear indicating the time slot is full and will list out which swimmers didn't get the reservation.</p> <p>You will need to select a new swim time for that/those swimmer(s).</p> <p><b>TIP:</b> If you are having trouble reserving a time, pick a time slot later in the day or pick a date other than the first swim test day.</p>
<b>Only some reservations went through</b>	<p>If there is space for some, but not all of your swimmers, the system will reserve what was available and you will have to find another time for any unbooked swimmers.</p>
<b>Do I need to get online to reserve right when swim reservations open?</b>	<p>No. We are offering 5 swim test reservation dates and there will be enough reservation spaces for all swimmers to make a reservation.</p>
<b>What if my child doesn't pass on the first try?</b>	<p>If your child doesn't pass the first time, we will sign them up at the pool for a retest time. Swimmers have up to 5 tries to pass the swim test.</p> <p>The last day to test is March 25. There will be no retest dates after March 25.</p>
<b>Can my child retest for a faster swim time?</b>	<p>Once your child passes a 2023 swim test, they cannot test again to try to get a faster time.</p>