

How To Register for Summer Programs at ATC

Swim Lesson & Tennis Camp Sessions

1. Log in to our Member Portal at atc.clubautomation.com
2. Select Register for Classes from the left rail menu options.

The screenshot shows the ATC Member Portal interface. On the left, a navigation menu includes options like Home, View My Info, Register for Classes (highlighted), Group Activities, View My Statement, Pay my Bill, Account Access, Notifications, and Contact Us. The main content area displays the user's profile as 'ATC Adult Member' with a current balance of \$575.00. Below the profile, there are sections for 'CLUB ANNOUNCEMENTS' with a 'Make Court Reservations Here' link and 'MY EVENTS' with a 'Next 7 days' filter. A 'MY REGISTRATIONS' section is also visible.

3. On the Programs page, you can filter by category, search by level or month, or simply scroll through the alphabetized program list to find a session.

The screenshot shows the 'PROGRAMS' page in the ATC Member Portal. It includes a search bar for program names and a dropdown for categories. There are also filters for event time and days of the week (Sun, Mon, Tue, Wed, Thu, Fri, Sat). A 'Search Classes' button is present. Below the filters is a table of programs:

Program Name	Location	Department	Days of Week	View
August Swim Lessons - Level 1	ATC			View
August Swim Lessons - Level 2	ATC			View
August Swim Lessons - Level 3	ATC			View
August Swim Lessons - Level 4	ATC			View
July Swim Lessons - Level - Pre-1	ATC			View
July Swim Lessons - Level 1	ATC			View
July Swim Lessons - Level 2	ATC			View

4. On the Session page, scroll down to view the available day/time options.

JULY SWIM LESSONS - LEVEL 1

In this class, students will learn:

- Enter/foot water safety
- Blow bubbles, face in water
- S bobs
- Float on front
- Front glides (Superman)
- Flutter kick on front
- Beginning front crawl
- Beginning tread water
- Float on back
- Back glide
- Flutter kick on back
- Turn over: Back to front/front to back
- Jump in from side
- Beginning back crawl
- Safety skills

Search by program name:

Event time

From: to:

Sun Mon Tue Wed Thu Fri Sat

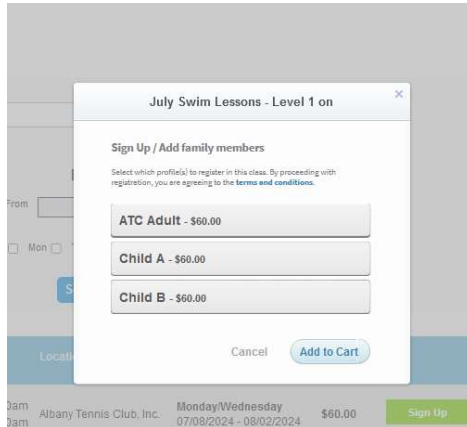
[Search Classes](#)

Class #	Class Name	Date/Time	Location	Session	Price
19713	9 am - Level 1	Mon 09:00am - 09:30am Wed 09:00am - 09:30am	Albany Tennis Club, Inc.	Monday/Wednesday 07/08/2024 - 08/02/2024	\$60.00

5. When a session is available for registration, a green Sign Up button will appear. Click the Sign Up button on the time slot of the session you wish to select.

Class #	Class Name	Date/Time	Location	Session	Price	
19713	9 am - Level 1	Mon 09:00am - 09:30am Wed 09:00am - 09:30am	Albany Tennis Club, Inc.	Monday/Wednesday 07/08/2024 - 08/02/2024	\$60.00	Sign Up
19714	9:30 am - Level 1	Mon 09:30am - 10:00am Wed 09:30am - 10:00am	Albany Tennis Club, Inc.	Monday/Wednesday 07/08/2024 - 08/02/2024	\$60.00	Sign Up
19715	10:10 am - Level 1	Mon 10:10am - 10:40am Wed 10:10am - 10:40am	Albany Tennis Club, Inc.	Monday/Wednesday 07/08/2024 - 08/02/2024	\$60.00	Sign Up
19716	11:20 am - Level 1	Mon 11:20am - 11:50am Wed 11:20am - 11:50am	Albany Tennis Club, Inc.	Monday/Wednesday 07/08/2024 - 08/02/2024	\$60.00	Sign Up

- In the box that appears, select the participant from your list of family members. Then click Add to Cart.



- You can return to the Register for Classes page to select additional sessions for enrollment.
- When you are ready to check out, select the Cart option in the top right corner.



- Review your enrollments. If needed, select the X to remove an enrollment.

Linked Profiles: [ATC Adult Member](#) | [Logout](#)

SHOPPING CART

Please review the items in your shopping cart before checking out

- To remove an item, click the icon on the item you would like to remove
- When you are ready to pay, click the "SUBMIT PAYMENT" button to check out

Secure Transaction

256Bit Encryption

This is the same encryption that banks and credit cards use.

SHOPPING CART ITEMS	Member	Remove	Price	Quantity	Total
July Swim Lessons - Level 1 Monday/Wednesday 9:30 am - Level 1	Child A Member		\$60.00	1	\$60.00
July Swim Lessons - Level 1 Monday/Wednesday 9:30 am - Level 1	Child B Member		\$60.00	1	\$60.00
Sub Total					\$120.00
Total					\$120.00

Select Payment Method Payment Amount

House Charge	Total: \$120.00
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[SUBMIT PAYMENT](#)
[Cancel & Clear the Cart](#)

10. There are two payment options. Using the Select Payment Method dropdown menu, you can choose to pay immediately by Credit Card or you can choose to pay by check by selecting the House Charge option. If you choose to pay by credit card, enter your information and click Submit Payment to process the payment. To pay by check, click Submit Payment after selecting the House Charge option and the amount will be billed to your account. *Please note: all check payments must be received before the first day of the respective session to confirm your space in the class.*

11. Once you click Submit Payment, a screen will appear with your registration confirmation details. A confirmation will also be emailed to the email address on file.

If you need to make any changes to an existing registration, please contact us at: summer@albanytennisclub.org.

If you need to withdraw from a session after registering, you will receive an account credit. The credit can be used for a further session, class or private lesson. All account credits will be handled at the end of the summer and any refunds will be provided to you in the form of a check.