**HOW TO BOOK PRIVATE LESSONS**

**PURCHASE PUNCH PASSES**

Passes must be purchased through the portal via the swim store. <https://app.iclasspro.com/portal/ssaquatics/products/category/passes?viewMode=grid>

**TO BOOK/PUNCH IN USING PASSES:**

1. Log into the Customer Portal or Mobile App using your email address and password.
2. Navigate to MY ACCOUNT and click on the “Passes” icon for the appropriate student.

3. This will bring up a list of all Punch Passes associated with the selected student. You can expand any collapsed area to view more details.
4. USE the small Calendar to select the dates you want to look at for a class.
	1. **NOTE**: The calendar defaults to the current day. Make sure you click on the date at the top to search future dates.



1. Once you have located the class for which you wish to redeem your Punch Pass, click on the class and click “Punch In” to complete the enrollment process.
2. Repeat steps 4 & 5 until you have punched into all 8 lessons on the dates/times you want.