

To set up a Swim Lesson Evaluation with Campus Recreation, there are two parts that must be completed.

Part One: Purchase your Evaluation

1. Follow this link: <https://hnd-pols.spectrumng.net/UIC/Members/SeriesSales/SeriesSalesStore.aspx?isKiosk=False&pname=Account%20Information&pid=ACI,ABS>
2. You'll need to have an account in our online system and be logged in to purchase this. If you're a UIC student or a member of our facility, you already have an account – you may need to select “forgot username/password” to access the account. If you don't have an account, select become a guest. Each child will need their OWN account number (sub-accounts are valid) to register for the evaluation. You can see the attached document for more information on how to create and account.
3. Follow the prompts to purchase the evaluation series sale.

Part Two: Schedule your Evaluation

- 1) Visit this link: <https://hnd-pols.spectrumng.net/UIC/Members/Scheduler/SchedulerHome.aspx?isKiosk=False&pname=Scheduler&pid=SCH,0> You can also access this by visiting the registration section of our website and selecting “Scheduler.”
- 2) Select “Swim Lesson Evals” then “Swim Lesson Eval” on the next page.
- 3) Select your preferred date for evaluation. Make sure you select a date during the evaluation period for that session.
- 4) Select a Service, Provider, and Duration – if you select all, it will show you all options on the date you selected.
- 5) In the list, click on the time frame you'd like for your evaluation. This will pop up to confirm the date and time you selected. If this is right, click continue.
- 7) You'll be prompted to confirm the time and the participant for the evaluation. To do this, select “continue to cart.”
- 8) When you confirm, it will be applied to the schedule request. You will see a confirmation screen of your schedule day and time.

Please Note:

- When you purchase the evaluation series sale, you are given a credit to use toward an evaluation time slot in our schedule.
- We cannot refund the initial purchase of the series sale.
- You can cancel or change the time of your evaluation up to 24 hours in advance. If you cancel after 24 hours, you forfeit your credit for the evaluation time slot.