DRD Pool Management

2026 Employee Task Checklist

Use these steps to track your progress through the hiring process.

✓	Task	Description/Directions	
	StarGuard ELITE Lifeguard Training	Register for Lifeguard Training on the DRD website: https://drdpools.com/training-registration/	

		Part 1:
		
		SGE Online Learning
			This is a self-paced course on the StarGuard ELITE Lifeguard Portal
			
			1. You will receive an email from "**SGE Lifeguard Portal**" to the email address you submitted to DRD when registering for class online. (Check your spam/junk folder if you do not see it in your inbox.) This will allow you to create an account or reactivate an existing account.
			2. Once in the **SGE Lifeguard Portal**, click on the blue **"Access Online Learning"** button in upper right corner of the screen.
			3. The next screen, under "Courses" you will be enrolled in:
			"**2026 SGE Lifeguard Blended Training-Online Learning".** Click the title of the course under the course square and begin.
			4. The **"StarGuard Textbook"** in the blue menu on the left of screen is **NOT the course.**
			   • Chrome browser works best.
			   • You will need to allow pop ups on your browser
			Do not use a mobile device.

		Part 2: In-Person Training	This is an instructor led, in-person training with classroom and pool sessions. **SGE Online Learning must be completed prior to attending.** If the SGE Online Learning Course is not completed prior to In-Person Training, DRD Employee **WILL NOT** be permitted to attend the In-Person Training session.
	321 Forms	You will receive an email from "**321Forms**" containing a link for all your hiring forms & paperwork. **IMPORTANT: To ensure you are paid properly, DO NOT change the username that you are assigned in the invitation email. Enter your personal information accurately on all forms and upload documents.** This paperwork must be completed when received to secure your position and payroll.	
	New Employee Orientation	All employees must complete this one-time, self-paced, online course. You will receive an invitation email to set up your account with "**DRD Pools LearnUpon**" portal and then complete the "**2026 DRD New Employee Orientation**" course. After you have set up your account, you can log into the LearnUpon portal at https://drdpools.learnupon.com	
	Pool Operator Certification	Managers and Head Guards ONLY: Register for a new or renewal Pool Operator course on the www.drdpools.com training page. Pool Operator licenses must be valid through Labor Day and are valid for three years.	
	Time Off Requests	All scheduling requests must be submitted through the Mainspring Time / Infinitime system. • **ALL time off requests from May 23- June 15th MUST be submitted online for approval by May 1.** • All remaining time off requests after June 15th MUST be submitted for approval through the Mainspring time / Infintime system according to the Time Off Policy & Procedure deadlines. The "Payroll /Clock In" sheet attached to your DRD Welcome email includes your Employee ID/password numbers necessary to log in. It also includes directives to submit time off requests in our **Mainspring Time / Infinitime** scheduling system using the link on the www.drdpools.com Employee page.	
	Facility Training and Preparation	All employees will be contacted in April/May by their supervisor/manager for mandatory, paid, pre-season sessions for on-site facility training and skills review at their specific pool location prior to their first lifeguard shift. Employees will also be required to assist in cleaning and preparing the pool for Opening Day.	

Employee Log-In Information
Access to all sites below: www.drdpools.com; click Employees, click icon name

Punching In / Time Off Requests / Scheduling	Training Portals	Payroll Portals
Mainspring Time / Infinitime Username/ID/Pin #: (*Add "@DRD" when using website) Password #: Employees should log in to website to check schedule Do Not use the app to check schedule.	StarGuard ELITE Portal Username: Password:	321 Forms (hiring forms) Username: Password:
	DRD LearnUpon Username: Password:	HUB/Payroll Username: Password: