



**MELBOURNE  
SPORTS  
CENTRES**

# **HOW TO BOOK A SESSION/CLASS**

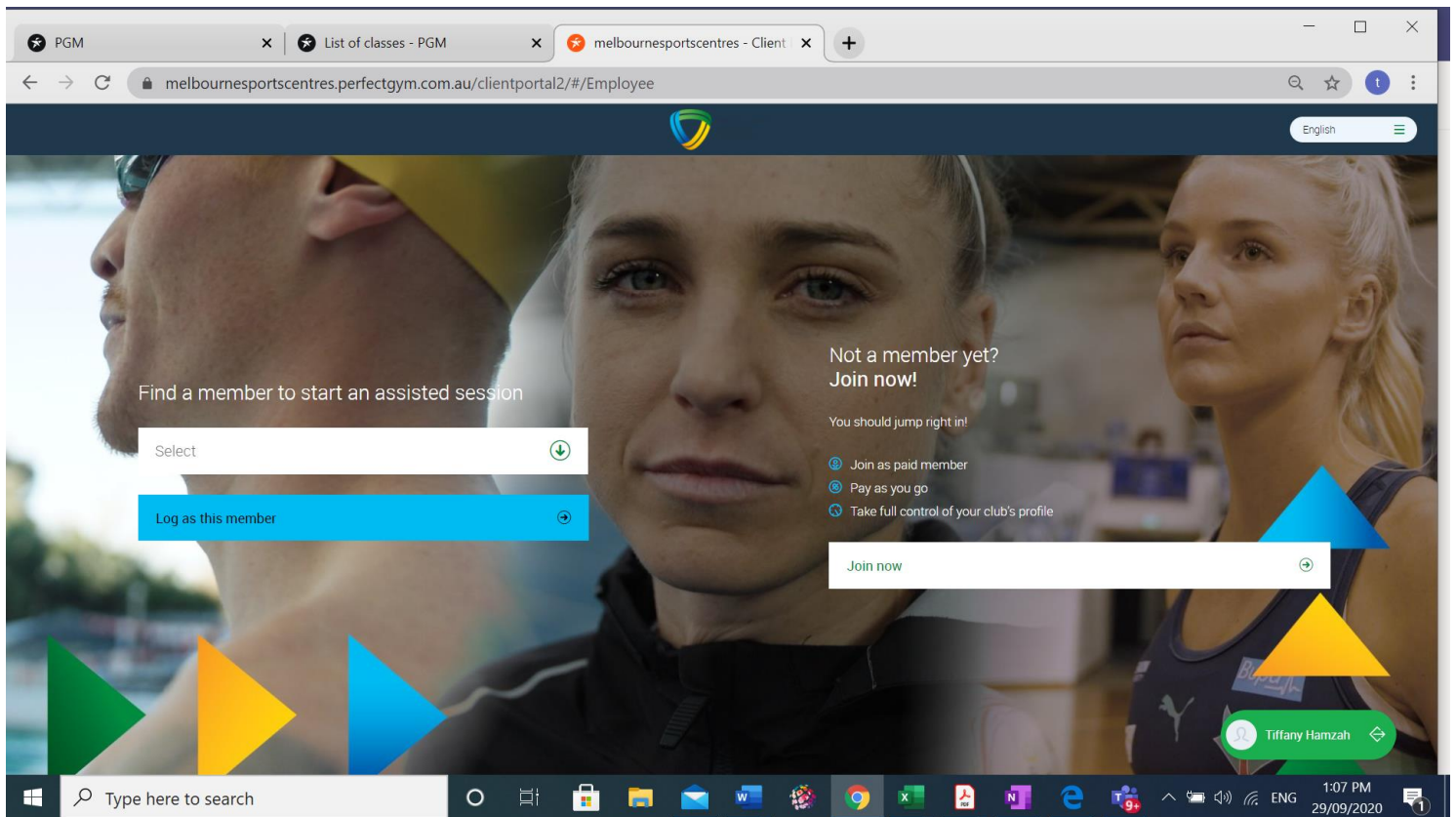
## Step 1:

Click on the following link:

**<https://melbournesportscentres.perfectgym.com.au/ClientPortal2/#/Login>**

## Step 2:

Sign in using your username and password



The screenshot shows a web browser window with the URL [melbournesportscentres.perfectgym.com.au/clientportal2/#/Employee](https://melbournesportscentres.perfectgym.com.au/clientportal2/#/Employee). The page features a background image of three people in athletic wear. On the left, there is a section titled "Find a member to start an assisted session" with a dropdown menu labeled "Select" and a blue button labeled "Log as this member". On the right, there is a section titled "Not a member yet? Join now!" with the text "You should jump right in!" and three options: "Join as paid member", "Pay as you go", and "Take full control of your club's profile". Below these options is a white button labeled "Join now". At the bottom right, there is a user profile card for "Tiffany Hamzah". The browser's taskbar at the bottom shows various application icons and the system clock indicating 1:07 PM on 29/09/2020.

Or join now

**CREATE FREE ACCOUNT**

Start with a basic free account in our system

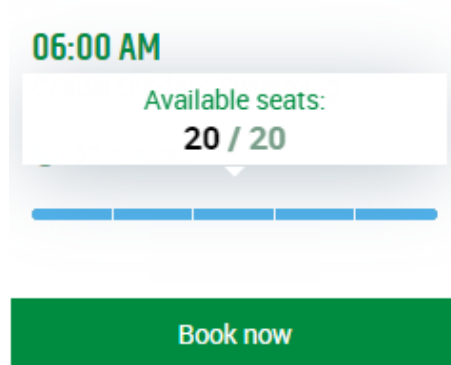
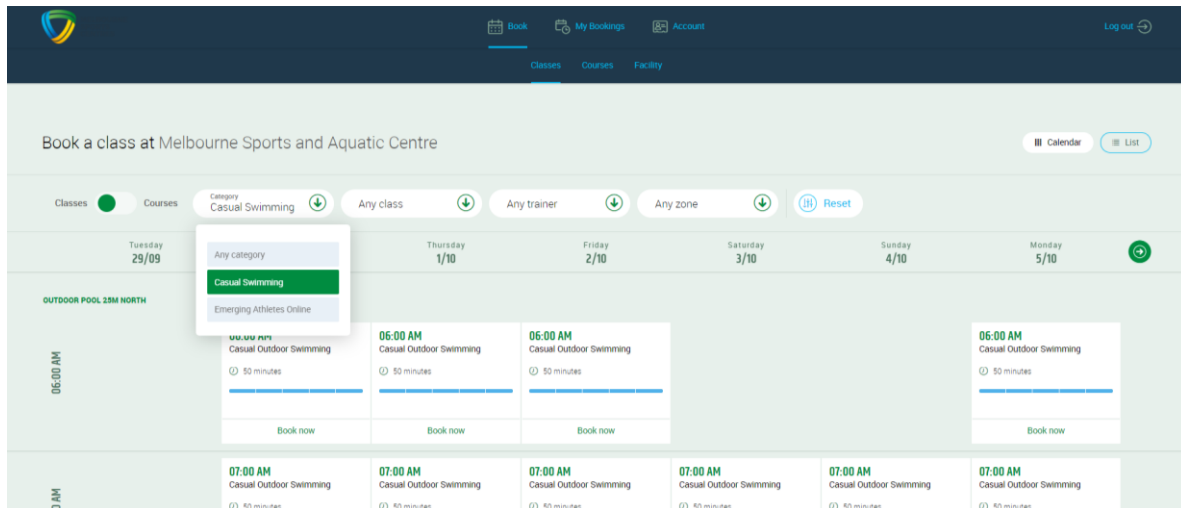
### Step 3:



At the top of your screen, select the 'Book' tab.

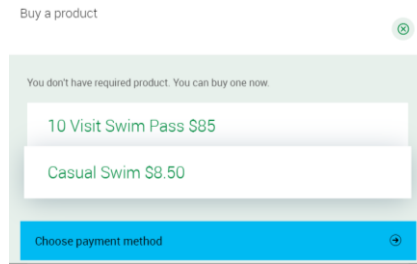
### Step 4:

You can view classes by the week with Calendar or by the day with List. Use the dropdown menus to filter your search results and once you find the class you are looking for, click on the 'Book now' button.



## Step 5:

Select the item you wish to purchase and then click 'choose payment method'.



## Step 6:

Fill out your payment details and once complete, click on 'process payment'.



SECURE HOSTED PAYMENT

### Payment Information

 You are paying: *Melbourne Sports Centres*

Transaction Reference

CP2-23706-0EBAEC11-8C34-4369

Description

Client Portal Sale

Transaction Amount

\$8.50

## Step 7:

Your booking has now been made and you can view this, as well as any other bookings you have made under the 'My Bookings' tab at the top of the screen.

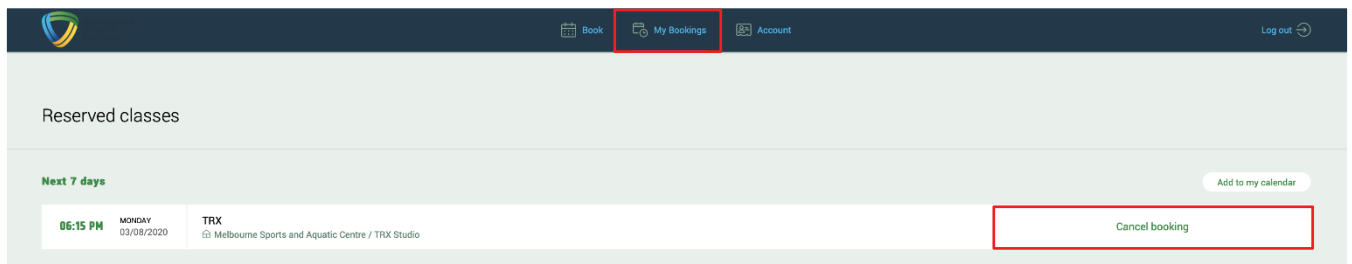
The screenshot displays a user interface for 'Reserved classes'. At the top, the text 'Reserved classes' is visible. Below this, a section titled 'Next 7 days' contains a single booking entry. The entry is for a class named 'Casual Outdoor Swimming' scheduled for 'FRIDAY 02/10/2020' at '06:00 AM'. The location is listed as 'Melbourne Sports and Aquatic Centre / Outdoor Pool 25M North'. To the right of the class name is a small circular icon with the letters 'CT'. Further to the right is a button labeled 'Manage bookings'. Above the booking entry, there is a button labeled 'Add to my calendar'. Below the booking entry, there is a button labeled 'Show past bookings'.

Next 7 days		<a href="#">Add to my calendar</a>
<b>06:00 AM</b>	<b>FRIDAY</b> 02/10/2020	<b>Casual Outdoor Swimming</b> Melbourne Sports and Aquatic Centre / Outdoor Pool 25M North

[Show past bookings](#)

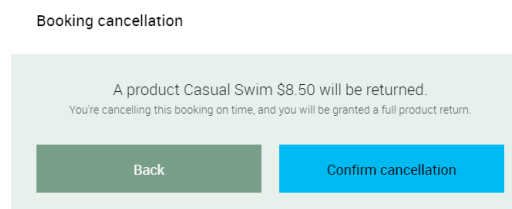
## How to cancel a booking:

Simply click on the 'My Bookings' tab at the top of the page and then click 'Cancel Booking'.



A pop up screen will appear asking you to confirm your booking cancellation.

*Note that if you are cancelling outside of the 24-hour window, your session will be returned to your account. If your cancellation request falls within 24-hours of the scheduled session, then you will lose that session.*



Your booking will now be removed from your schedule.