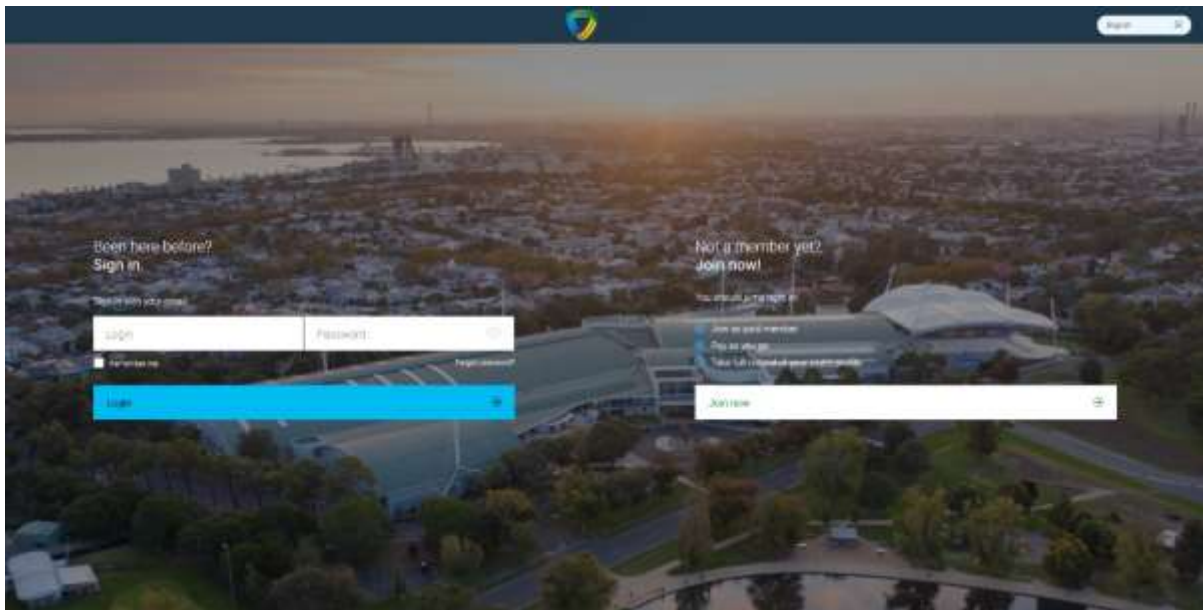


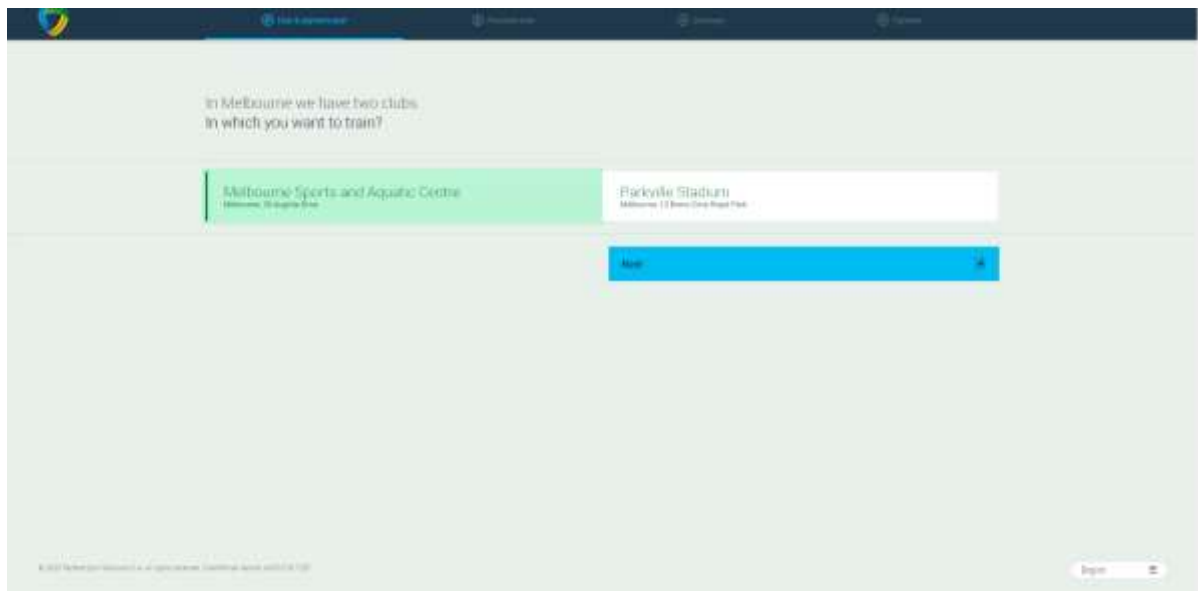
Creating a Client Portal account for Swim School

Step 1: Click on [this link](#).

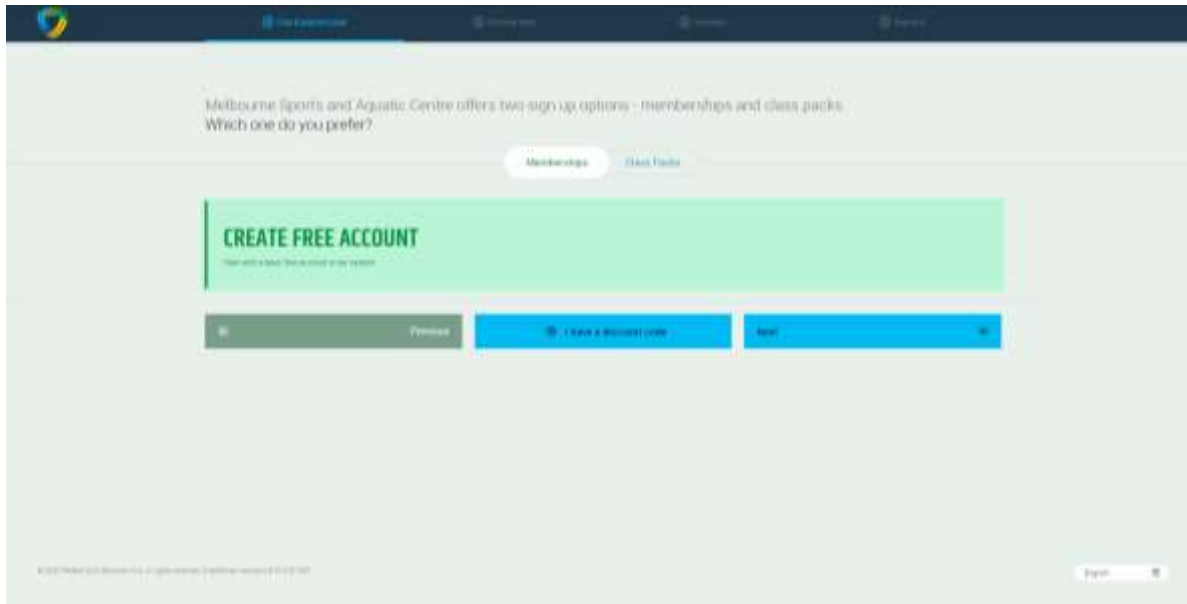
Step 2: Select 'Join Now' and create an account by filling in required details.



Step 3: Select 'Melbourne Sports and Aquatic Centre' and then 'Next'.



Step 4: Select 'Create Free Account' and then 'Next'.



Melbourne Sports and Aquatic Centre offers two sign up options - memberships and class packs.
Which one do you prefer?

Memberships Class Packs

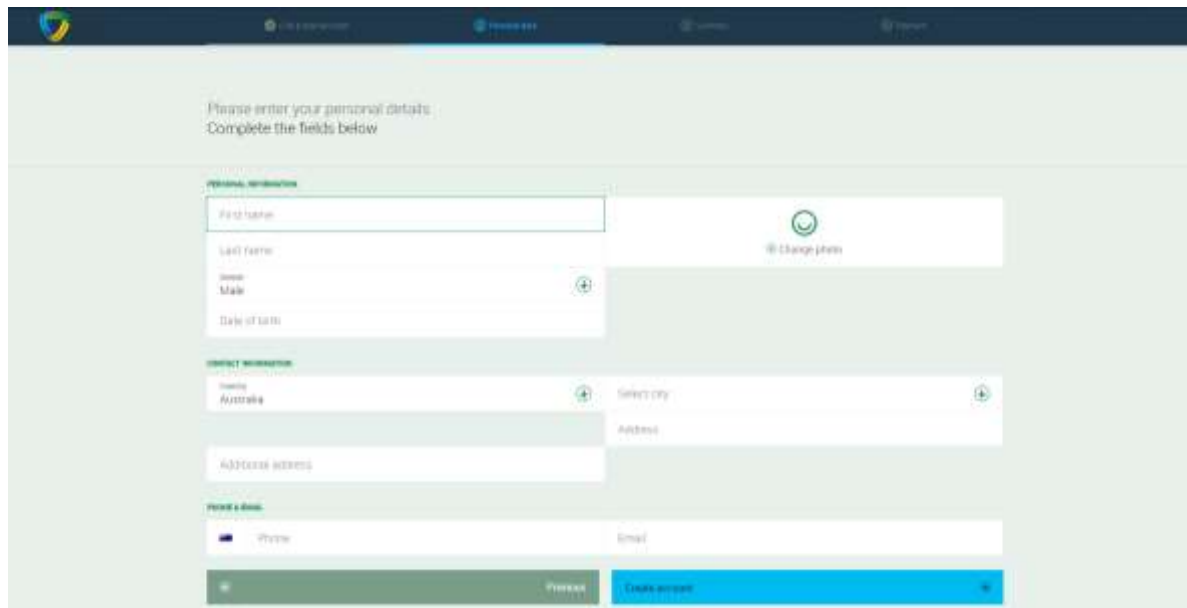
CREATE FREE ACCOUNT
This will create a basic free account in the system.

Previous **Create a free account** Next

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Sign in

Step 5: Fill in your details, then click 'Create Account'.



Please enter your personal details.
Complete the fields below.

PERSONAL INFORMATION

First name
Last name
Sex
Male
Date of birth

CONTACT INFORMATION

Country
Australia
Select City
Address
Address address

PHONE & EMAIL

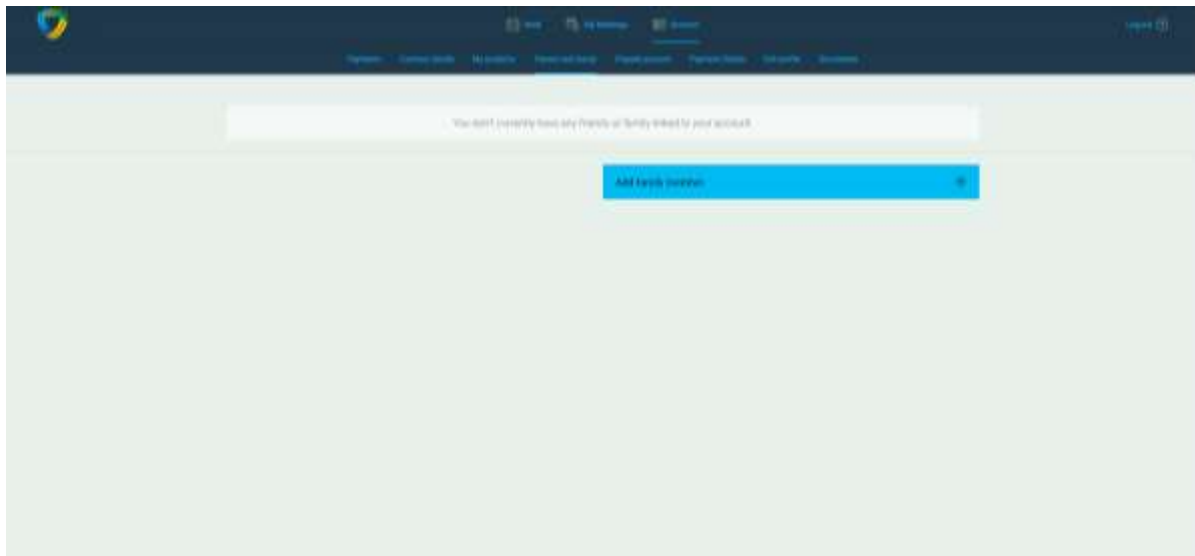
Phone
Email

Previous **Create account** Next

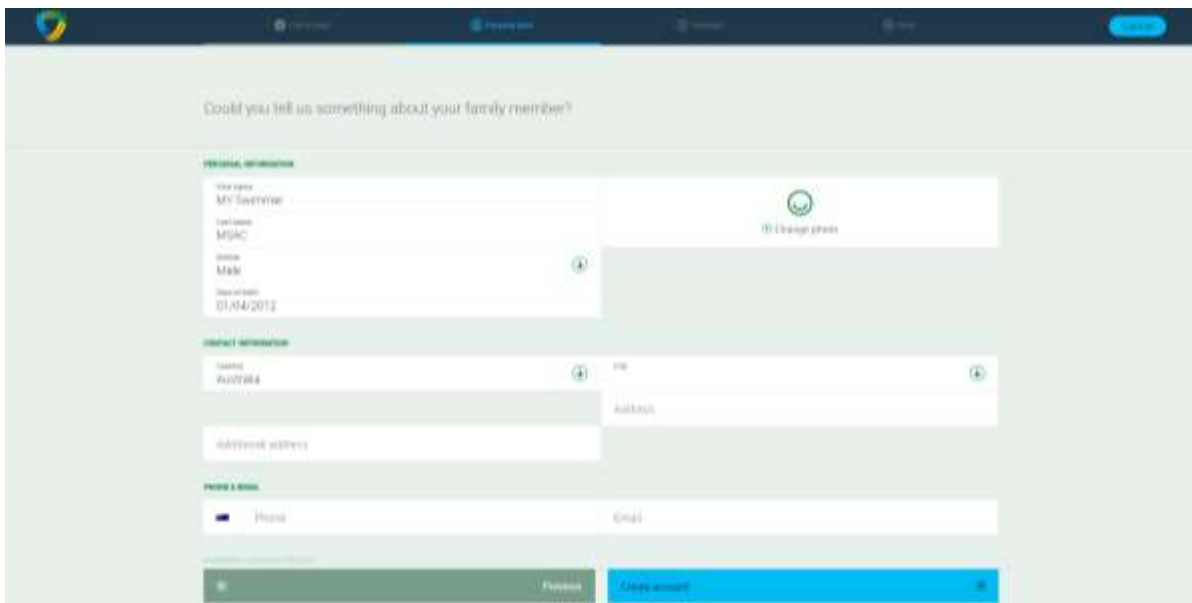
Step 6: Once your account is created, click 'Account' at the top of the screen, then click 'Family and Friends'.



Step 7: Select 'Add Family Member'. You will need to do this multiple times if you have more than one child.



Step 8: Fill in your Child's details. – Please note you do not need to add a phone number or email address for your children.



Could you tell us something about your family member?

PERSONAL INFORMATION

Full name: My Sweetie
Club name: MSC
Gender: Male
Date of birth: 01/04/2011

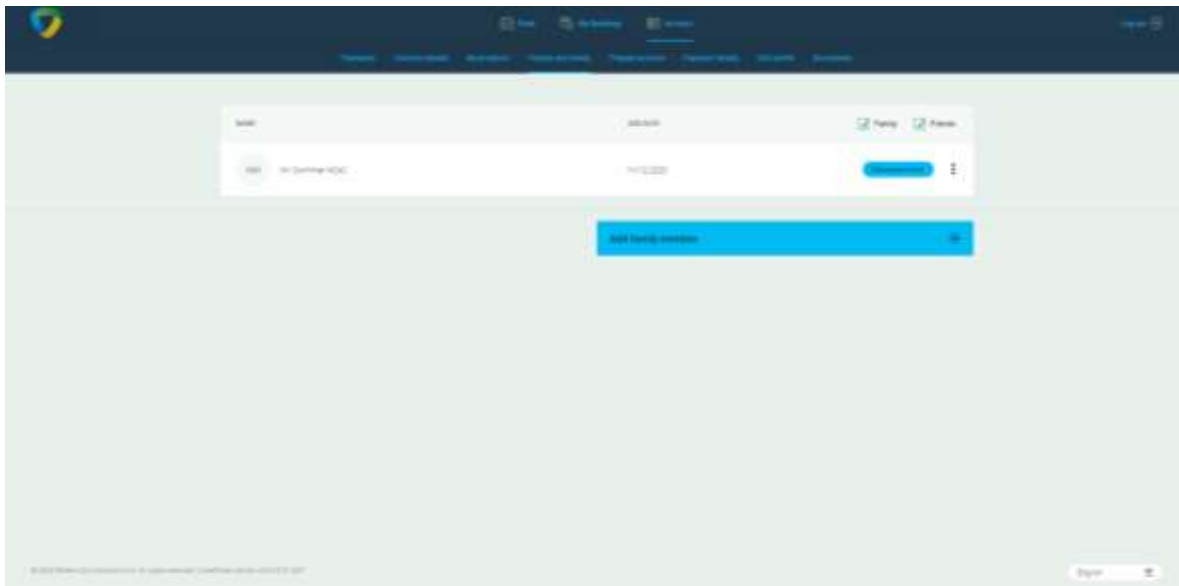
CONTACT INFORMATION

Phone: 6207984
Address: AUSTRIA

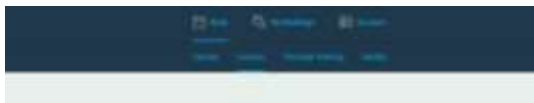
PHONE & EMAIL

Phone:
Email:

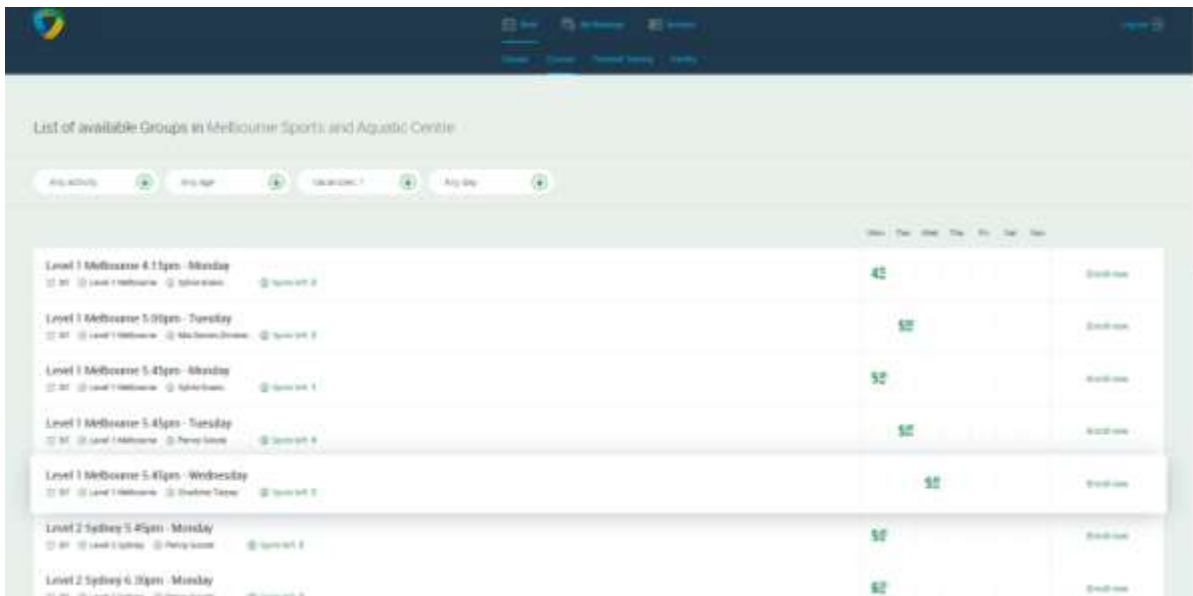
Step 9: Family Members will now be shown in your account.



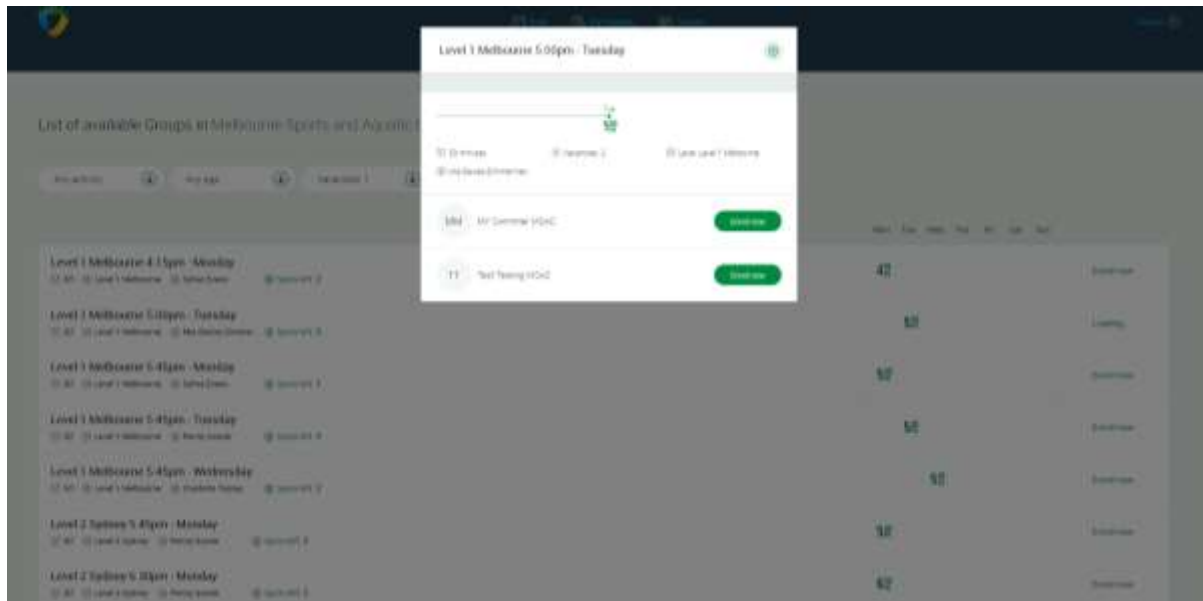
Step 9: To find classes, at the top of the screen select 'Book' and then 'Courses'.



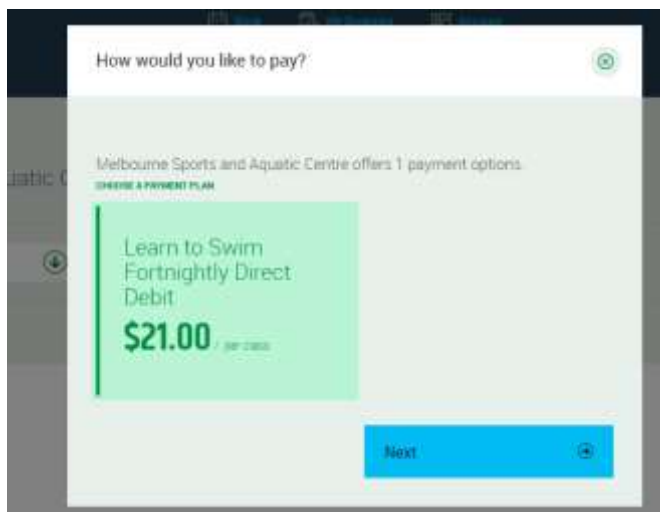
Step 10: Here you can filter for Activity (class type) and Levels.



Step 11: when you locate a class click 'Enrol Now'.



Step 12: Select 'Direct Debit Fortnightly Payment'. Note: Enrolments are perpetual, not term by term.



Step 13:

Agree to Terms and Conditions.

All Swim School and Squad enrolments are paid fortnightly by direct debit instalments in advance. Your MSC Swim School/Squad enrolment will be on going until you request to cancel. Cancellations must be in writing via email to: Swim@melbournesportscentres.com.au and require to weeks noticed.

Your commitment period will start from the day you sign up. Your first direct debit will occur on the first direct debit date after your enrolment.



MELBOURNE SPORTS CENTRES

Summary

Deal lets summary:

Your group	About Beginner Men 18.00
Commitment period 1 month	From 21/06/2022 To
Price per class	\$21.00
First instalment	\$6.00

You have to agree for our terms:

- I agree to the terms and conditions.* [Additional Information](#)
- I agree to the Covid Terms and conditions.* [Details](#)

*Agreements required.

Previous Next

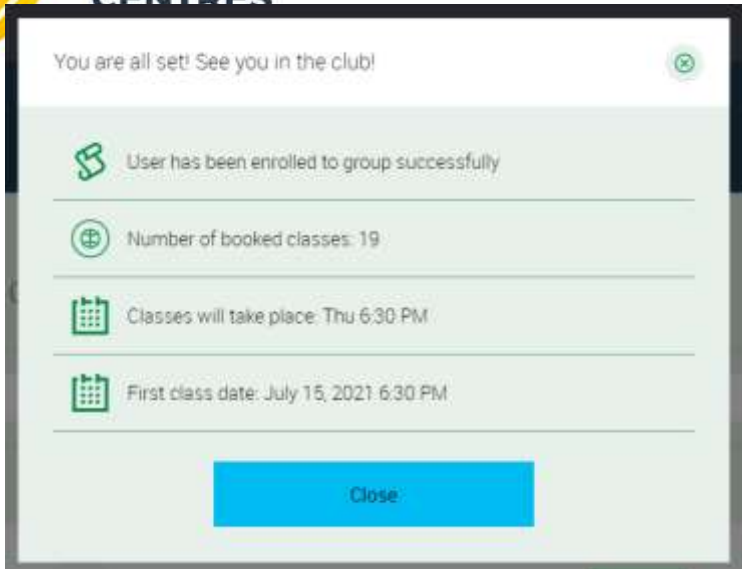
Step 14: Select Payment method and enter your nominated bank account or Credit Card details.

Choose your payment method

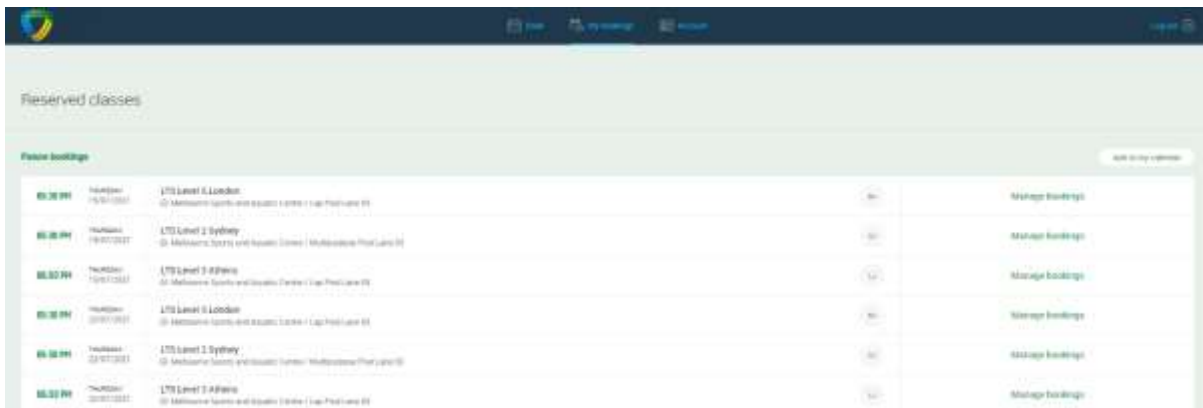
- Bank Account
Membership fees collected directly from your account.
- Debit/Credit Card
Unlimited possibilities anywhere anytime.

Next

Step 15: You are now enrolled.

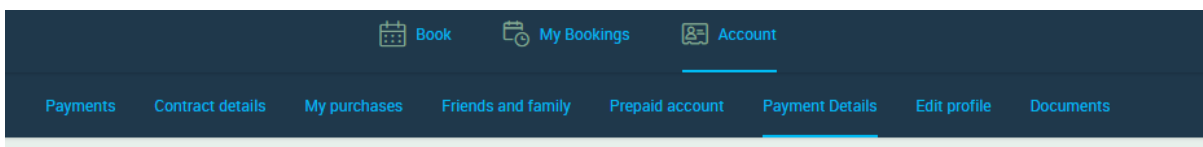


Manage Bookings: Your booking has now been made this can be viewed, as well as all other bookings you have made under the “My Bookings” tab at the top of the screen.



Direct Debit Information

You can update your direct details in your Client Portal at any time. Go to ‘Account’ > ‘Payment Details’ > ‘Add new payment method’.



You can also make payment towards your scheduled direct debits in advance. Go to ‘Account’ > ‘Payments’.

If your Direct Debit is declined and remains unpaid MSC will attempt to withdraw accrued outstanding amounts on your next scheduled instalment.



MELBOURNE SPORTS CENTRES

Invoice #	Invoice Date	Invoice Amount	Invoice Due Date
<input type="checkbox"/> Initial payment (2 payments)	18/05/2021	\$42.00	
<input type="checkbox"/> Initial payment (2 payments)	23/06/2021	\$42.00	
<input type="checkbox"/> Initial payment (2 payments)	18/07/2021	\$42.00	
<input type="checkbox"/> Initial payment (2 payments)	27/07/2021	\$42.00	
<input type="checkbox"/> Initial payment (2 payments)	30/08/2021	\$42.00	
<input type="checkbox"/> Initial payment (2 payments)	24/09/2021	\$42.00	
<input type="checkbox"/> Initial payment (2 payments)	27/09/2021	\$42.00	
<input type="checkbox"/> Initial payment (2 payments)	21/10/2021	\$42.00	
<input type="checkbox"/> Initial payment (2 payments)	05/10/2021	\$42.00	
<input type="checkbox"/> Initial payment (2 payments)	18/10/2021	\$42.00	
<input type="checkbox"/> Initial payment (2 payments)	02/11/2021	\$42.00	
<input type="checkbox"/> T807 - automation 13 LTV Level 1 Melbourne Wednesday 17 November 2021	Peter Treciok	18/11/2021	\$21.00

Total amount: 50.00 **Pay**