

## 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'.

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

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

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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.

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Step 9: Family Members while 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.

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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.

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atic (	Melbourne Sports and Aquatic Centre Here Annean to Swim Forthightly Direct Debit \$21.00 / Jaccas	offers 1 payment options.	
		Next	۲

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: <u>Swim@melbournesportscentres.com.au</u> 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.



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



Step 15: You are now enrolled.

You are all set! See you in the club!	6
User has been enrolled to group successfully	
Number of booked classes: 19	
Classes will take place. Thu 6:30 PM	
First class date: July 15, 2021 6:30 PM	

**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.

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## **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'.

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Payments	Contract details	My purchases	Friends and family	Prepaid account	Payment Details	Edit profile	Documents	

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.* 



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