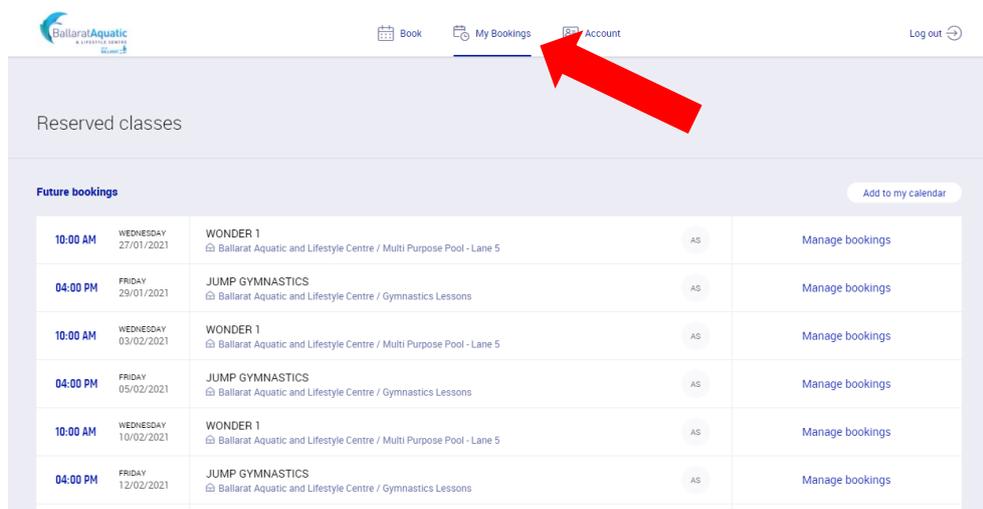
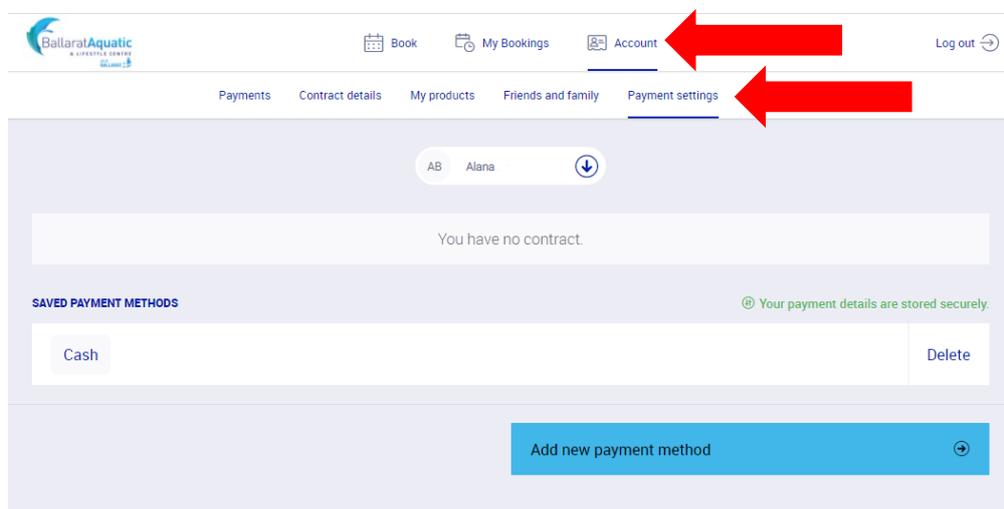


# Adding Direct Debit payment details to your online account

- 1) To log into the BALC Online Portal, visit <https://www.ballarataquaticcentre.com/member-portal/> and click the **BALC Online Portal Log In** button.
- 2) Enter your log in details. This is the email address and password used to enrol your child. If you do not remember your password, please click 'Forgot Password'.
- 3) To view your upcoming classes, click 'My Bookings'. This screen will show you a list of all classes your child/ren are currently enrolled in.



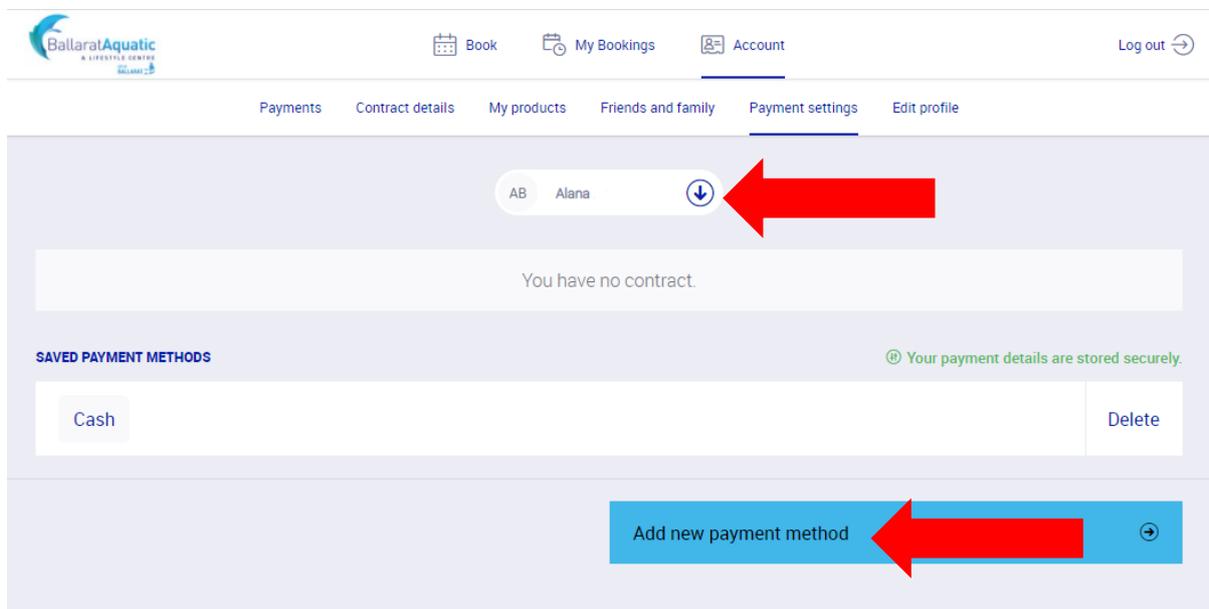
- 4) To secure this class, you will need to add Direct Debit details to your account. To do this, select 'Account' and 'Payment settings'.



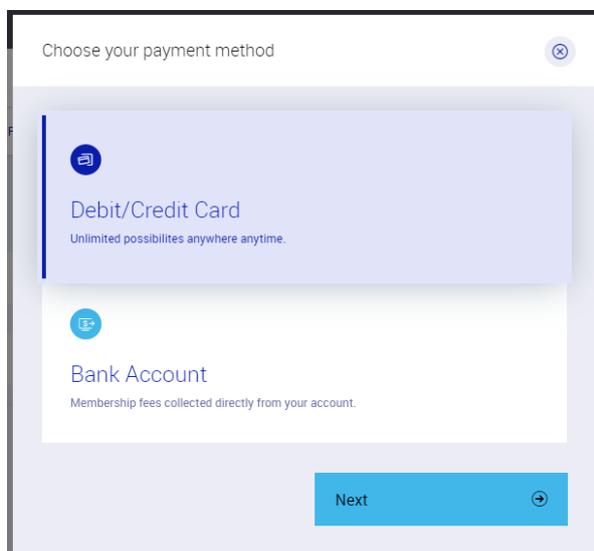
# Adding Direct Debit payment details to your online account

**⚠** If you have previously added your payment details in the Online Portal (e.g. for a casual swim or Group Fitness class) a saved payment method will already be listed under your account. You must now link this payment method to your child's account. Please skip to Step 9 to link your child to this payment method.

5) Make sure your name is selected (NOT your child's name) and select 'Add new payment method'.

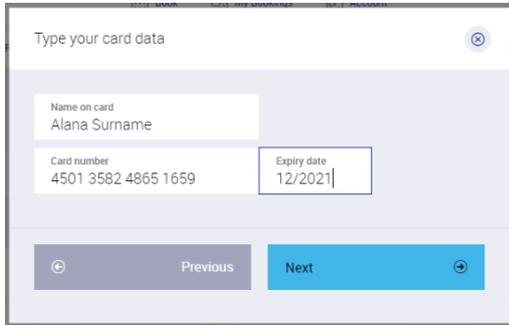


6) Choose either 'Debit/Credit Card' or 'Bank Account' and click 'Next'.



# Adding Direct Debit payment details to your online account

7) Enter your card details or BSB and Account Number and click 'Next'.



Type your card data

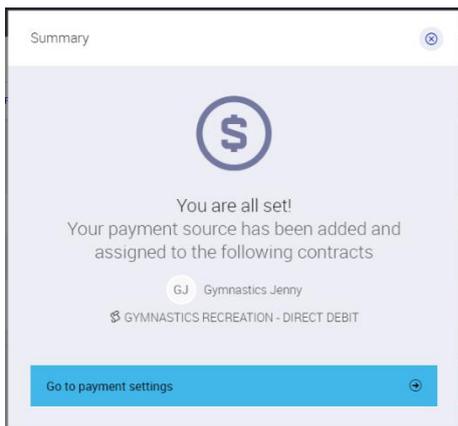
Name on card  
Alana Surname

Card number  
4501 3582 4865 1659

Expiry date  
12/2021

Previous Next

8) You will receive a confirmation screen to say your payment source has been added and assigned to your child's enrolment. If you have more than one child enrolled, all children will be listed in the pop-up box.



Summary

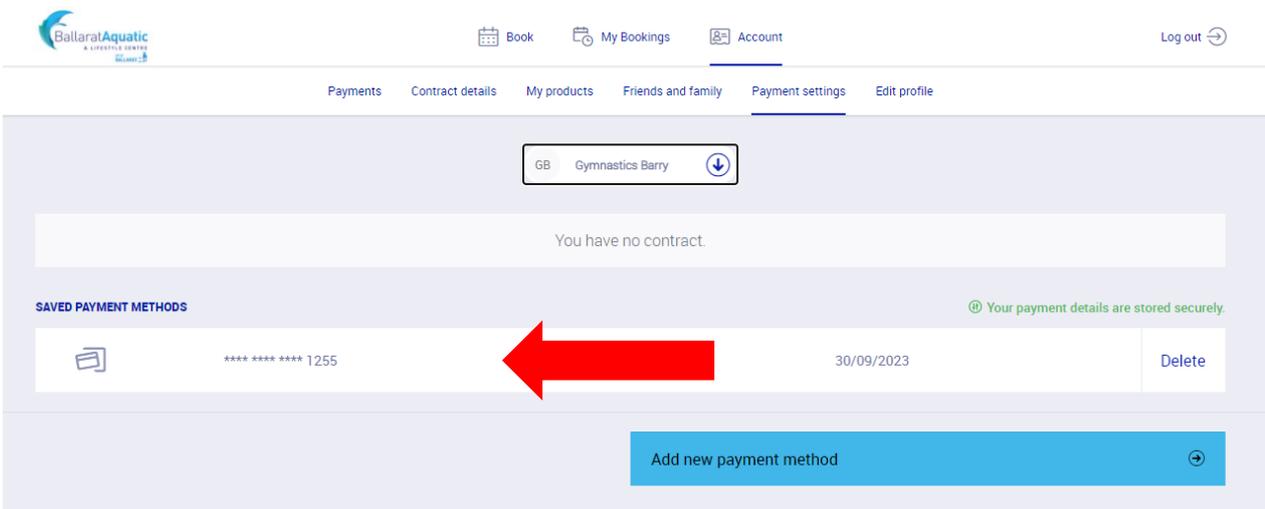
You are all set!  
Your payment source has been added and assigned to the following contracts

G.J. Gymnastics Jenny  
GYMNASTICS RECREATION - DIRECT DEBIT

Go to payment settings

9) Linking an existing payment method to your child.

If you have previously saved your payment details in the Online Portal, a payment method will be displayed like the screen below. You must now link this method to your child's account.



BallaratAquatic & Lifestyle Centre

Book My Bookings Account Log out

Payments Contract details My products Friends and family **Payment settings** Edit profile

GB Gymnastics Barry

You have no contract.

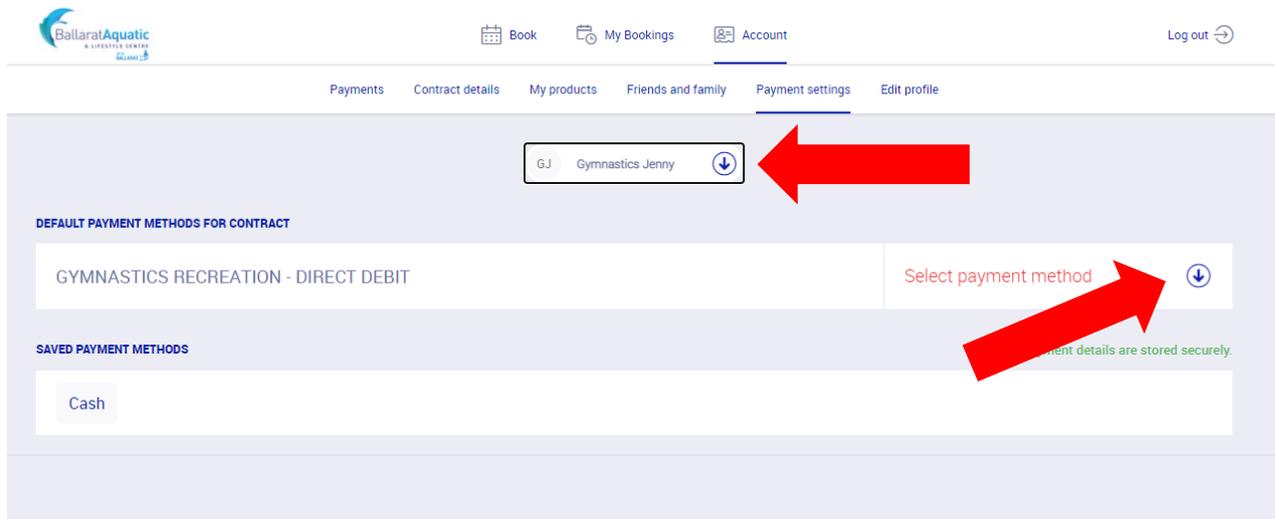
SAVED PAYMENT METHODS Ⓜ Your payment details are stored securely.

	**** * 1255	30/09/2023	Delete
---	-------------	------------	--------

Add new payment method

# Adding Direct Debit payment details to your online account

**10)** Select your child's name in the drop-down box and click the 'Select payment method' drop-down arrow. Select the credit card/bank details already saved to link this to your child's enrolment. **Repeat this step for all children enrolled.** If you would like to add another payment method, continue back to Step 5.



The screenshot shows the 'Payment settings' page for a child named 'Gymnastics Jenny'. At the top, there is a navigation bar with 'Book', 'My Bookings', and 'Account' options. Below this, a sub-navigation bar includes 'Payments', 'Contract details', 'My products', 'Friends and family', 'Payment settings', and 'Edit profile'. The main content area features a dropdown menu for the child's name, currently showing 'GJ Gymnastics Jenny' with a downward arrow. A red arrow points to this dropdown. Below the dropdown, under the heading 'DEFAULT PAYMENT METHODS FOR CONTRACT', there is a card for 'GYMNASTICS RECREATION - DIRECT DEBIT'. To the right of this card is a 'Select payment method' button with a downward arrow, which is also highlighted by a red arrow. Below this, under 'SAVED PAYMENT METHODS', there is a card for 'Cash'. A small green note at the bottom right of the 'SAVED PAYMENT METHODS' section states 'Payment details are stored securely.'

**11)** Direct debit details have been successfully saved to your child and their enrolment is confirmed once a payment method has been selected and appears next to their contract.