

Booking School Holiday Programs for Non-Members

1) To log into the BALC Online Portal, visit <u>https://www.ballarataquaticcentre.com/member-portal/</u> and click the **BALC Online Portal Log In** button.

2) If you have created a BALC Online Portal account in the past, please log in now and skip to **Step 6** to add your child to your account.

If you are a new user, click 'Join Now'. This will allow you to create a guest profile and book your child in to our School Holiday Program.

Not a member yet? Join now!	
 You should jump right in! Become a member Create a guest account to book and pay for Group Fitness sessions online Take full control of your club's profile 	
Let's get you started today.	•

3) Select 'Guest Account' and click 'Next'.

MEMBERSHIPS	GUEST ACCOUNT	
	Next	•

IMPORTANT! You must create a Guest Account as a parent/guardian first. Once you have created your account, you will be able to link your child/ren.

4) Click 'Create Free Account' and 'Next'.

You can now enter all your details in the required fields. Ensure that you read and complete the Preexercise Screening Tool and agree to our Terms & Conditions. Once you have done this, click 'Create Account' at the bottom of the page.



Booking School Holiday Programs for Non-Members

5) You can now access your client portal to add your child to your account. Click 'Go to your client portal'.



6) To register a child, select 'Account' > 'Friends and Family' > 'Add family member'.

	E	Book 🛱 M	y Bookings 🔠 Account		Log out $ ightarrow$
Payments	Contract details	My products	Friends and family	Edit profile	
Ye	ou don't current	ly have any frie	ends or family linked to you	r account.	
			Add family member		۲

7) Create a Guest Account for your child following the same process from Step 4. Please note that when creating your child's account you <u>DO NOT NEED</u> to enter an email address.



Booking School Holiday Programs for Non-Members

8) Once completed, click 'Go to family' to confirm your child has been linked. You can add additional children at this point by clicking 'Add family member'.

	E BC	ook 🛱 My Bookings	윤= Account		Log out \Rightarrow
Ρ	Payments Contract details	My products Friends and	family Payment settings	Edit profile	
NAME		ADD DATE		Family	Friends
AS Archie Swim		23/12/2020		Disconnect	child
		_			
		Add	family member		$\overline{\mathbf{\Theta}}$

9) You are now able to book your child into our School Holiday Program. To view upcoming School Holiday Program classes, select 'Book' and use the 'Any Category' drop down menu and select either Balance Play, Gymnastics or Rock Wall.

A DECINICIPALITY OF A DECINICAL	a conciona Al anno 1		Classes	Swimming as	UISAS			3 01	
Book a c	class in Ballar	at Aquatic and Life	style Centre				III Calendar	= L	
			orgie ochie						
Classes	Test	Any category	Any session	Any trainer	•	Any zone	Reset		
	Thursday 18/03	Any category		Saturday 20/03	s	undey 21/03	Monday 22/03		
		GROUP FITNESS SESSION							
06:00 AM	H/P TUMBLING (R	ADULT GYMNASTICS SESSION		② 30 minutes	③ Alex G		Book now		
		BALANCE PLAY HOLIDAY PROGR	RAM	-					
06:00 AM	:00 AM H/P ROCKWALL	GYMNASTICS HOLIDAY PROGRA	M	② 30 minutes 💿 Alex G			Book now		
06:10 AM	FIT 45	ROCK WALL HOLIDAY PROGRAM		5 minutes			Book now	Book now	
		CRAWL PLAY							
06:30 AM	H/P BALANCE PL/	ROCKWALL SESSION		② 30 minutes	Alex G				



10) Scroll to the date you wish to book to find your preferred session and select 'Book now'.



11) Select 'Book Now' next to your child's name. You will be prompted to add payment details.



12) You can view your upcoming bookings at any time under the 'My Bookings' tab at the top of the screen.

13) To cancel any upcoming classes, select 'Manage Bookings' under 'My Bookings'.