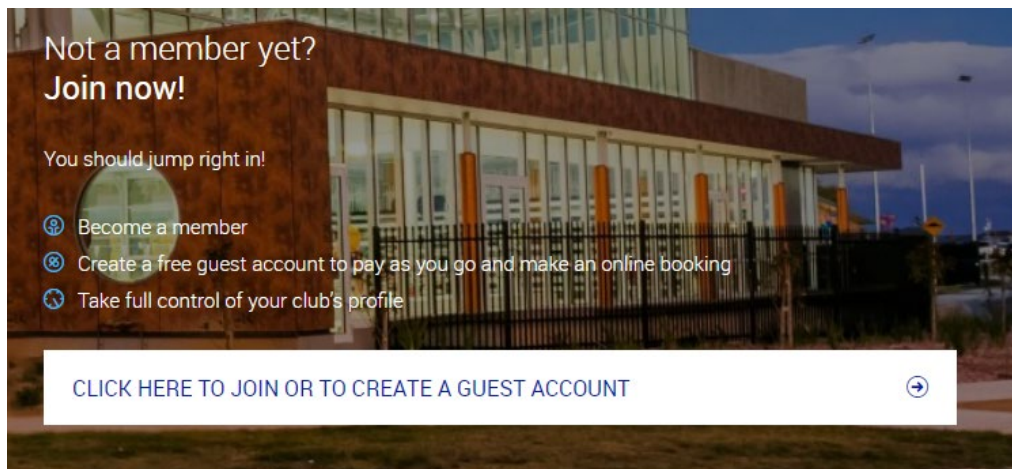


Booking School Holiday Programs for Non-Members

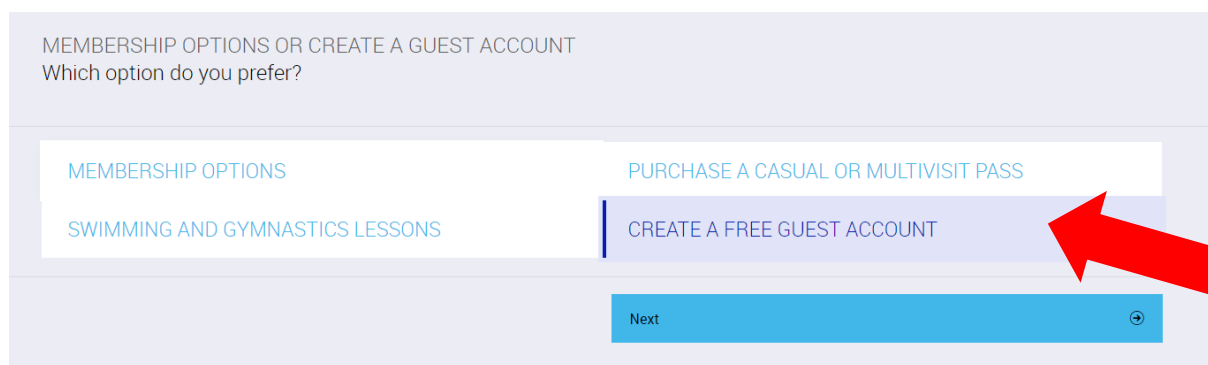
1) To log into the BALC Online Portal, visit <https://www.ballarataquaticcentre.com/member-portal/> and click the **BALC Online Portal Log In** button.

2) 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.



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



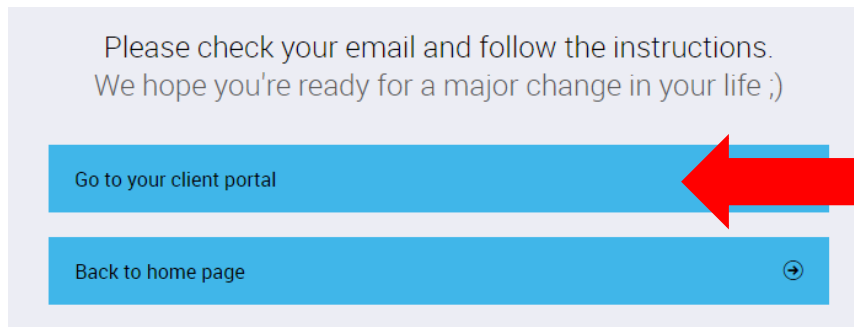
IMPORTANT! You must create a Guest Account as a parent/guardian first. Once you have created your account, you will be able to link your child/ren.

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

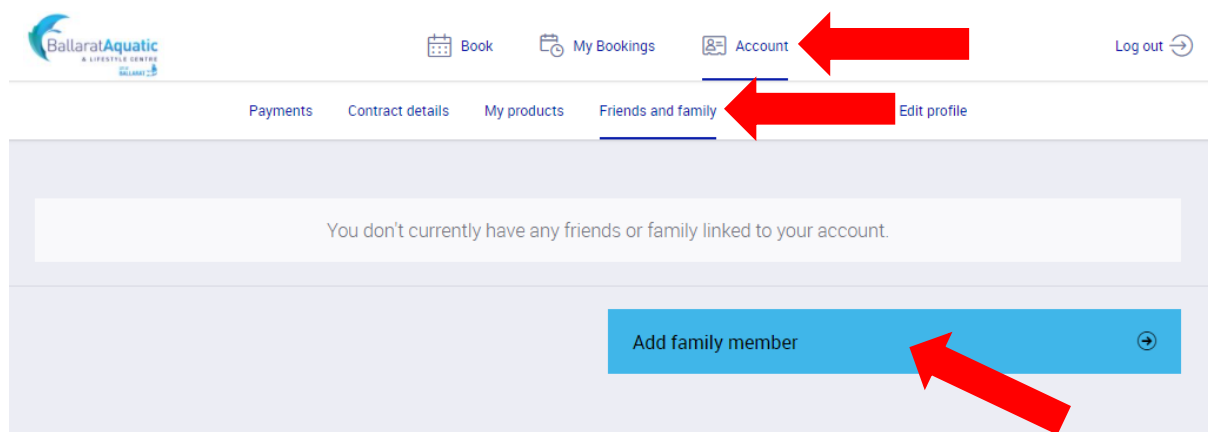
You can now enter all your details in the required fields. Ensure that you read and complete the Pre-exercise Screening Tool and agree to our Terms & Conditions. Once you have done this, click 'Create Account' at the bottom of the page.

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'.

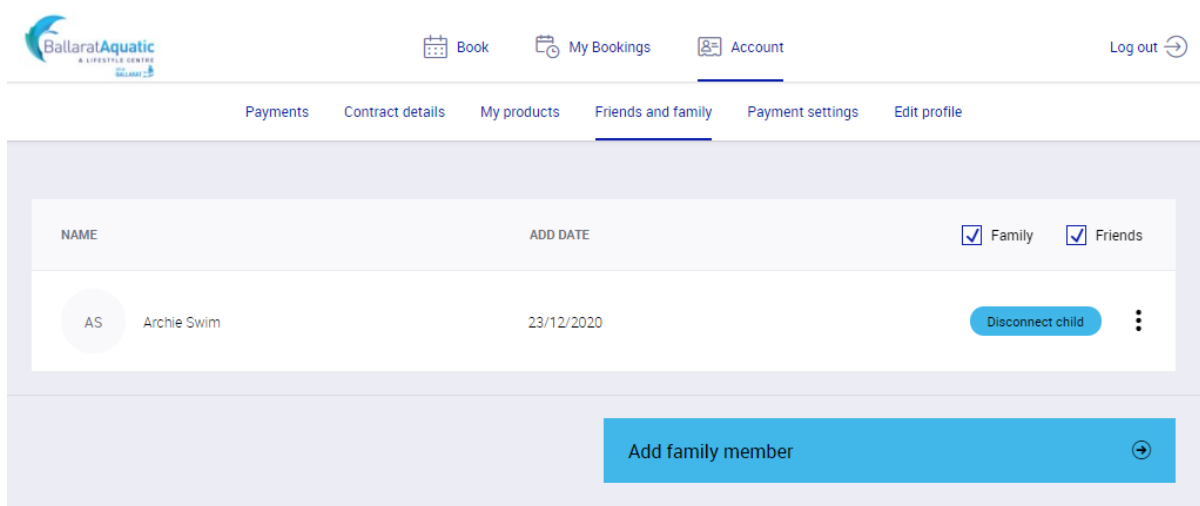


6) To register a child, select 'Account' > 'Friends and Family' > 'Add family member'.



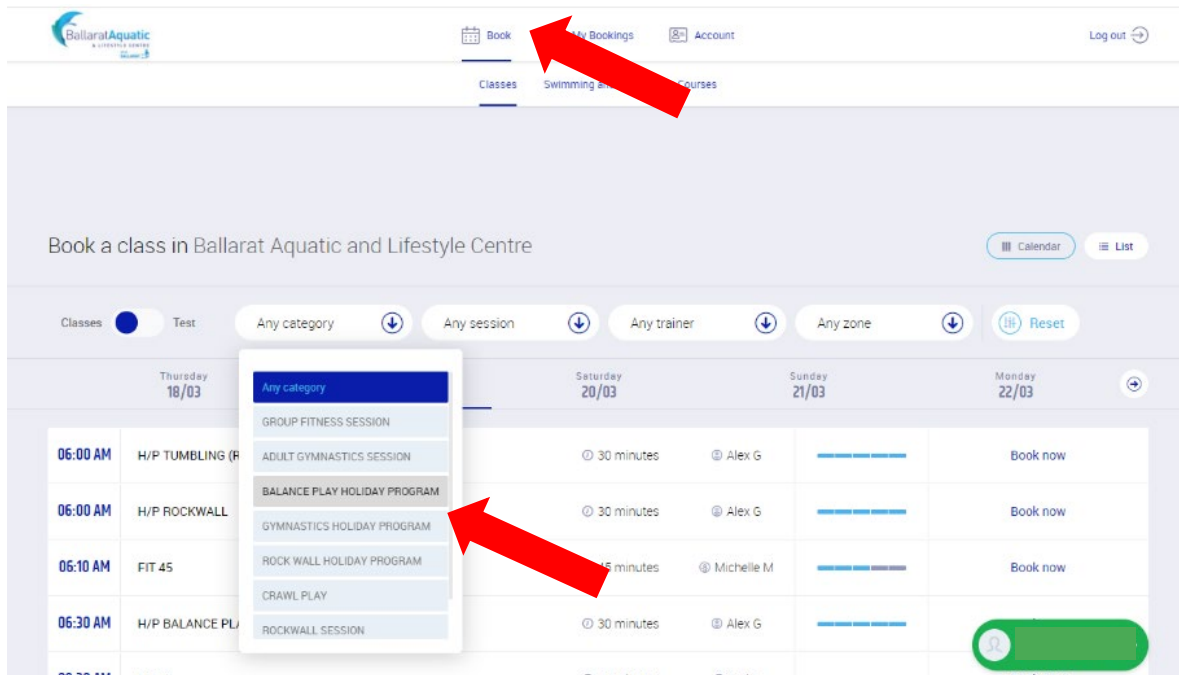
7) Create a Guest Account for your child following the same process from Step 4. **Please note that when creating your child's account you DO NOT NEED to enter an email address.**

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'.

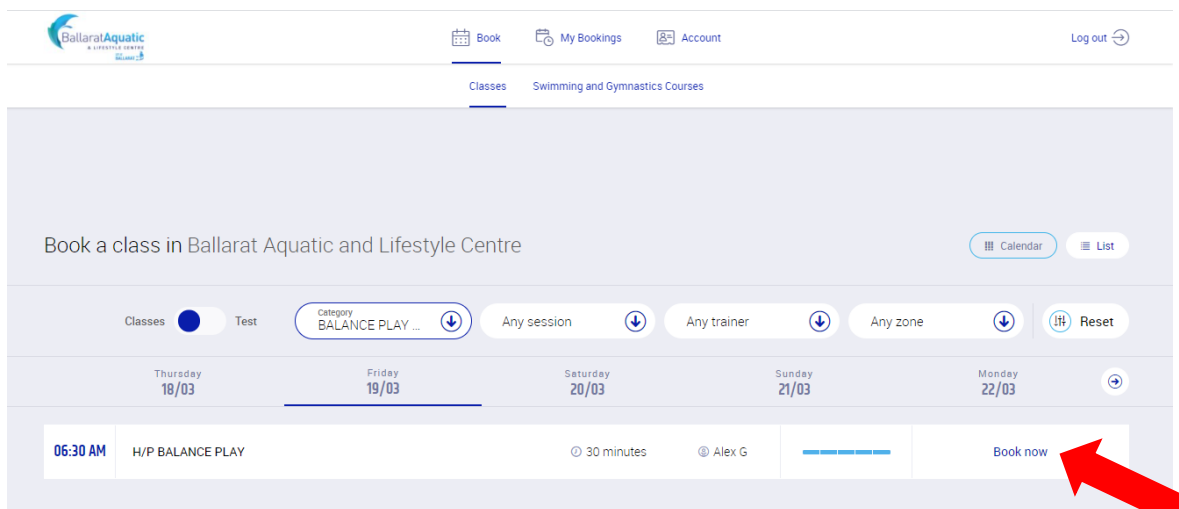


Booking School Holiday Programs for Non-Members

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.

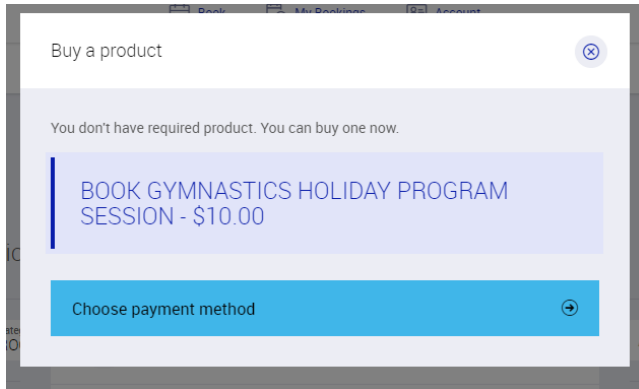


10) Scroll to the date you wish to book to find your preferred session and select 'Book now'.



Booking School Holiday Programs for Non-Members

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'.