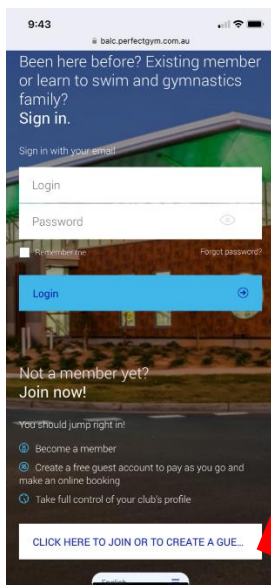


Booking School Holiday Activities for Members and Non-Members

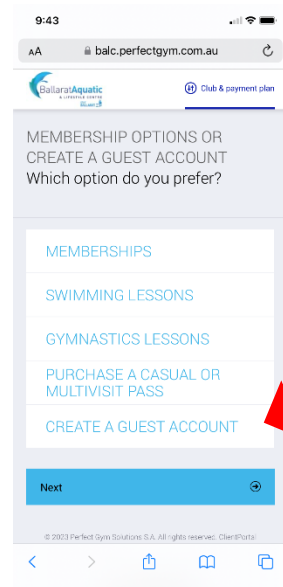
All School Holiday activities will need to be booked via the BALC Online Portal. If you're already a member or have a guest account, please skip ahead to **BOOKING INSTRUCTIONS**.

If you have not used the BALC Online Portal before, please follow the steps below to create a free guest account.

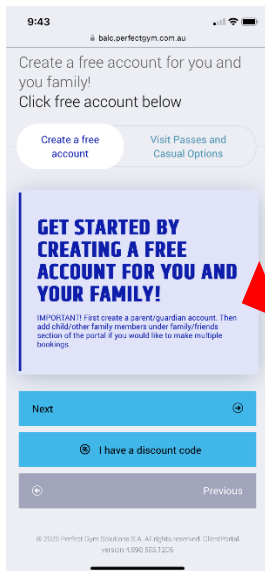
- 1) To log into the BALC Online Portal, visit <https://www.ballarataquaticcentre.com/member-portal/> and click the **BALC Online Portal Log In** button.
- 2) To create an account, scroll down and select 'CLICK HERE TO JOIN OR TO CREATE A GUEST ACCOUNT'




- 3) Select 'CREATE A GUEST ACCOUNT' and Next.



Booking School Holiday Activities for Members and Non-Members

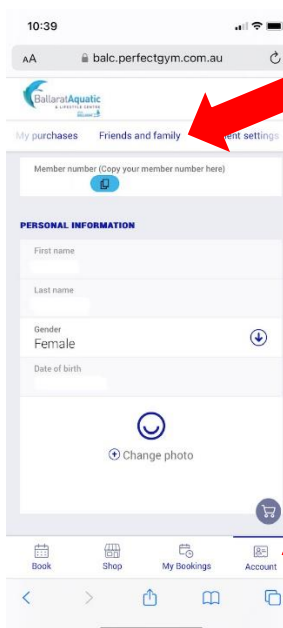


4) Enter **your** personal information and select 'CREATE ACCOUNT'.

 **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.**

5) You can now access your client portal to add your child/ren to your account.

6) To register a child, select 'ACCOUNT' > 'FAMILY AND FRIENDS' > 'ADD FAMILY MEMBER'



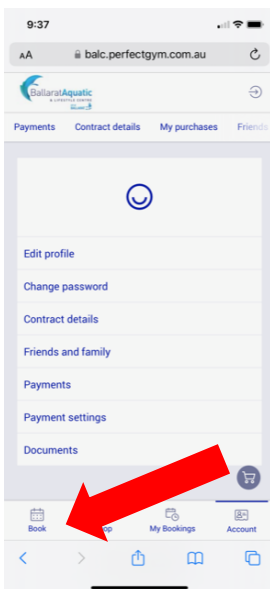
Booking School Holiday Activities for Members and Non-Members

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

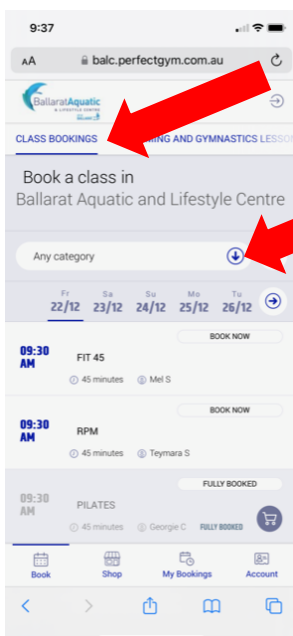
8) Once completed, click 'GO TO FAMILY' to confirm your child has been linked. You can add additional children at this point by clicking 'Add family member'.

BOOKING INSTRUCTIONS

1) Log into the BALC Online Portal and select the 'BOOK' tab

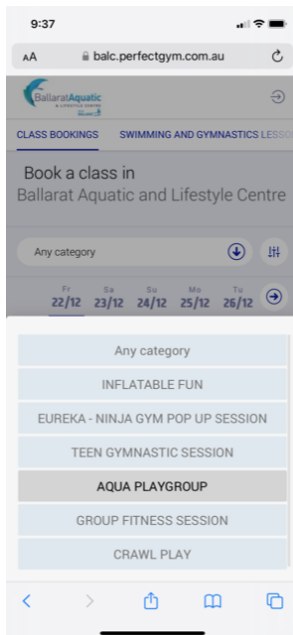


2) Under 'CLASS BOOKINGS', select the drop-down arrow next to 'ANY CATEGORY'



Booking School Holiday Activities for Members and Non-Members

- 3) Select the School Holiday Activity you wish to book and follow the booking and payment instructions. Remember to change the calendar date to the date you want to book to see all available classes.**



- 4) You can view your upcoming bookings at any time under the 'My Bookings' tab at the top of the screen.**
- 5) To cancel any upcoming classes, select 'Manage Bookings' under 'My Bookings'.**