

STEP BY STEP GUIDE

The UWA Sport registration portal

Follow the link provided on the [UWA Sport website](#) or email to take you to the registration portal.

STEP 1: Log in to the UWA portal. Do not click 'register here', as this will create a duplicate profile.

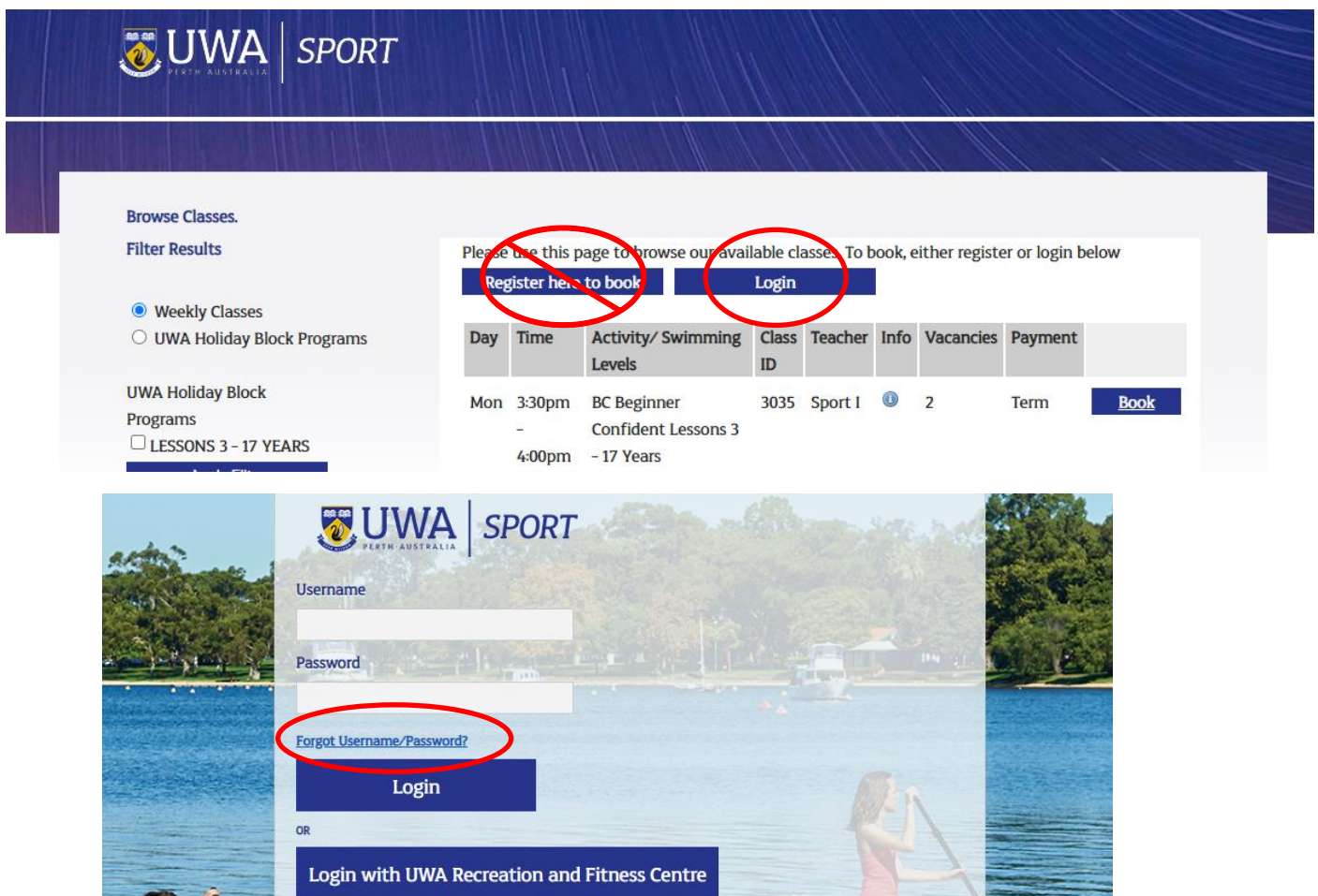
All families who have previously swum at UWA Aquatic Centre have had a profile created for them. Click Log In. Enter the email address where you received this communication from UWA, and use the 'forgot username/password' function to create your password if you don't remember the password that you have used previously.

If you have enrolled your children into a Learn to Swim class or UWA Sport holiday program (eg. Kids Holiday Program) before, you should be able to sign in with your existing email address and password.

Please do not click 'register here to book'.

If asked to 'select location' after logging in, choose your own name (not your child's name) at UWA Aquatic Centre.

If you have trouble logging in, UWA Aquatic Centre staff can reset your password – call our office for assistance.



The screenshot displays the UWA Sport registration portal interface. At the top, the UWA Sport logo is visible. Below the header, there are two main sections: 'Browse Classes' and a class listing table.

Browse Classes:

- Filter Results:**
 - Weekly Classes
 - UWA Holiday Block Programs
- UWA Holiday Block Programs:**
 - LESSONS 3 - 17 YEARS

Class Listing Table:

Day	Time	Activity/ Swimming Levels	Class ID	Teacher	Info	Vacancies	Payment	
Mon	3:30pm	BC Beginner	3035	Sport I	📄	2	Term	Book
-		Confident Lessons 3						
	4:00pm	- 17 Years						

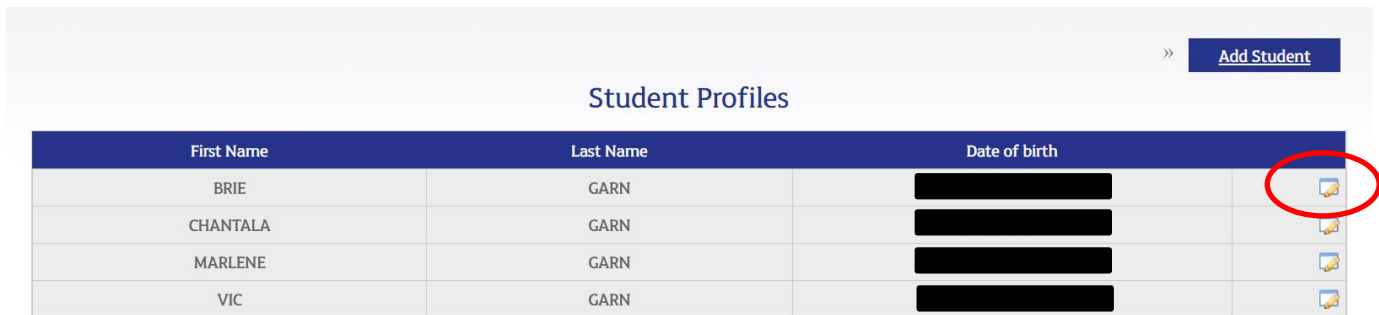
Below the table, there are two buttons: 'Register here to book' and 'Login'. Both buttons are circled in red in the image.





Login Form:

The login form includes fields for 'Username' and 'Password'. Below these fields is a link for 'Forgot Username/Password?' which is also circled in red. There is a 'Login' button below the form. Below the login button, there is an 'OR' separator and a button for 'Login with UWA Recreation and Fitness Centre'.

STEP 2: Check that your child's medical and personal information is up to date

Hover over **Classes** along the top of the page and select **Student Profiles** from the drop down menu. You will see a list of all of the students in your family.



First Name	Last Name	Date of birth	
BRIE	GARN	[REDACTED]	
CHANTALA	GARN	[REDACTED]	
MARLENE	GARN	[REDACTED]	
VIC	GARN	[REDACTED]	

Select the Edit icon on the right hand side to view and edit the student details.

To select multiple conditions, use Ctrl + Click.

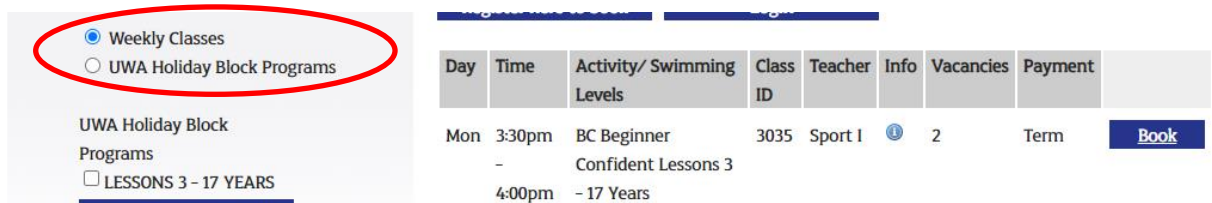
If entering additional comments to clarify condition listed as 'other', please note the maximum 25 character limit. If you would like to provide additional or more in depth information to be passed onto a class teacher, please call our office or send an email to aquatics@sport.uwa.edu.au.


STEP 3: Selecting a program to enrol your child/ren in

Browsing classes

Hover over **Classes** at the top of the page and select **Browse Classes** from the drop down menu.

Select to display either **Holiday** or **Weekly** (term) classes on the top left hand side. Note that if you are booking during a period when no holiday classes are upcoming, this filter option will not be present and the weekly classes will automatically display.



Day	Time	Activity/ Swimming Levels	Class ID	Teacher	Info	Vacancies	Payment	
Mon	3:30pm	BC Beginner	3035	Sport 1		2	Term	Book
		Confident Lessons 3						
	4:00pm	- 17 Years						

Classes will be displayed for the current level/s of your child/ren, listed on the left.

You can filter to display classes by child, level, day or time to make your search easier. For example, in the image below, only classes at BP level are displayed because that is the level for the student selected. **See multiple levels for one child? They may have been promoted – check with our office to ensure that you book the right class.*

Check the class dates to the right of screen.

UWA Holiday Block

Programs

- AQUATICS ADULT PROGRAMS - LESSONS AND SQUADS
- LESSONS 3 - 17 YEARS
- REC AND FITNESS OPTIONS 10 - 18 YRS

» [Apply Filters](#)

Students

- brie garn
- chantala garn
- marlene garn
- vic garn

» [Apply Filters](#)

Monday 3:30 pm - Lessons 3 - 17 Years - BP Beginner Progressed ⓘ Apr 19 2021 - Jul 3 2021

Next Class	Time	Vacancies	Payment	
May 3 2021	3:30 pm - 4:00 pm	1	Term	Book

Monday 4:00 pm - Lessons 3 - 17 Years - BP Beginner Progressed ⓘ Apr 19 2021 - Jul 3 2021

Next Class	Time	Vacancies	Payment	
May 3 2021	4:00 pm - 4:30 pm	1	Term	Book

Monday 4:30 pm - Lessons 3 - 17 Years - BP Beginner Progressed ⓘ Apr 19 2021 - Jul 3 2021

Next Class	Time	Vacancies	Payment	
May 3 2021	4:30 pm - 5:00 pm	1	Term	Book

Monday 4:30 pm - Lessons 3 - 17 Years - BP Beginner Progressed ⓘ Apr 19 2021 - Jul 3 2021

Next Class	Time	Vacancies	Payment	
N/A	4:30 pm - 5:00 pm	Full	Term	Full

Monday 5:00 pm - Lessons 3 - 17 Years - BP Beginner Progressed ⓘ Apr 19 2021 - Jul 3 2021

Next Class	Time	Vacancies	Payment	
N/A	5:00 pm - 5:30 pm	Full	Term	Full

Press the 'book' button for the classes that you want to choose. Note that holiday blocks can only be booked as weekly set of five classes.

STEP 4: Add classes

After clicking 'Book', an 'Add Student Booking' dialogue box will pop up. To enrol your child into the program, you will need tick the student and then Add to Cart. You can only add a student to classes of their own level.

Add Student Booking ⓘ

All form fields are required.

Day Monday

Times 9:00 am - 9:30 am

Swimming Levels BP Beginner Progressed (9:00am BP)

Type HOLIDAY BLOCK SWIMMING LTS 3 - 17 YRS

Payment Term

Book Myself

MARLENE GARN

[Cancel](#)

[Add to Cart](#)

To enrol more than one child, repeat the steps above.

STEP 5: Check out.

Click 'Check Out' in the top right corner.

An overview of your selected classes for your child/ren will be available on screen before payment. Please check the details listed before proceeding.

[Continue Shopping](#) or [Checkout below](#)

Class Fees								
Day	Times	Swimming Levels	Start Date	Cease Date	Price	Fee/Pro Rata	Payment	
MARLENE GARN								
Monday	9:00 am - 9:30 am	BP Beginner Progressed	Jul 6 2020	Jul 10 2020	\$25.00 per class	\$25.00	Term	⊖
Tuesday	9:00 am - 9:30 am	BP Beginner Progressed	Jul 7 2020	Jul 10 2020	\$25.00 per class	\$25.00	Term	⊖
Wednesday	9:00 am - 9:30 am	BP Beginner Progressed	Jul 8 2020	Jul 10 2020	\$25.00 per class	\$25.00	Term	⊖
Thursday	9:00 am - 9:30 am	BP Beginner Progressed	Jul 9 2020	Jul 10 2020	\$25.00 per class	\$25.00	Term	⊖
Friday	9:00 am - 9:30 am	BP Beginner Progressed	Jul 10 2020	Jul 10 2020	\$25.00 per class	\$25.00	Term	⊖
BRIE GARN								
Monday	9:00 am - 9:30 am	A Advanced	Jul 6 2020	Jul 10 2020	\$25.00 per class	\$25.00	Term	⊖
Tuesday	9:00 am - 9:30 am	A Advanced	Jul 7 2020	Jul 10 2020	\$25.00 per class	\$25.00	Term	⊖
Wednesday	9:00 am - 9:30 am	A Advanced	Jul 8 2020	Jul 10 2020	\$25.00 per class	\$25.00	Term	⊖
Thursday	9:00 am - 9:30 am	A Advanced	Jul 9 2020	Jul 10 2020	\$25.00 per class	\$25.00	Term	⊖
Friday	9:00 am - 9:30 am	A Advanced	Jul 10 2020	Jul 10 2020	\$25.00 per class	\$25.00	Term	⊖
CHANTALA GARN								
Monday	9:00 am - 9:30 am	BCW Beginner Confident Water	Jul 6 2020	Jul 10 2020	\$25.00 per class	\$25.00	Term	⊖
Tuesday	9:00 am - 9:30 am	BCW Beginner Confident Water	Jul 7 2020	Jul 10 2020	\$25.00 per class	\$25.00	Term	⊖
Wednesday	9:00 am - 9:30 am	BCW Beginner Confident Water	Jul 8 2020	Jul 10 2020	\$25.00 per class	\$25.00	Term	⊖
Thursday	9:00 am - 9:30 am	BCW Beginner Confident Water	Jul 9 2020	Jul 10 2020	\$25.00 per class	\$25.00	Term	⊖
Friday	9:00 am - 9:30 am	BCW Beginner Confident Water	Jul 10 2020	Jul 10 2020	\$25.00 per class	\$25.00	Term	⊖
Family Credit								
Description					Amount to apply			
Total family credit \$80.00					\$ <input type="text" value="0.00"/>		<input type="button" value="Apply"/>	
Class Fees								
Registration Fees :						\$0.00		
Class Fees/Pro Rata :						\$375.00		
Total Billed Today :						\$375.00		

Please note. Families impacted by COVID-19 cancellations will have a credit balance displaying below the classes listed. Some or all of your credit can be applied to discount the total cost of your booking.

In the image above, the profile has \$80 family credit. To use the full amount, this customer would type \$80 into the box and click Apply.

Read and accept the Terms and Conditions, and enter your credit card details to make payment and confirm your booking.

If you have any issues, contact the UWA Aquatics Office on 6488 2277 or at aquatics@uwa.edu.au.

To check your child's swimming progress

Children in the Learn to Swim program will receive an email progress report at the end of each term to specify their skill achievement within their current level. However, you can check their skill achievement at any time online.

Complete Step 1 and Step 2 above to log in and update any personal information.

Hover over the **Classes** menu at the top of the page and select **Class Progress** from the drop down menu.

Logged in as: [Brie Garn](#)
At: UWA Aquatic Centre

My Profile

Class Progress

Name: CHANTALA GARN Activity: LESSONS 3 - 17 YEARS Swimming Levels: BCW Beginner Confident Water		
Skill	Description	Date Achieved
Front float and recover	Demonstrate and recover from a front float without assistance for 10 secs (may use flotation aid)	Fri Jun 04 2021
Back float and recover	Demonstrate and recover from a back float without assistance for 10 secs (may use flotation aid)	Thu Jun 17 2021
Bubbles	Blow efficient bubbles from mouth and nose	Fri Jun 04 2021
Retrieve object	Can retrieve a submerged object from the bottom of the shallow end	Fri Jun 04 2021
Freestyle kick	Demonstrate 2x 7m lengths of Freestyle Kick with kickboard, breathing to front or side (flotation aid optional)	Fri Jun 04 2021
Backstroke kick	Demonstrate 2x 7m lengths of Backstroke Kick with kickboard, (flotation aid optional)	Not Attained
Water confidence	Feel comfortable being taught with teacher on edge of pool	Fri Jun 04 2021

View the skills required for the current level of your child, as well as the attainment date for any skills that have already been marked as achieved.

Note that these progress updates only apply to current enrolments, and cancelled or expired enrolments will not display.

Private lessons will not have generic skills listed due to the individualised nature of the instruction that each swimmer receives. For feedback about a child taking private lessons, please speak to the class teacher or Program Coordinator. These students will also receive a written feedback report at the end of term.

Families of all children, regardless of level, are able to speak to a supervising staff member on pool deck at any time for clarification about achievement and promotion.