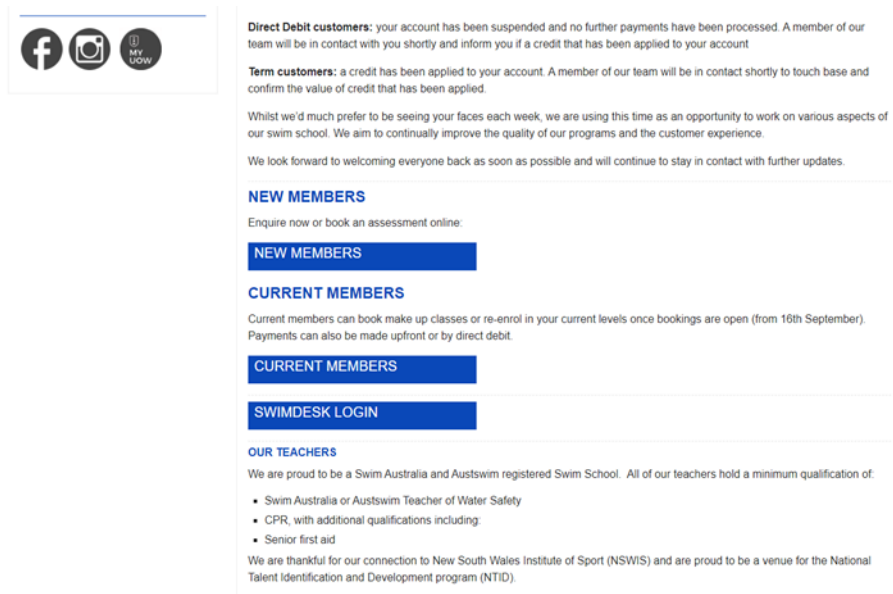


## Welcome to UniActive Swim School SWIM SCHOOL

Instructions for online bookings via UniActive portal.

1. From our Swim school homepage please click on **CURRENT MEMBERS Tab**



The screenshot shows the UniActive Swim School homepage. On the left, there are social media icons for Facebook, Instagram, and MyUOW. The main content area is divided into sections:

- Direct Debit customers:** your account has been suspended and no further payments have been processed. A member of our team will be in contact with you shortly and inform you if a credit that has been applied to your account.
- Term customers:** a credit has been applied to your account. A member of our team will be in contact shortly to touch base and confirm the value of credit that has been applied.
- A message stating: "Whilst we'd much prefer to be seeing your faces each week, we are using this time as an opportunity to work on various aspects of our swim school. We aim to continually improve the quality of our programs and the customer experience. We look forward to welcoming everyone back as soon as possible and will continue to stay in contact with further updates."
- NEW MEMBERS** section with a button labeled "NEW MEMBERS".
- CURRENT MEMBERS** section with a button labeled "CURRENT MEMBERS".
- SWIMDESK LOGIN** section with a button labeled "SWIMDESK LOGIN".
- OUR TEACHERS** section with a list of qualifications: "Swim Australia or Austswim Teacher of Water Safety", "CPR, with additional qualifications including", and "Senior first aid".

2. Enter your email provided when you registered at swim school & password. If it is your first time accessing the booking portal, please use the default password: **UNIACTIVE123**



The screenshot shows the UniActive login page. At the top, the "UNIACTIVE" logo is displayed in large blue letters. Below the logo, there are two input fields:

- Username:** A text box containing the email address "danar@uow.edu.au".
- Password:** A text box with masked characters ".....".

At the bottom left, there is a link "Forgot Username/Password?". At the bottom right, there is a blue button labeled "Login".

3. Click on **LOGIN** and you will be directed to your home page.

UNIACTIVE

Home My Profile Buy Online Book Online Classes Logout

Welcome Dana!

1098812  
Wollongong Campus

MY PROFILE

Logged in as: Dana Richards  
At: Wollongong Campus | Change Location  
[News & Events](#)

### Last Attendance

Wed	26/08/2020	5:30 am
-----	------------	---------

### Manage Upcoming Bookings

Today	5:30 am	Adult And Junior Swim For Fitness
-------	---------	-----------------------------------

### Memberships

Description	Start	End	Suspension
UniActive Staff Membership	13/07/2020	12/07/2021	None

4. Click on **CLASSES** and select **BROWSE CLASSES**.

UNIACTIVE

Home My Profile Buy Online Book Online Classes Logout

Welcome Dana!

1098812  
Wollongong Campus

MY PROFILE

Logged in as: Dana Richards  
At: Wollongong Campus | Change Location

### Last Attendance

Wed	26/08/2020	5:30 am
-----	------------	---------

### Manage Upcoming Bookings

No Bookings exist

### Memberships

Description	Start	End	Suspension
UniActive Staff Membership	13/07/2020	12/07/2021	None

- Student Profiles
- Class Pre-Registration
- Browse Classes**
- Student Bookings
- Class Requests

5. Click on **SHOW ALL CLASSES**. This will show your child's current level only.

# UNIACTIVE

Home My Profile Buy Online Book Online Classes Logout

Logged in as: Dana Richards  
At: Wollongong Campus | Change Location

Shopping Cart (0)

Browse Classes

Show all classes

**Standard Classes**

**Junior Squad Level 7/8**

Children enrolled in the Development Squad are encouraged to participate in more than one session a week with sessions 60mins in duration. All four strokes are refined with participants covering distance in every stroke. Individual medley is also introduced. The focus within this squad is fitness and fun, but building endurance and speed through refining techniques.

Show classes

6. From here, use the filters down the left side of the page to select the day and time you wish to book. Select **BOOK** on the right side of the page.

UNIACTIVE

Home My Profile Buy Online Book Online Classes Logout

Logged in as: Dana Richards  
At: Wollongong Campus | Change Location

Browse Classes

No items in Cart

**Filter Results**

**Class Level**

JUNIOR DEVELOPMENT SQUAD L1

Apply Filters

**Students**

dana richards  
 kai richards  
 tylah richards

Apply Filters

**Levels**

Junior Squad Level 7/8

Apply Filters

**Day**

Monday  
 Tuesday  
 Wednesday  
 Thursday  
 Friday  
 Saturday

Apply Filters

**Teacher**

Clare M  
 Jasmin P  
 Kate D  
 Keiarna R  
 Rob Y

Apply Filters

**Monday 4:30 pm - Junior Development Squad L1 - Junior Squad Level 7/8 - Jasmin P**

Jul 20 2020 - Sep 26 2020

Next Class	Time	Class ID	Vacancies	Avg. Age	Payment	Book
Sep 7 2020	4:30 pm - 5:30 pm	13309	4	11 yrs, 11 mths	2 Weeks	Book

**Monday 4:30 pm - Junior Development Squad L1 - Junior Squad Level 7/8 - Keiarna R**

Sep 28 2020 - Dec 19 2020

Next Class	Time	Class ID	Vacancies	Avg. Age	Payment	Book
Sep 28 2020	4:30 pm - 5:30 pm	13502	12		2 Weeks	Book

**Tuesday 4:00 pm - Junior Development Squad L1 - Junior Squad Level 7/8 - Keiarna R**

Sep 28 2020 - Dec 19 2020

Next Class	Time	Class ID	Vacancies	Avg. Age	Payment	Book
Sep 29 2020	4:00 pm - 5:00 pm	13503	12		2 Weeks	Book

**Tuesday 4:30 pm - Junior Development Squad L1 - Junior Squad Level 7/8 - Jasmin P**

Jul 20 2020 - Sep 26 2020

Next Class	Time	Class ID	Vacancies	Avg. Age	Payment	Book
Sep 8 2020	4:30 pm - 5:30 pm	13316	5	12 yrs, 11 mths	2 Weeks	Book

**Tuesday 5:00 pm - Junior Development Squad L1 - Junior Squad Level 7/8 - Keiarna R**

Sep 28 2020 - Dec 19 2020

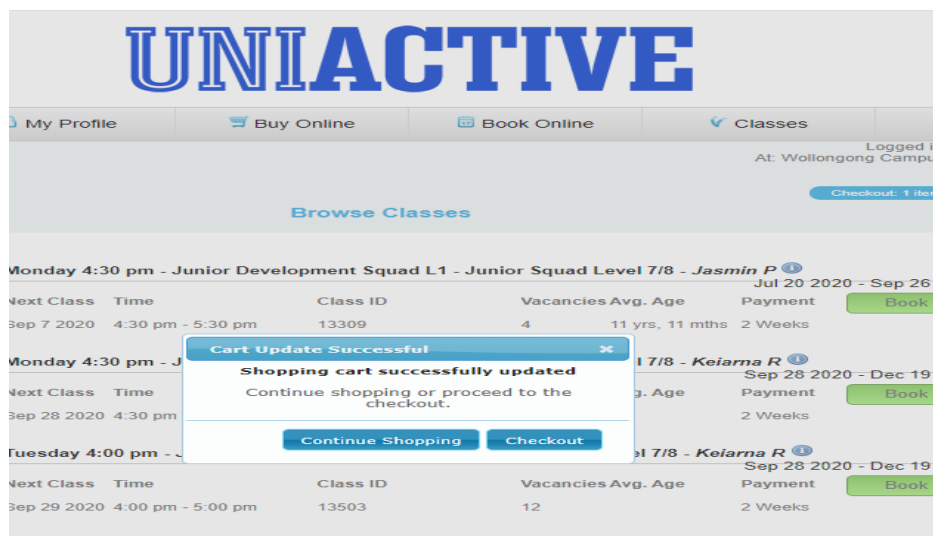
Next Class	Time	Class ID	Vacancies	Avg. Age	Payment	Book
Sep 29 2020	5:00 pm - 6:00 pm	13504	12		2 Weeks	Book

**Wednesday 4:30 pm - Junior Development Squad L1 - Junior Squad Level 7/8 - Jasmin P**

Jul 20 2020 - Sep 26 2020

Next Class	Time	Class ID	Vacancies	Avg. Age	Payment	Book
Sep 9 2020	4:30 pm - 5:30 pm	13317	4	11 yrs, 10 mths	2 Weeks	Book

7. Select the child you wish to book into this class then click **ADD TO CART**.



8. If you have one child to book, please click on **CHECKOUT**. If you have multiple children, click on **CONTINUE SHOPPING** and repeat the process.

9. Once all of your children have been booked, the following screen will be provided. This page will outline all children booked into the UniActive Swim program. You can also see the start date, the fortnightly amount and the pro rata to be paid. All Swim school payments are paid fortnightly and in advance.

UNIACTIVE

Home My Profile Buy Online Book Online Classes Logout

Logged in as: Dana Richards  
At: Wollongong Campus | Change Location

Continue Shopping or Checkout below

Day	Times	Level	Start Date	Cease Date	Price	Fee/Pro Rate	Payment
KAI RICHARDS							
Tuesday	5:00 pm - 6:00 pm	Junior Squad Level 7/8	Sep 29 2020		\$28.00 per 2 week	\$56.00	Perpetual

Class Fees

Registration Fees :	\$0.00
Class Fees/Pro Rate :	\$56.00
<b>Total Billed Today :</b>	<b>\$56.00</b>

All membership conditions have been established to ensure maximum enjoyment and usage of the facility by all members. On acceptance by the Centre of this agreement you will be referred to as a "member" and have the usage rights and obligations as set out below.

1. MEMBERSHIP

Membership commences on the date stated on the membership form; membership is only valid when payment is received. Payments are made in advance via cash upfront payment or Direct Debit agreement. This includes the costs of entry. A \$5.00 fee will be charged to replace membership cards that are lost or stolen.

I Agree

UniActive Swim School Direct Debit Enrolment

TERMS AND CONDITIONS These terms and conditions relate to the operation and function of UniActive, which is owned and run by UOW Pulse Limited, Building 13 Northfields Avenue, University of Wollongong NSW 2522. UniActive is a wholly owned and controlled entity of UOW Pulse Ltd, Building 11 University of Wollongong NSW 2522, ABN 28 915 832 337.

1. MEMBERS

I Agree

Select payment method for this payment and ongoing payments

Credit Card  Bank Account

Credit Card Details

Credit Card Number :

Name On Card :

Expiry Date :

CVV Number :

Total payment : \$56.00

Back Confirm and Pay

10. Read the Membership and Direct Debit agreements and tick the "I Agree" boxes. You will then need to select your payment method and enter your payment details. Once complete click on **CONFIRM AND PAY**.

You will receive a confirmation email once the payment has been processed. Please be aware that booking additional siblings or anyone new to our program will require a **FREE assessment** prior to enrolment.

Alternatively, if they have just turned 3 years of age they will be a Tadpole (beginner). Please contact Swim School Reception to add this level to your parent portal and allow an online booking.

**Thank you for using this non-contact process to secure your bookings.**

Other functions of our online portal include:

- Cancel a lesson (within 2 hrs of the commencement if unwell).
- Re-book this as make-up (one per month).
- View upcoming term schedules.
- Book and pay for an additional lesson in the current term.
- Change your contact details.
- Book a swim school assessment (great for siblings or returning customers after a 12 month break to ensure the correct level is assessed for re-booking).

**If you would like to use your Active Kids voucher, you will still need to make first payment online. You can submit your Voucher for your child to the [pulse-swimschool@uow.edu.au](mailto:pulse-swimschool@uow.edu.au) and this will offset and provide a \$100 credit for their booking.**

**All credits will be used first before taking money via Direct Debit.**

**Please contact us on (02) 42214194 for any further assistance.**