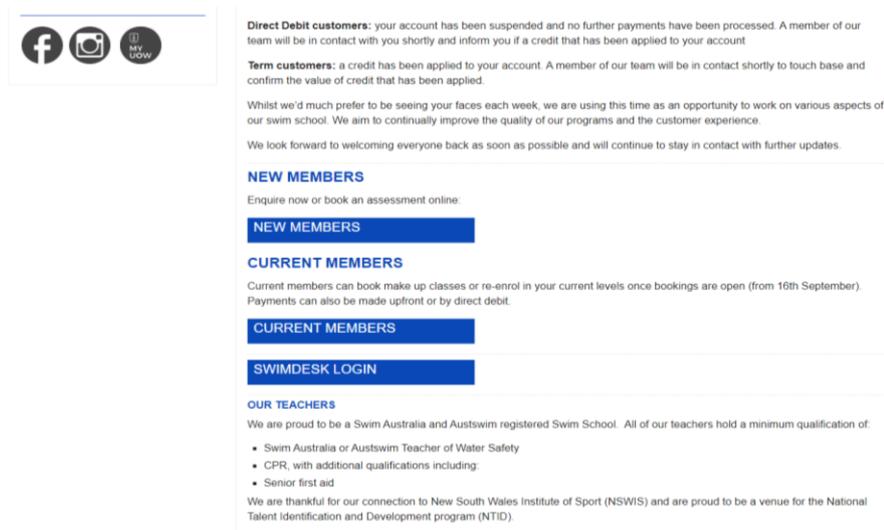# Welcome to UniActive Swim School
SWIM SCHOOL

Instructions for new families wishing to book a **FREE** assessment.

1. From our Swim school website homepage click on **NEW MEMBERS** button

2. This will then take you to a registration page where you can add your details as a parent.

3. Once you have completed this front page, please click on **NEXT** and you will be taken to the following screen. Enter your details and click on **CONFIRM REGISTRATION.**
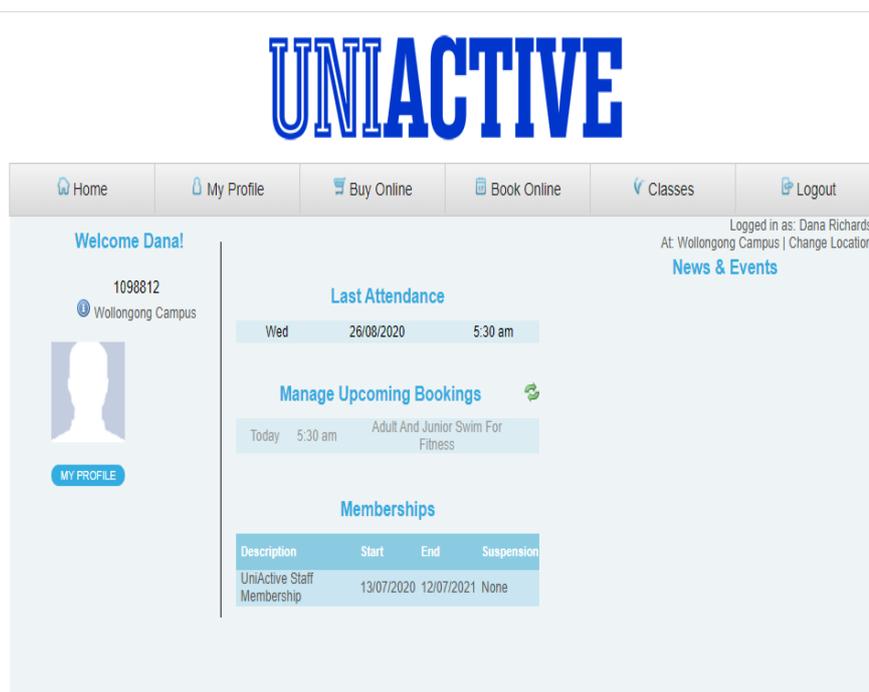
5. Once you are on the parent portal you can enter your email & password (**UNIACTIVE 123** for first Login). Click on **LOGIN** and you will be directed to your home page.

5. To add children you wish to be assessed, click on the **CLASSES** button at the top of the page, select student profiles and click on **ADD STUDENT**. Add children's details and click on save student. Do this for each child.

6. Once this is completed, Click on **MY PROFILE** from the main page and then on **MY BOOKINGS**. This will take you to the booking page. From here click on **SWIM SCHOOL ASSESSMENTS** and select the date you wish to book.

7. Right click on the day and time to book your assessment and select **BOOK NOW**

8. Select **CONFIRM BOOKING** to finalise the booking.

Once this process has been completed, you will be able to see the booking on your home screen and an email will be sent to your inbox as a reminder.

On the Day of your assessment, please bring swimwear, cap and goggles (if preferred).

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