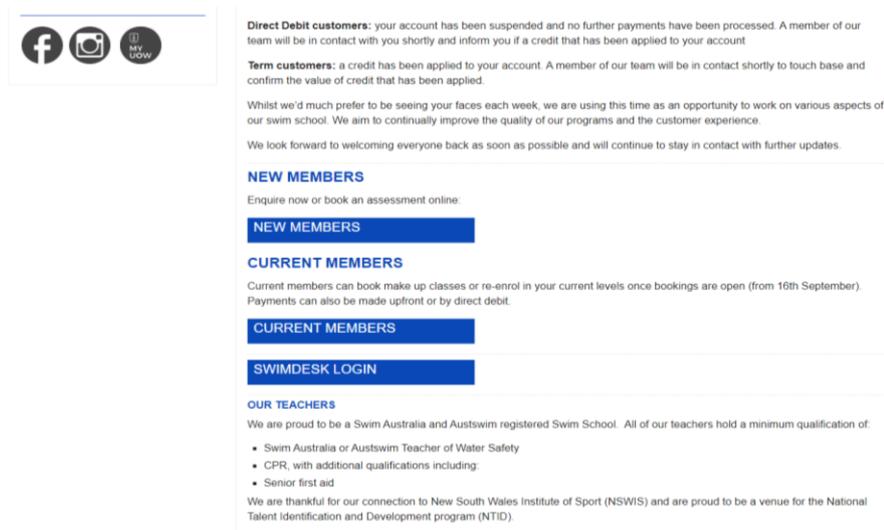


Welcome to UniActive Swim School SWIM SCHOOL

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

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



The screenshot shows the UniActive Swim School website homepage. On the left, there are social media icons for Facebook, Instagram, and MyTown. The main content area contains several 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: "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 blue button labeled "NEW MEMBERS".
- CURRENT MEMBERS** section with a blue button labeled "CURRENT MEMBERS".
- SWIMDESK LOGIN** section with a blue 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. This will then take you to a registration page where you can add your details as a parent.



The screenshot shows the UniActive registration page. At the top, the UNIACTIVE logo is displayed. Below it, the text "Please enter Parent or Responsible person details" is shown. There are three input fields for "First Name", "Last Name", and "Email Address", each with an asterisk indicating a required field. A "Next" button is located below the "Email Address" field. At the bottom of the page, there is a footer with the text "© 2020 | Privacy Policy | Contact Us".

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**.

UNIACTIVE

Please enter Parent or Responsible person details

First Name : john *

Last Name : smith *

Email Address : jsmith@google.com.au *

Login Password : *

Gender : *

Date of birth : *

Street Address : *

Suburb : *

State : *

Post Code : *

Primary Contact : Home Phone * Include Area Code ## #### ####

Secondary Contact : Mobile Phone * Enter Phone as #### #### ####

Additional Contact : Work Phone * Include Area Code## #### ####

How did you hear about us? :

Emergency Contacts

Primary Contact Name : *

Relationship : *

Contact Number : Home Phone * Include Area Code ## #### ####

Mobile Phone * Enter Phone as #### #### ####

Secondary Contact Name :

Relationship :

Contact Number : Home Phone * Include Area Code ## #### ####

Mobile Phone * Enter Phone as ## #### ####

Back Confirm Registration

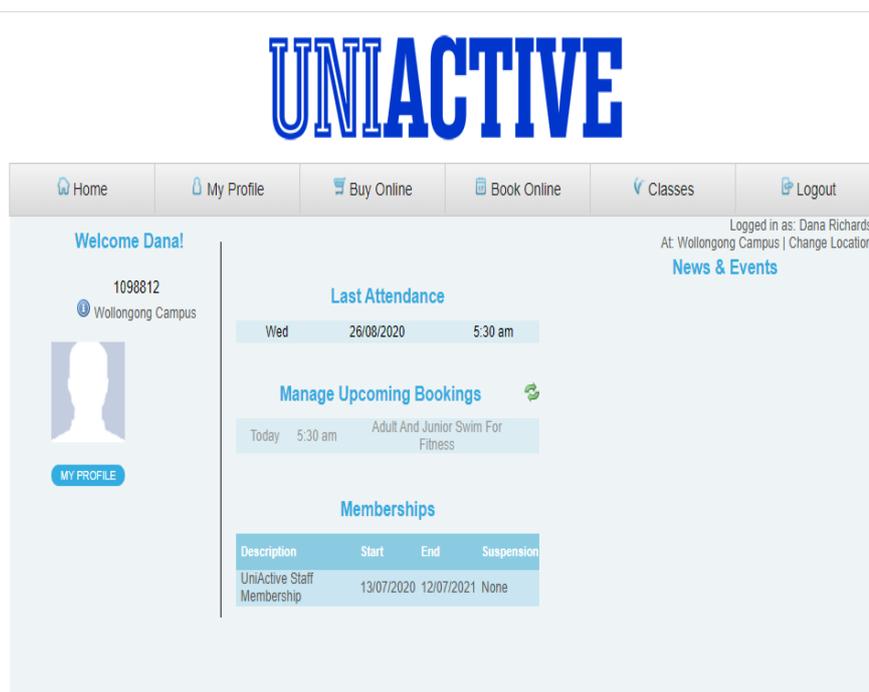
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5. Once you are on the parent portal you can enter your email & password (**UNIACTIVE 123** for first Login). Click on **LOGIN** and you will be directed to your home page.



The image shows the UNIACTIVE login page. At the top is the UNIACTIVE logo in large blue letters. Below the logo are two input fields: 'Username' with the text 'danar@uow.edu.au' and 'Password' with a masked password '*****'. Below the password field is a link 'Forgot Username/Password?' and a blue 'Login' button.

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.



The image shows the UNIACTIVE user dashboard. At the top is the UNIACTIVE logo. Below the logo is a navigation bar with buttons for Home, My Profile, Buy Online, Book Online, Classes, and Logout. The main content area is divided into several sections:

- Welcome Dana!** with the ID 1098812 and location Wollongong Campus. There is a profile picture placeholder and a 'MY PROFILE' button.
- Last Attendance** table:

Day	Date	Time
Wed	26/08/2020	5:30 am
- Manage Upcoming Bookings** with a refresh icon. Below it is a booking entry:

Day	Time	Activity
Today	5:30 am	Adult And Junior Swim For Fitness
- Memberships** table:

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

At the top right of the dashboard, it says 'Logged in as: Dana Richards At: Wollongong Campus | Change Location' and a 'News & Events' link.

The screenshot shows the UNIACTIVE web interface. At the top, there is a navigation bar with links for Home, My Profile, Buy Online, Book Online, Classes, and Logout. The user is logged in as Dana Richards at the Wollongong Campus. The main content area is titled 'Student Profiles' and contains a table with columns for First Name, Last Name, and Date of birth. A modal form titled 'Student Profile' is open, allowing the user to edit a student's details. The form includes fields for First Name, Last Name, Date of Birth (with a date picker), Gender (Male/Female), Email, Health Issues (a dropdown menu with options like 'No Health Issues', 'Family History of Heart Disease', 'Pregnant', and 'Infectious diseases'), and Health Comments. There are 'Save Student' and 'Cancel' buttons at the bottom of the modal.

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.

The screenshot shows the UNIACTIVE web interface for facility booking. The user is logged in as Dana Richards at the Wollongong Campus. The page is titled 'Facility Booking - Thu 27 Aug' and includes a navigation bar with links for Home, My Profile, Buy Online, Book Online, Classes, and Logout. Below the navigation bar, there are buttons for 'Lane Availability', 'Pool Availability', 'Swim School Assessment', 'Group Exercise', and 'Swim For Fitness'. The 'Swim School Assessment' button is selected. The main content area shows a calendar for the week of August 27th to 31st. The 'Today' button is selected. A table displays the availability for the 'Swim School Assessment' on Thursday, August 27th. The table has columns for time slots (5am, 6am, 7am, 8am, 9am, 10am, 11am, 12pm, 1pm, 2pm, 3pm, 4pm, 5pm, 6pm) and availability status. The 5am slot is marked as 'Unavailable' (12:00 - 12:00). The 6pm slot is also marked as 'Unavailable' (8:00 - 11:59). A 'Select Date' button is located at the bottom right of the calendar.

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

Make Booking

All form fields are required.

Swim School Assessment

Duration	15 mins
Date	27 Aug 2020
Time	3:30pm

[Book Now](#) [Cancel](#)

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

UNIACTIVE

Home My Profile Buy Online Book Online Classes Logout

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

Book Online

Please confirm and finalise your booking

Swim School Assessment

Bookings:

3:30 pm Thursday 27 August for 15 Minutes Available ✓

Total payment required:
\$0.00

Insert facility booking terms. General terms for all ss, program booking and court hire

I have read and agree to the terms of use

[Back](#) [Confirm 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.