

# **Current Customers - Manage your enrolment online.**

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# Log into your account

Go to <u>bookings.wellington.govt.nz</u> and click on **Log In** at the top right of your screen:



On the 'Log In' screen, enter your email address and password, then click log in.



On the top right corner, check if you see your **parent** details and click on menu



Click on SwimWell and Rec Centre Courses:

<b>Tāpuitanga me te tan</b> Bookings and member	ga Absolutely Positively Wellington City Council Ships Me Rick K Prinste
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# Change the day and time of your child's course

Make sure you're logged in under your account as the parent or

caregiver for your child.

## Click on Menu:

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Click on SwimWell and Rec Centre Courses:

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Personal details	٢
Contact: Wellington City Council Recreation News of recreation International constitutions (1998) (2001) Privacy addressed	ntion@twcc.aort.oz

On the 'Enrolments' screen for your child, click on **Change day or time:** 



On the 'Move Your Enrolment' screen:

Select the new day:

<b>Tāpuitanga me te tanga</b> Bookings and memberships	Absolutely Positively <b>Wellington</b> City Council Me Heke Xi Pöneke
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Select a class from the options below.           Any day.         Sun         Man         Tue         West         Thue           7         1         1         0         0         2	Fri Bat 1 2
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Thu_at 6:00-6:30 PM with Darcey V 3 spaces available from Thursday, June 6, 2024	>
Fit at 4:15-4:45 PM with Toni A 3 spaces available from Friday, June 7, 2024	>
Sat at 9:05-9:35 AM with Tasmin H 1 space available from Saturday, June 8, 2024	>
Sat at 11:40 AM-12:10 PM with Tasmin H 1 space available from Saturday, June 8, 2024	>
Sun at 11:05-11:35 AM with Stella D 3 spaces available from Sunday, June 9, 2024	>
Mon at 4:15-4:45 PM with Anna T 1 space available from Monday, June 10, 2024	>
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On the 'Move Your Enrolment' screen:

Select the new time:

<b>Tāpuitanga me te tanga</b> Bookings and memberships	Absolutely Positively <b>Wellington</b> City Council Me Heke Ki Pioeke
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Anyday         Sun         Mon         Tue         Wed         Thu           7         1         0         0         2	Fri Sat 1 2
Fin at 4:15–4:45 PM with Toni A 3 spaces available from Friday, June 7, 2024	>
Contact: Wellington City Council Recreation Item at recreation@wcc Items and conditions (10008.000) Privacy statement	povtaz

## Select the start date:

<b>Tāpuitanga me te tanga</b> Bookings and memberships	Absolutely Positively Wellington City Council Me Reke Ki Planke	
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Dolphins [8826]		
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Select confirm move:

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On the 'Enrolment Moved' screen, you should then see the new day, time, and start date for your child:

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#### Confirmation of the course booking change

We'll send you a confirmation email. Please check your junk or spam folder if you don't see the email.

If you don't receive a confirmation email, or if you have any questions, please email <u>swimwell@wcc.govt.nz</u> and we'll check your course booking for you.

#### Changing the day, time and start date for another child

If you have more than one child for whom you want to make a course change, please repeat the steps above.

# View the progress of your child

Make sure you're logged in under your account as the **parent or caregiver** for your child

## Click on Menu:

<b>Tāpuitanga me te tanga</b> Bookings and memberships	Absolutely Positively Wellington City Council Me Hole & Possie
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💄 Personal details	0
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Click on SwimWell and Recreation Centre Courses:

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Personal details	0
Contact Wellington Car Council Reconstance (MMR) Terms and conditions (MMR) (201 Person and conditioned)	reation@wcc.aort.nz

On the 'Enrolments' screen for your child, click on View progress:

<b>Tāpuitanga me te tanga</b> Bookings and memberships	Absolutely Positively <b>Wellington</b> City Council Me Heke KI PReeke
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You'll see the skills your child has completed and the course they are currently enrolled in.

	<b>Tāpuitanga me</b> Bookings and m	<b>te tanga</b> emberships	Absolutely Positively Wellington City Council Me Brie Ki Poorke
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	Do a reach rescue and a throw rescue with a buddy Skill Shown Consistently Statoze	Control breathing while floating on back for at least 1 minute Skill Shown Twice 5/39/324	Float and signal for help with and without a flotation aid Skill Shown Twice 5/392024
	H.E.L.P Heat Escape Lessening Position Skill Shown Consistently 5992224	Entries—slide entry, stop entry, ladder entry, wade entry, compact jump entry, stride entry, fall-in entry. Skill Shown Twice 590024	Homework 1 - Practise breaststroke kick on the floor Skill Shown Consistently 5/30/2024
	Homework 2 - Walk around the house like a penguin Skill Shown Consistently 500224	Homework 3 - Practise knees together with heel flicks Skill Shown Consistently 5082824	Signed off by Pool Deck Supervisor Not Assessed
_	< Back		

#### Viewing the progress of another child

If you have more than one child for whom you want to view their progress, please repeat the steps above.

# Progress your child to the next level

Make sure you're logged in under your account as the **parent or caregiver** for your child Click on **Menu**:

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	Personal details	٥
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Click on SwimWell and Recreation Centre Courses:

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💄 Per	rsonal details	O
	Coelact: Wellington City Council Recreation team at re- Jerms and conditions (199KD PDF Privacy statement	reation@wcc.aovt.nz

On the 'Enrolments' screen for your child, click on **Progress to** [next course level name]:

<b>Tāpuitanga me te tanga</b> Bookings and memberships	Absolutely Positively Wellington City Council Me fide & Ponde
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On the 'Move Your Enrolment' screen:

Select the new day and time:

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Sun' at 10:15-10:45 AM with Statia D 2 spaces available from Sunday, June B, 2024	>
Wold at 4.50–5.20 PM with Darcey V 4 spaces available from Wednesday, June 12, 2024	>
Thui at 4:15-4:45 PM with Catherine S 2 spaces available from Thursday, June 13, 2024	>
Fril at 5:25-5:55 PM with Toni A 4 spaces available from Friday, June 14, 2024	>
Contact: Writington City Convol Records on Market Action Interna and conditions (1996)(2021) Privacy saturation	Nondiwes and as

Select the new start date then click on the **Confirm Move** button:

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On the 'Enrolment Moved' screen, you should then see the day, time, and start date for your child in their new course:

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#### Confirmation of the course booking change

We'll send you a confirmation email. Please check your junk or spam folder if you don't see the email.

If you don't receive a confirmation email, or if you have questions, please email <u>swimwell@wcc.govt.nz</u> and we'll check your course booking for you.

#### Changing the day, time and start date for another child

If you have more than one child for whom you want to make a course change, please repeat the steps above.

# Changing your payment details

You will need to log in under your account as the **parent or caregiver** for your child then you will need to switch user to your child's account to change details.

Click on your name top right corner:

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Click on My Account:

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Click on Select User:

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#### Click on Child's Name:

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## Click on My Dashboard:

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# Click on Personal Details:

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## Click on Update direct debit details:

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#### Click on Edit Account:

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Ded Account of 15 2 Albed 5725 the about 1555 between the state actual.			
Contact: <u>Weilington City Council</u> Terms and c Dir	Il Recreation team at recreation@wcc.ac conditions (196KII POF) Inacy statement		

Click on either Credit Card or Bank Account and follow the EZI Debit prompts:



# **Pay Outstanding Payments**

You will need to log in under your account as the **parent or caregiver** for your child then you will need to switch user to your child's account to change details.

Click on your name top right corner:

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Click on My Account:

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Click on Select User:

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#### Click on Child's Name:

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## Click on My Dashboard:

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## Click on Outstanding Payments:

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Click on Pay Now:

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## Click on **Continue to Payment**:

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Click on Pay Upfront with Credit Card and follow the prompts:

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