



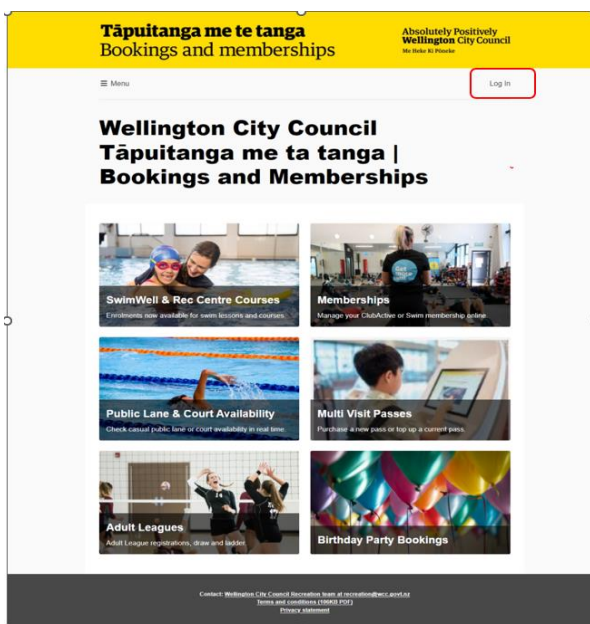
Current Customers - Manage your enrolment online.

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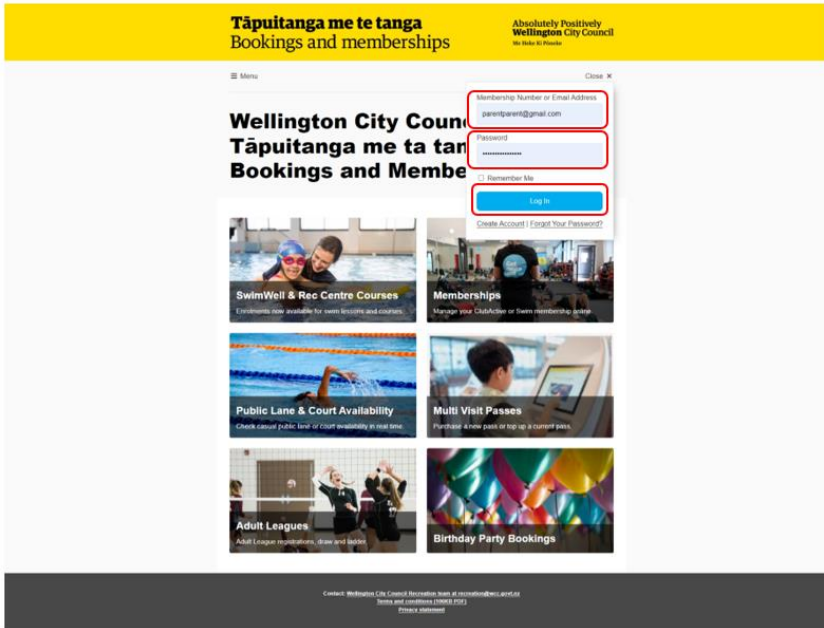
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Log into your account

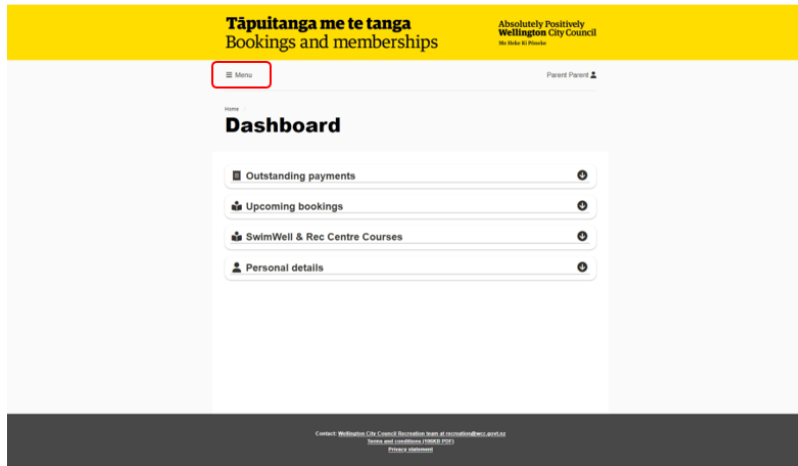
Go to bookings.wellington.govt.nz and click on **Log In** at the top right of your screen:



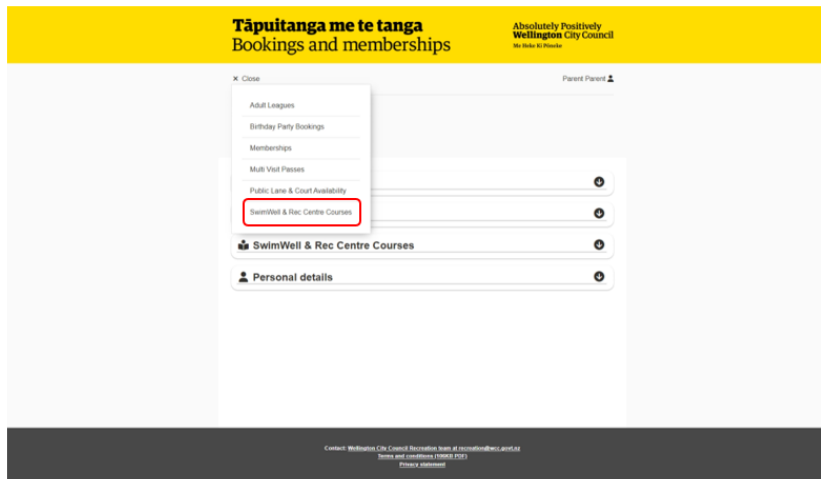
On the 'Log In' screen, enter your email address and password, then click log in.



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



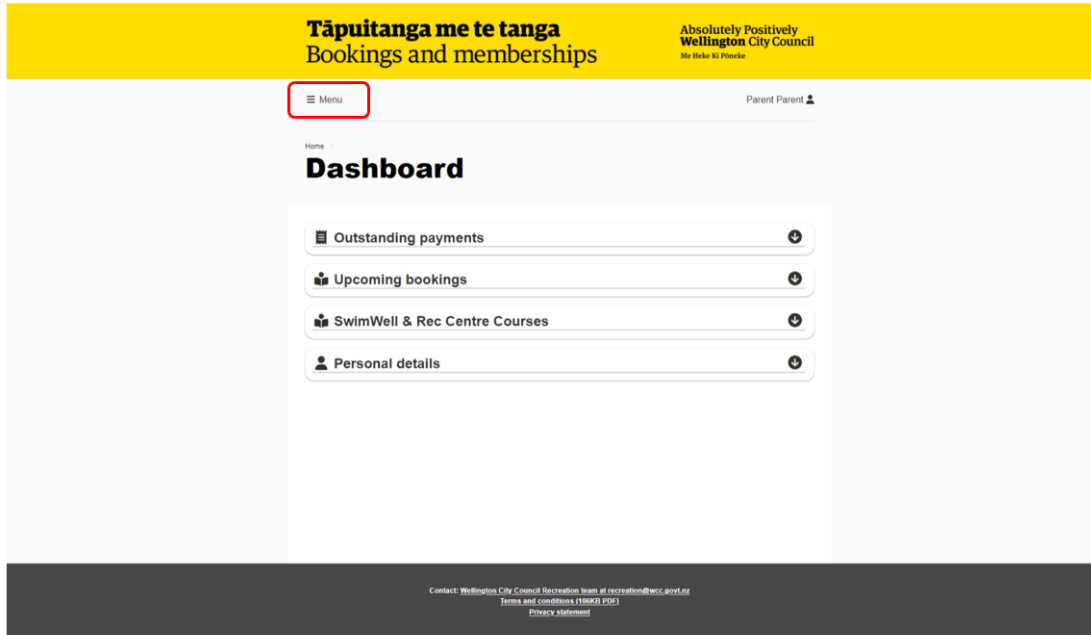
Click on **SwimWell and Rec Centre Courses**:



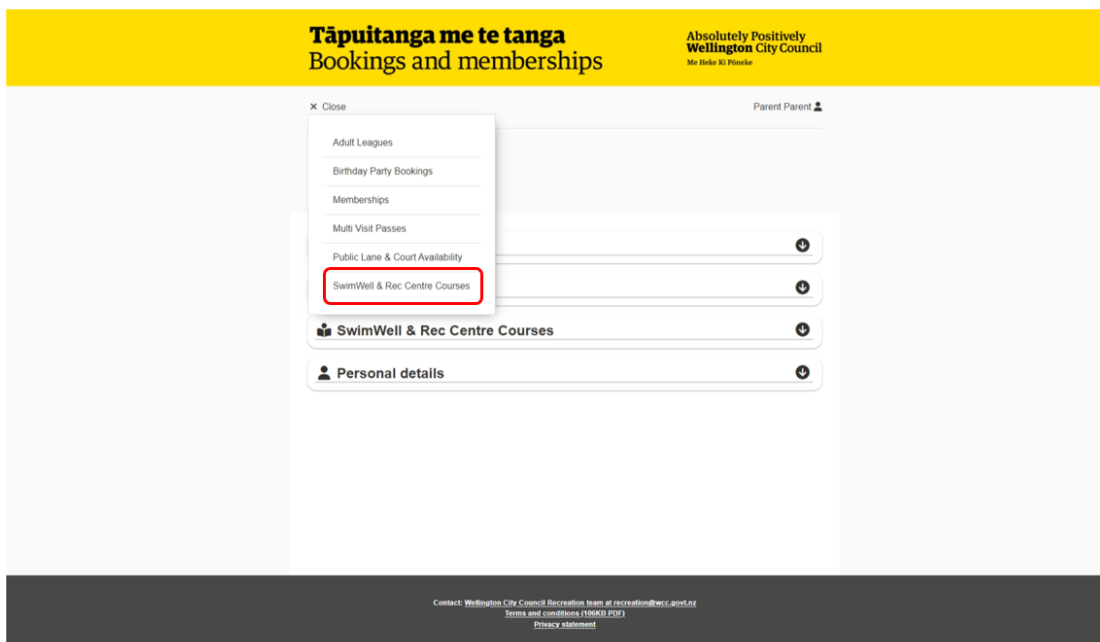
Change the day and time of your child's course

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

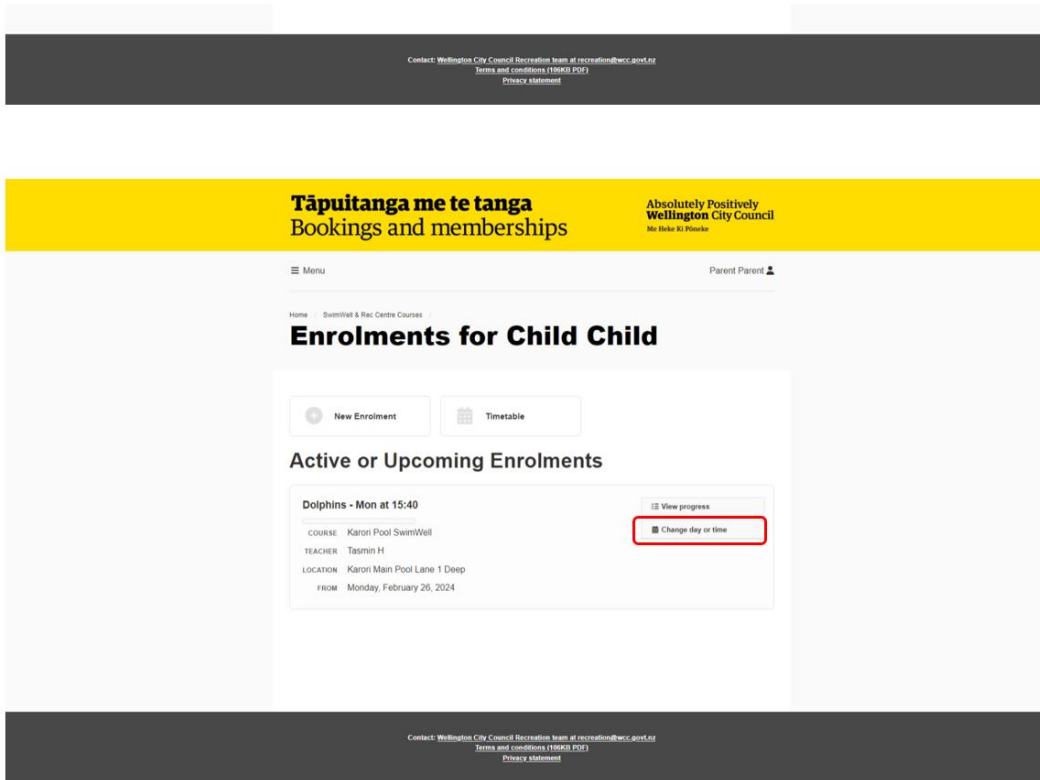
Click on **Menu**:



Click on **SwimWell and Rec Centre Courses**:

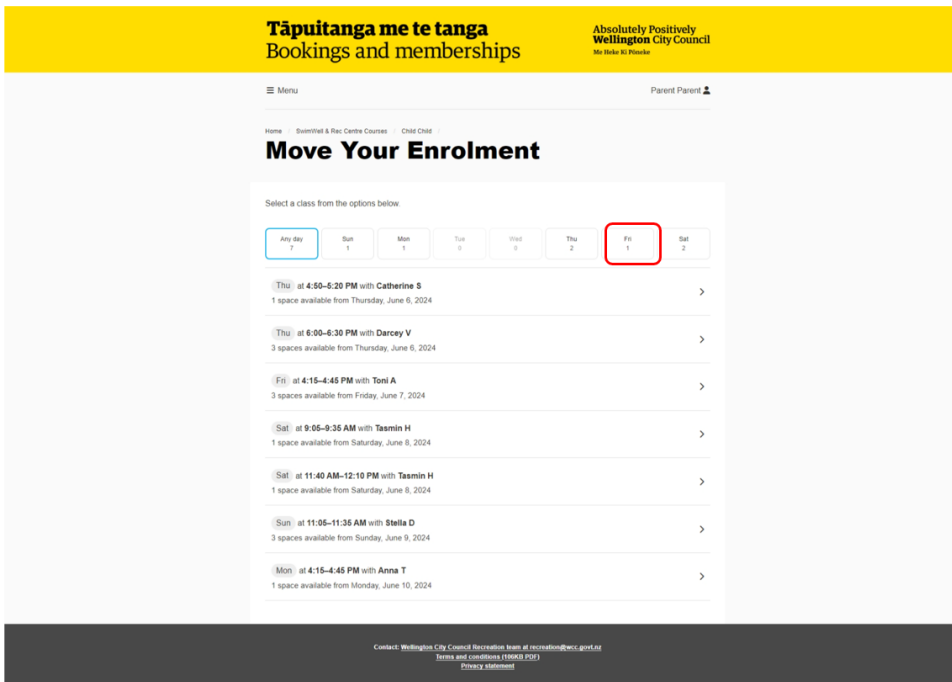


On the 'Enrolments' screen for your child, click on **Change day or time**:



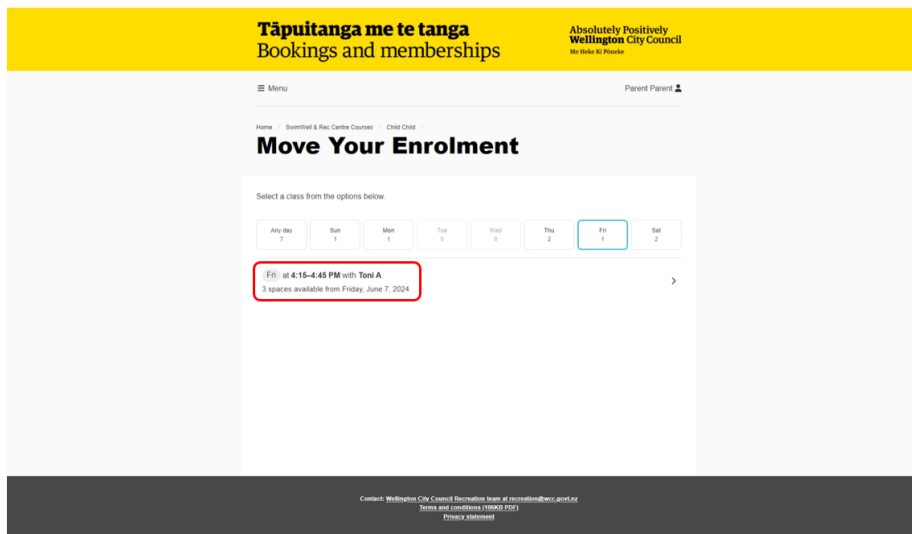
On the 'Move Your Enrolment' screen:

Select the new day:

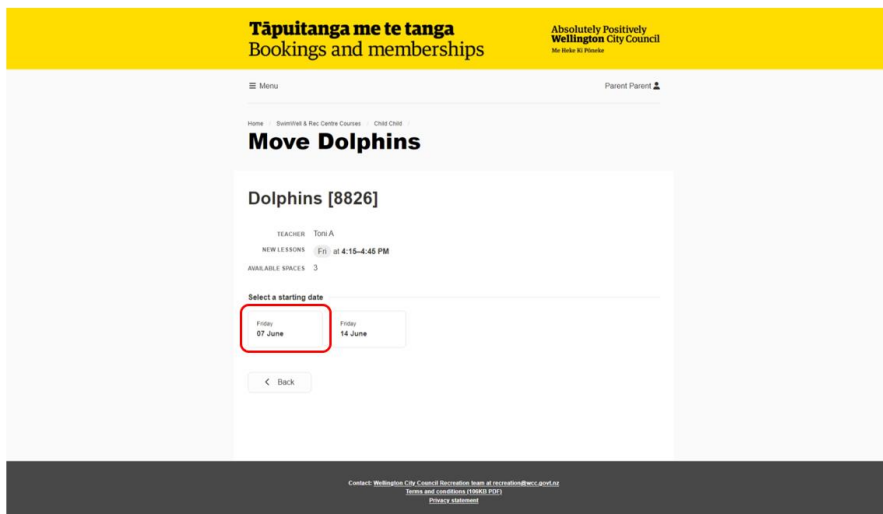


On the 'Move Your Enrolment' screen:

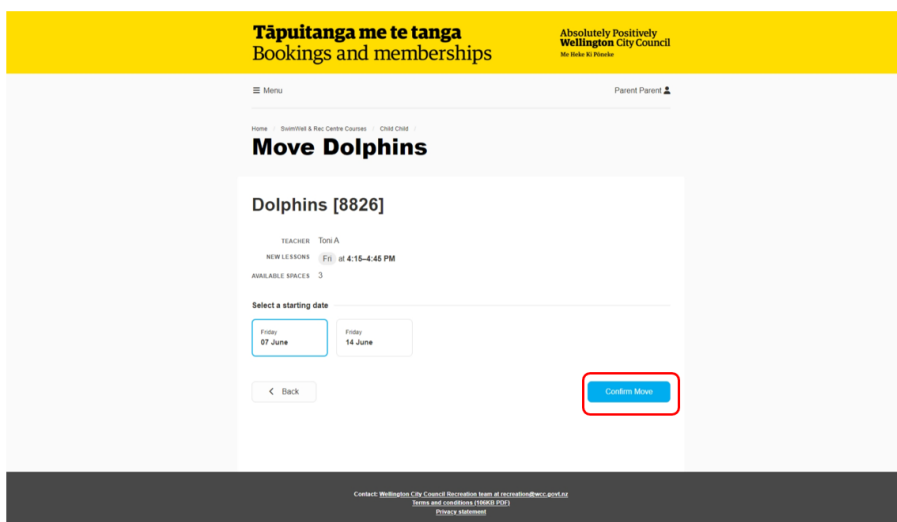
Select the new time:



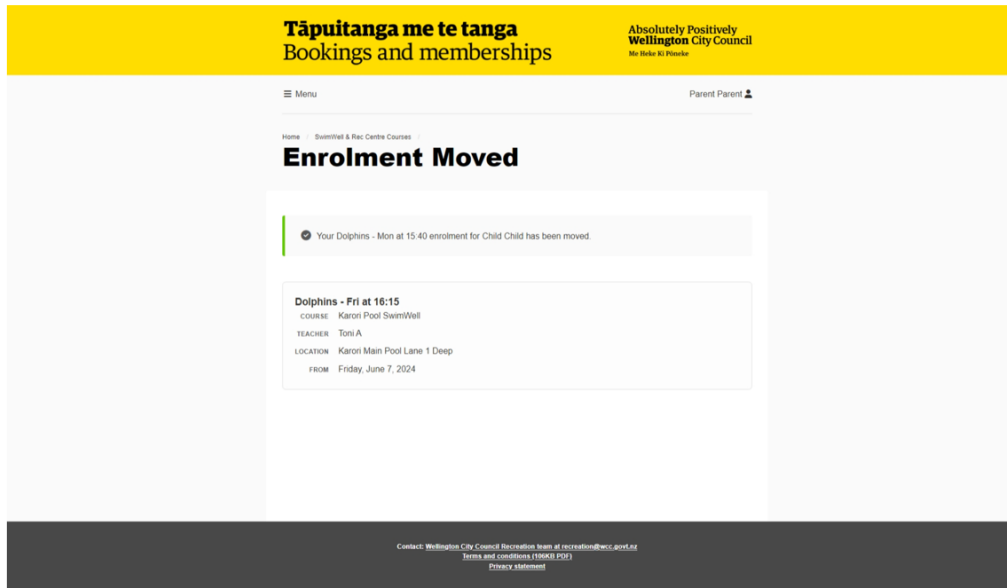
Select the start date:



Select confirm move:



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



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 swimwell@wcc.govt.nz and we'll check your course booking for you.

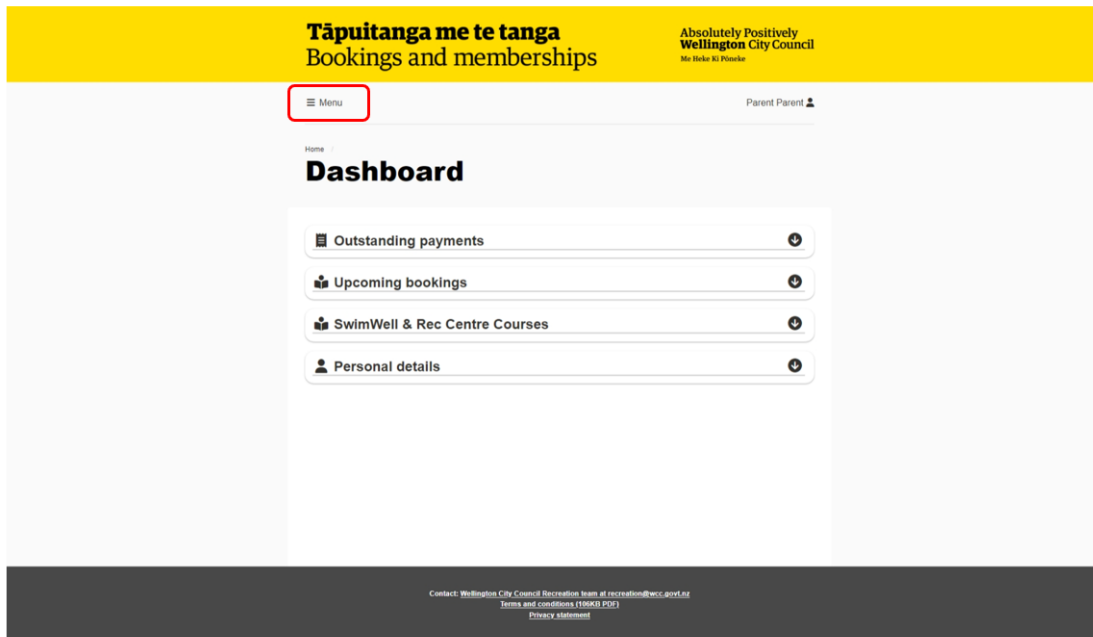
Changing the day, time and start date for another child

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

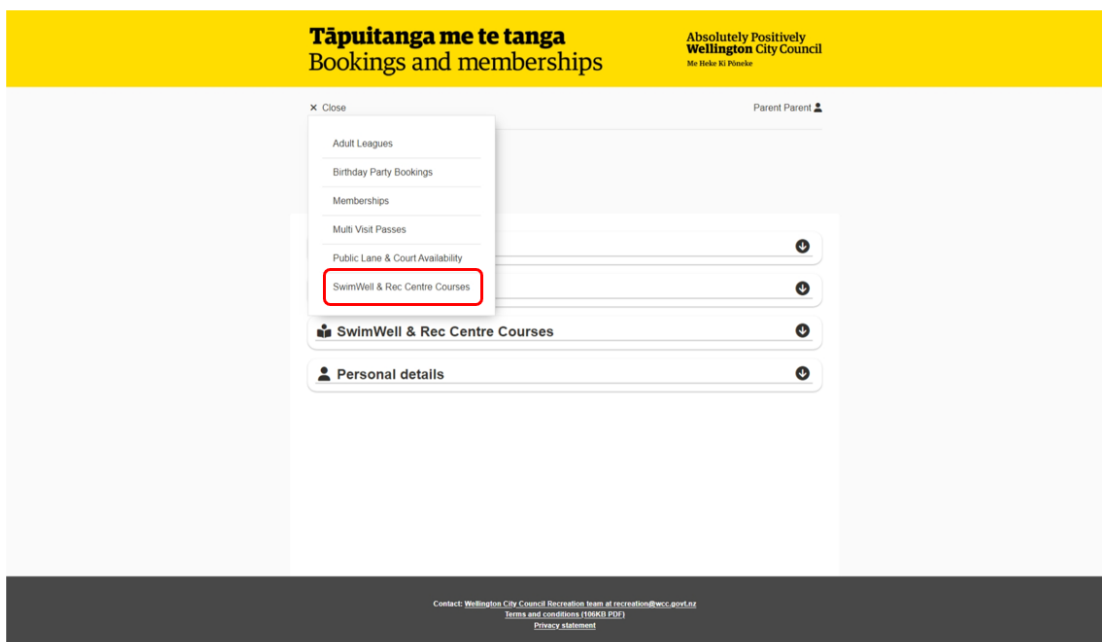
View the progress of your child

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

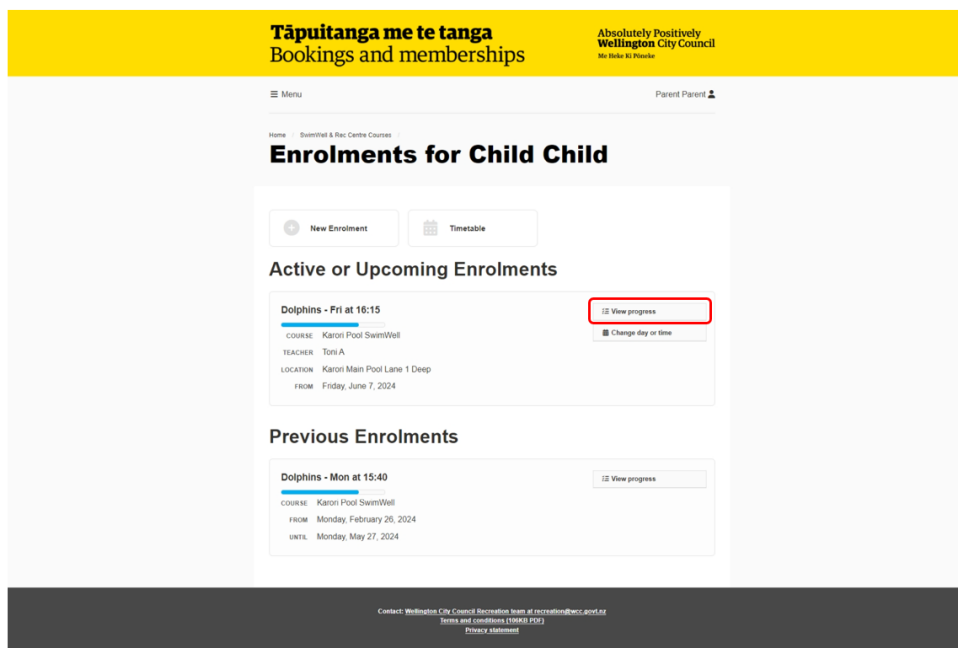
Click on **Menu**:



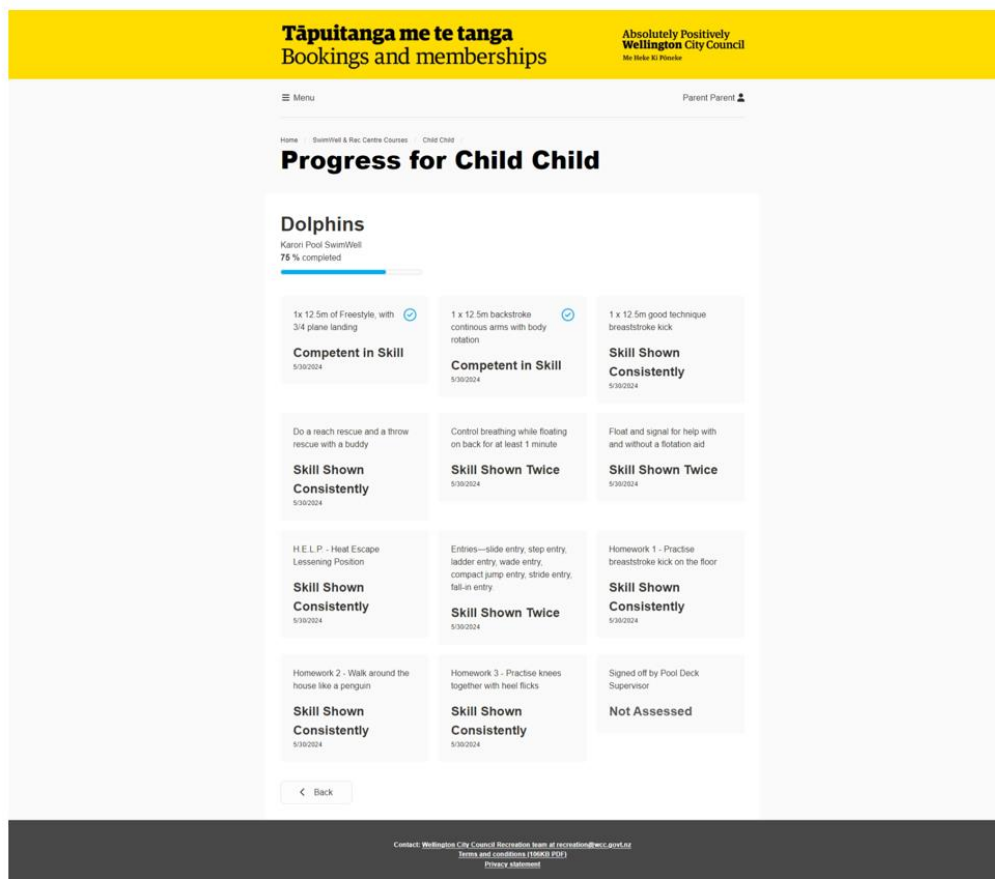
Click on **SwimWell and Recreation Centre Courses**:



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



You'll see the skills your child has completed and the course they are currently enrolled in.



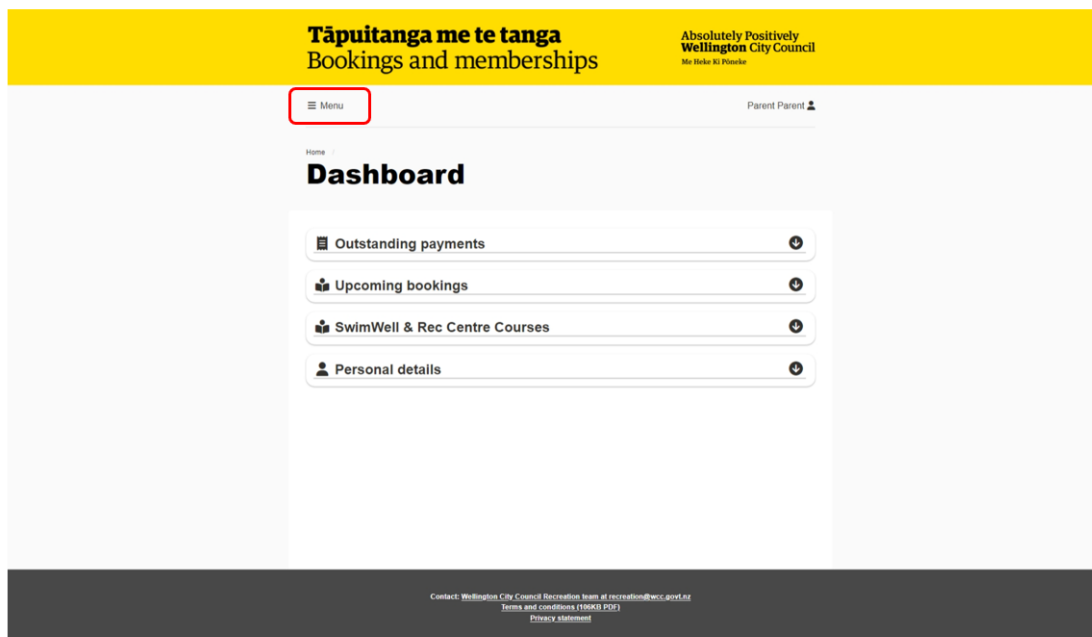
Viewing the progress of another child

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

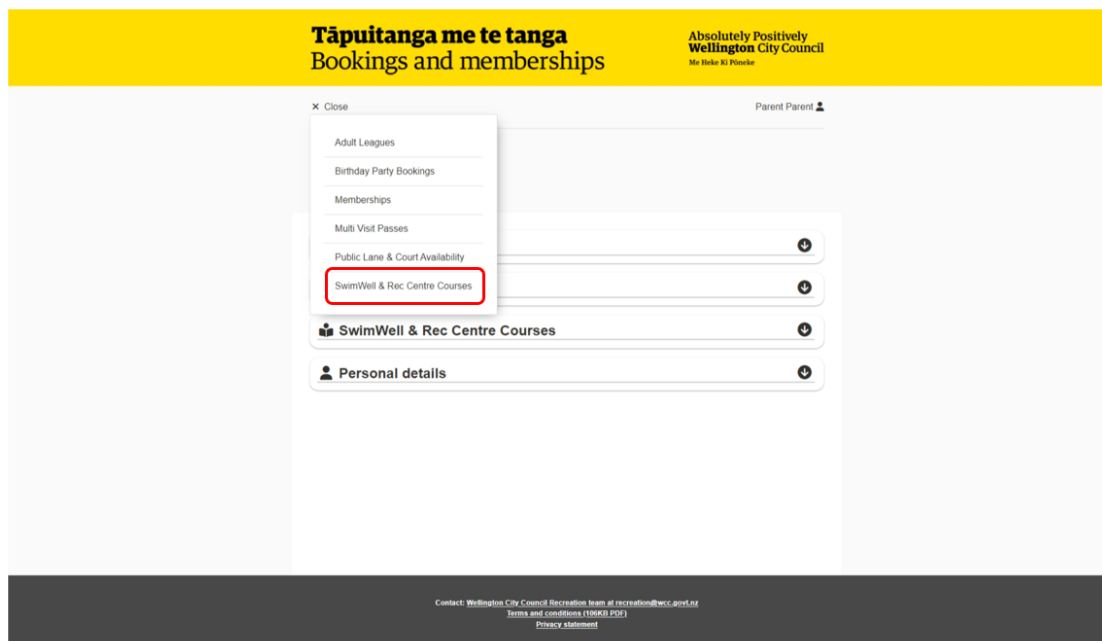
Progress your child to the next level

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

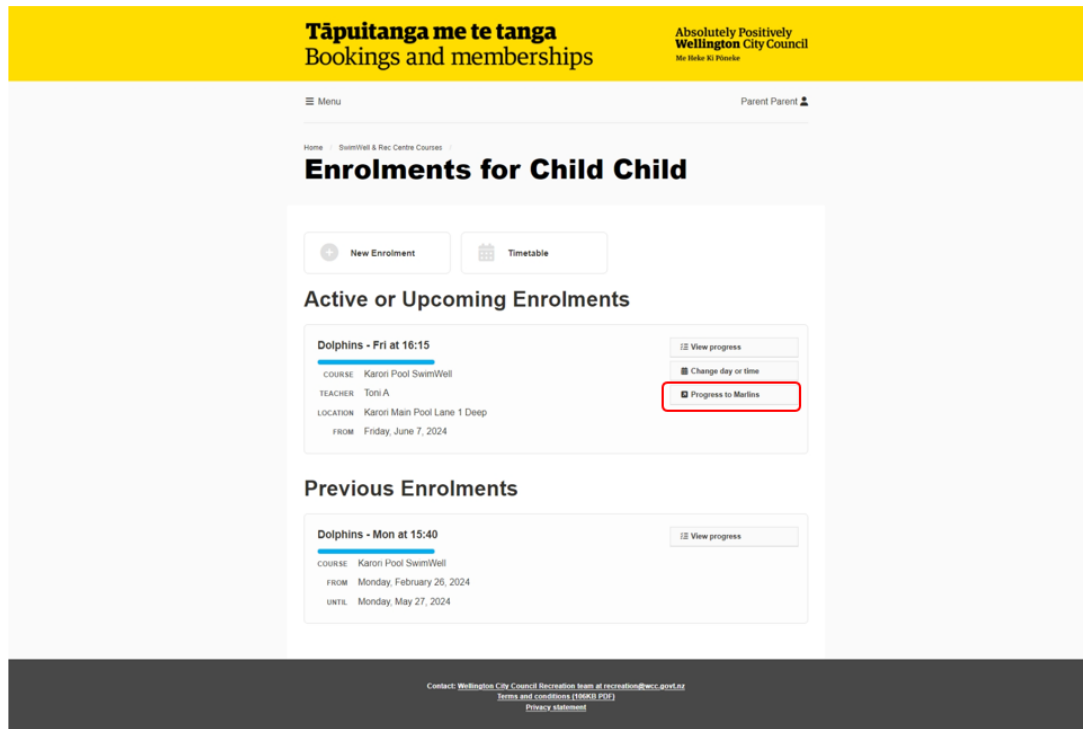
Click on **Menu**:



Click on **SwimWell and Recreation Centre Courses**:

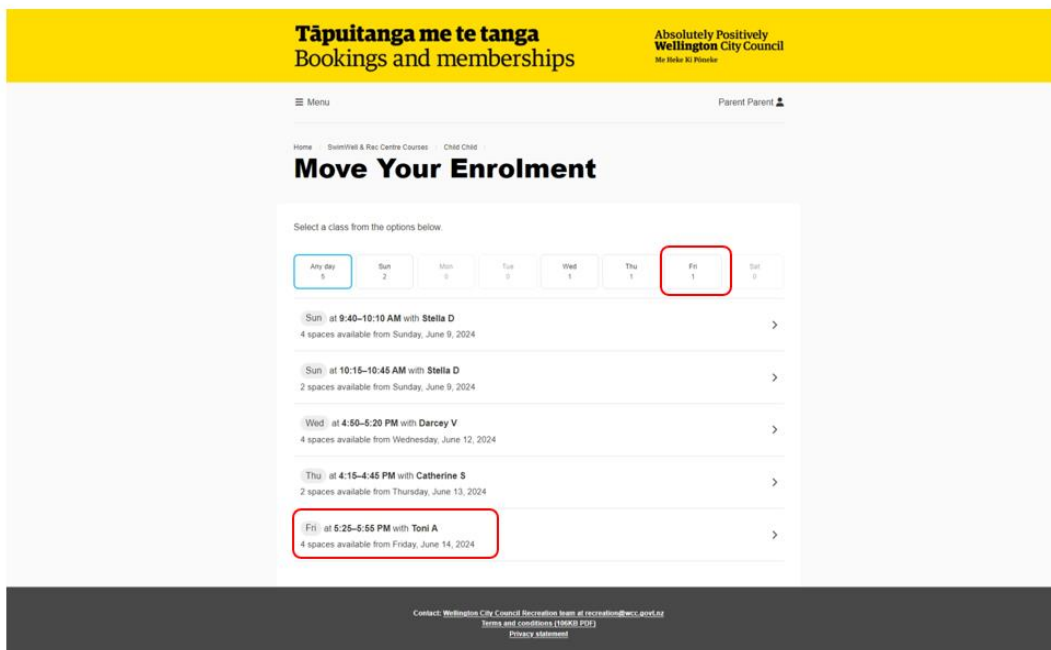


On the 'Enrolments' screen for your child, click on **Progress to** [next course level name]:

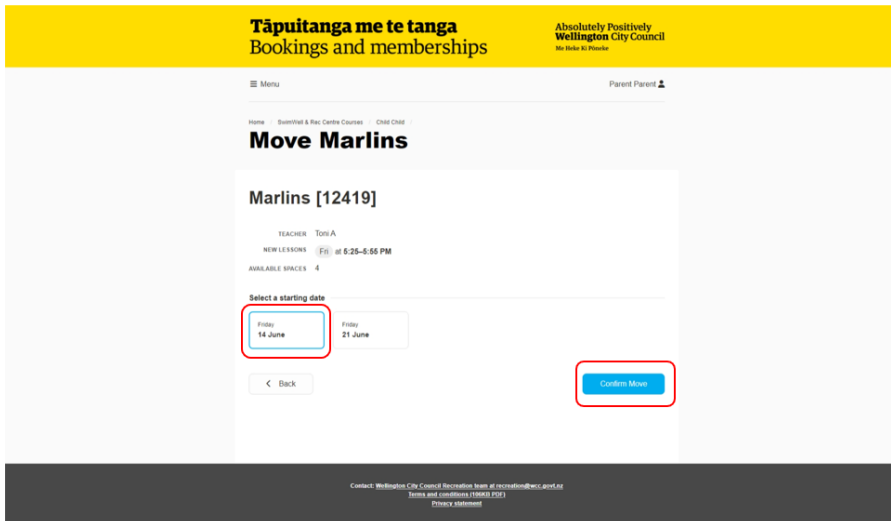


On the 'Move Your Enrolment' screen:

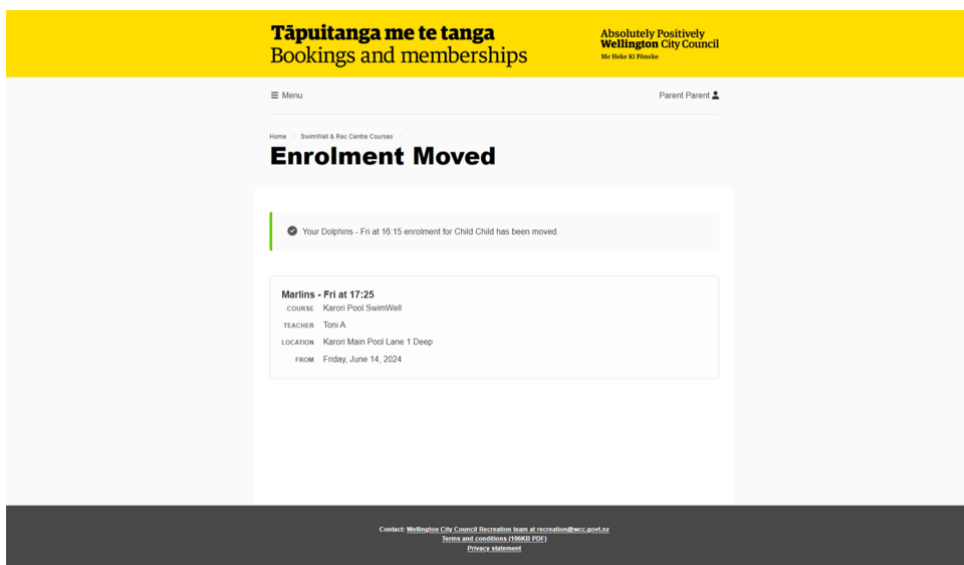
Select the new day and time:



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



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



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 swimwell@wcc.govt.nz and we'll check your course booking for you.

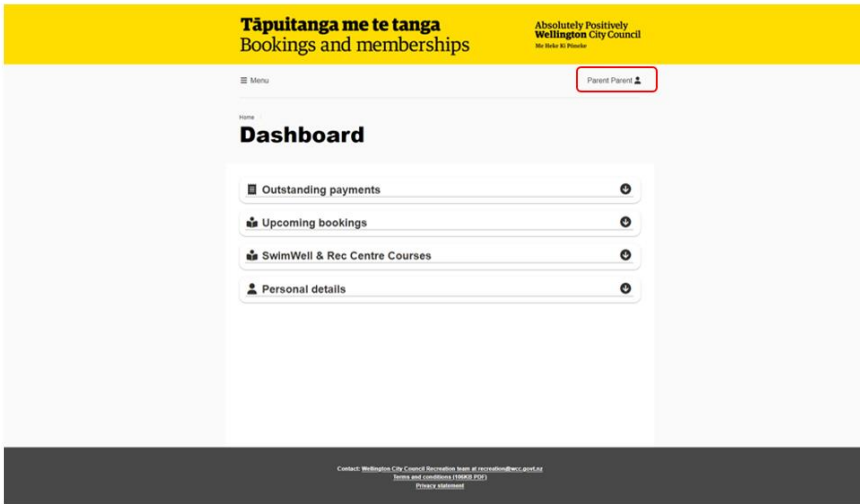
Changing the day, time and start date for another child

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

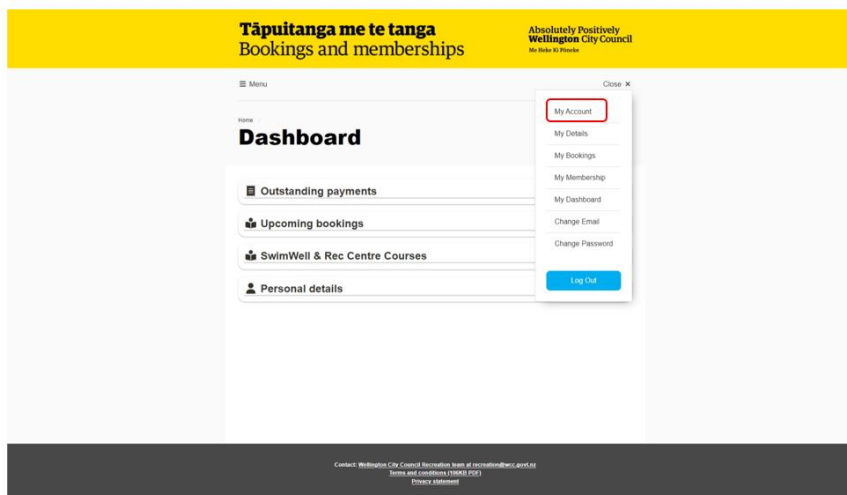
Changing your payment details

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.

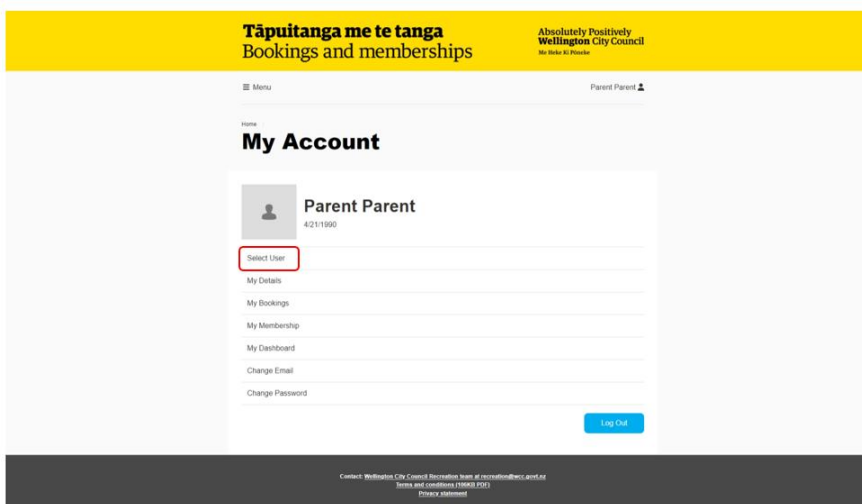
Click on your name top right corner:



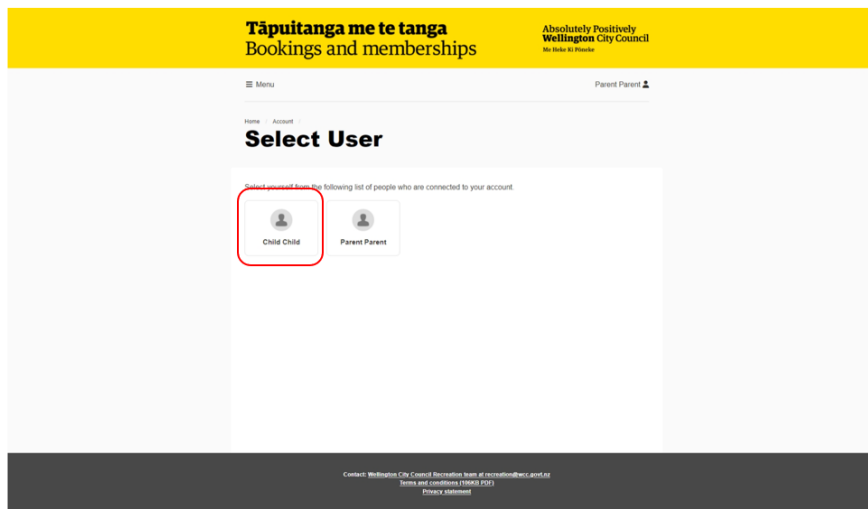
Click on **My Account**:



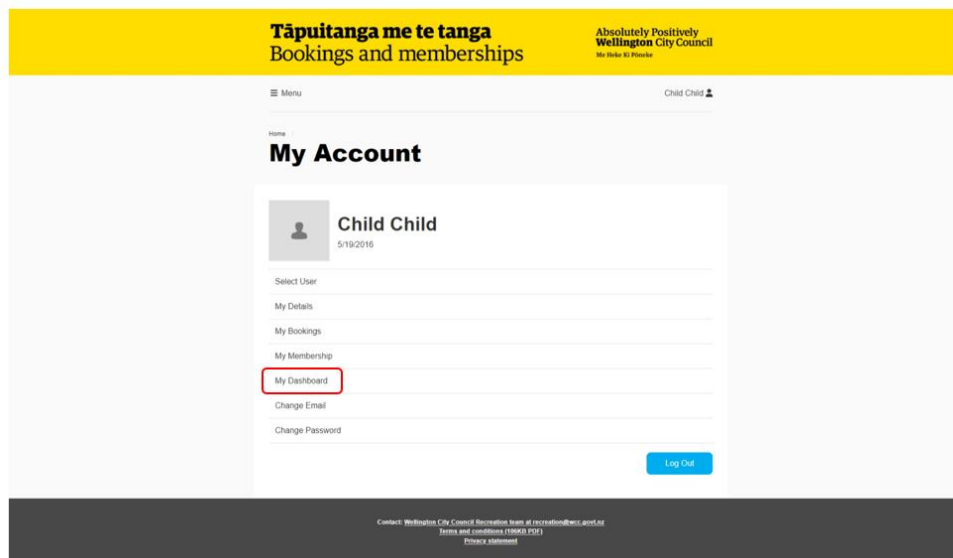
Click on **Select User**:



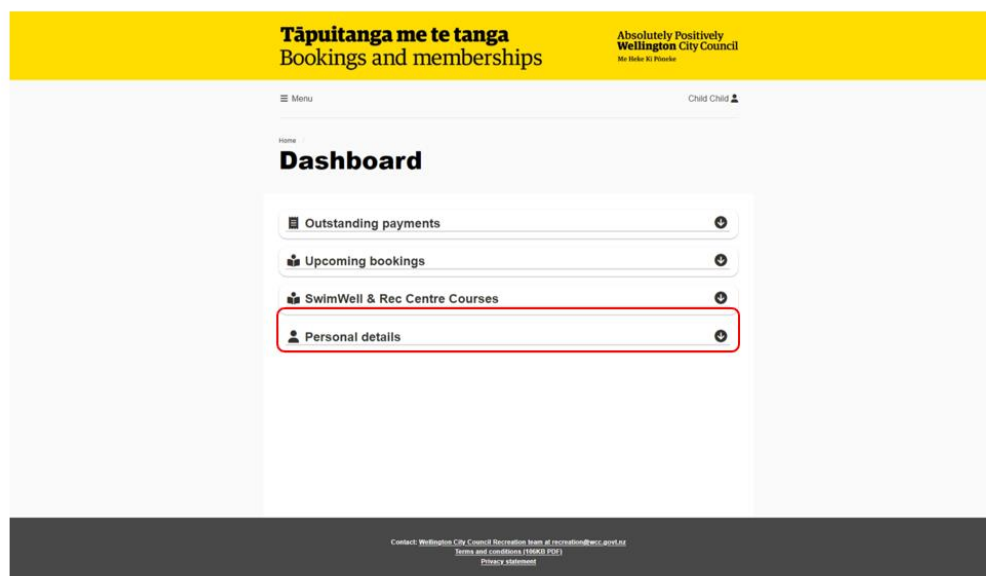
Click on **Child's Name**:



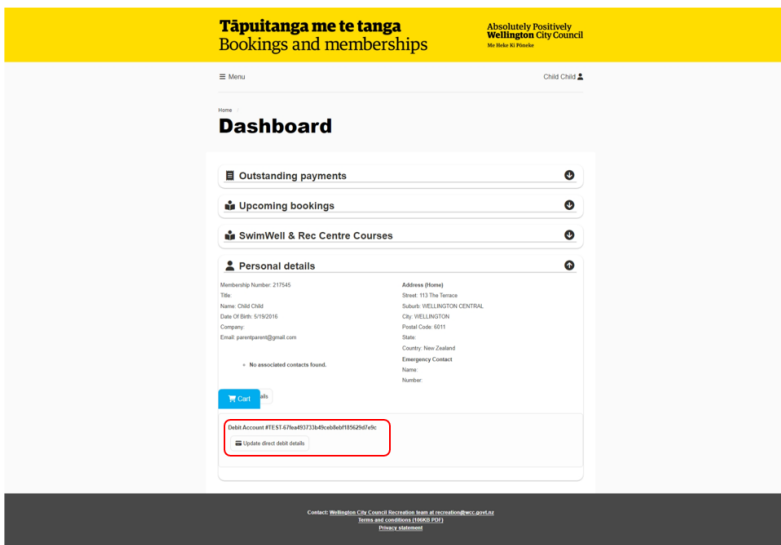
Click on **My Dashboard**:



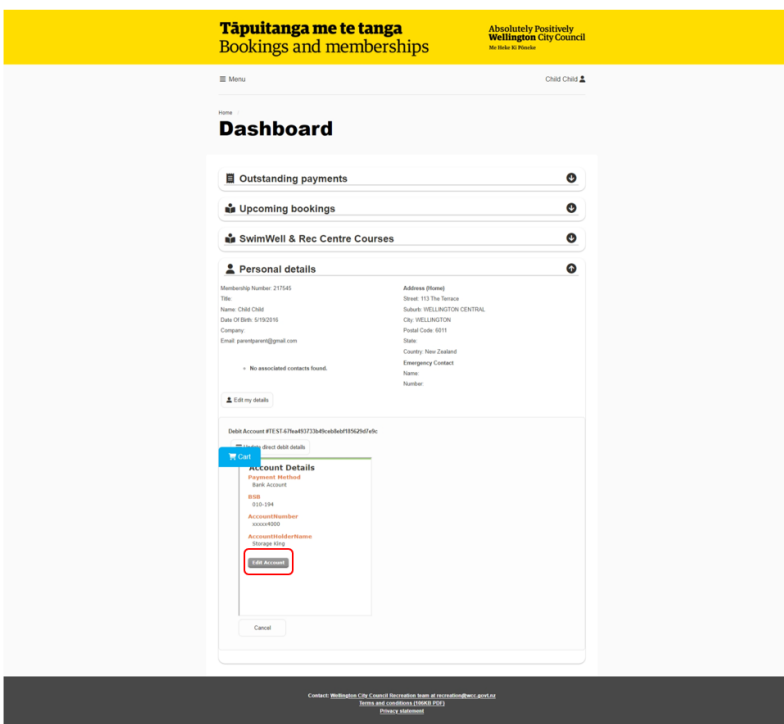
Click on **Personal Details**:



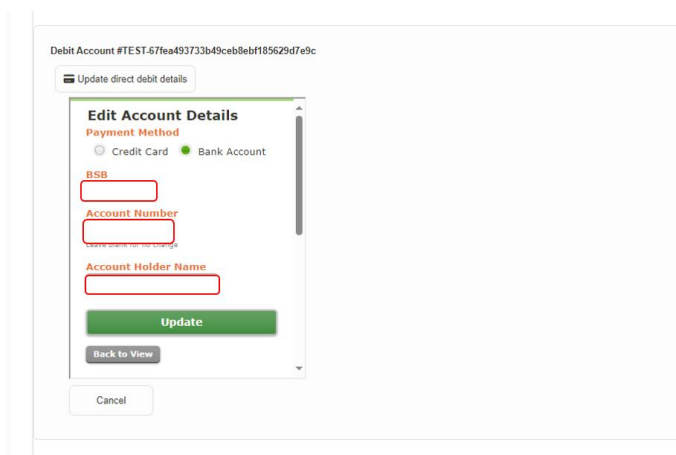
Click on **Update direct debit details:**



Click on **Edit Account:**



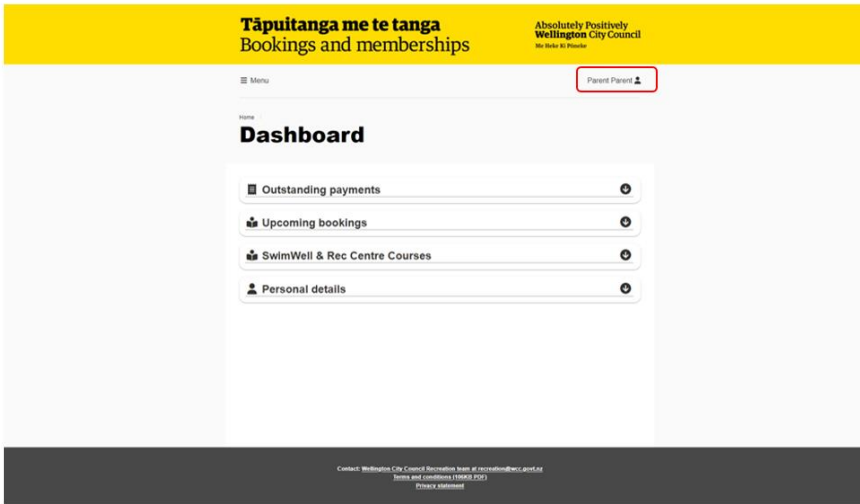
Click on either **Credit Card** or **Bank Account** and follow the EZI Debit prompts:



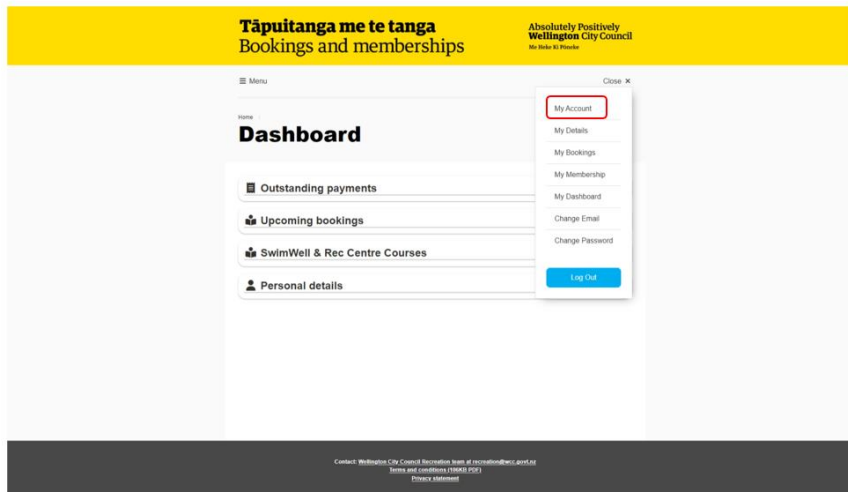
Pay Outstanding Payments

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.

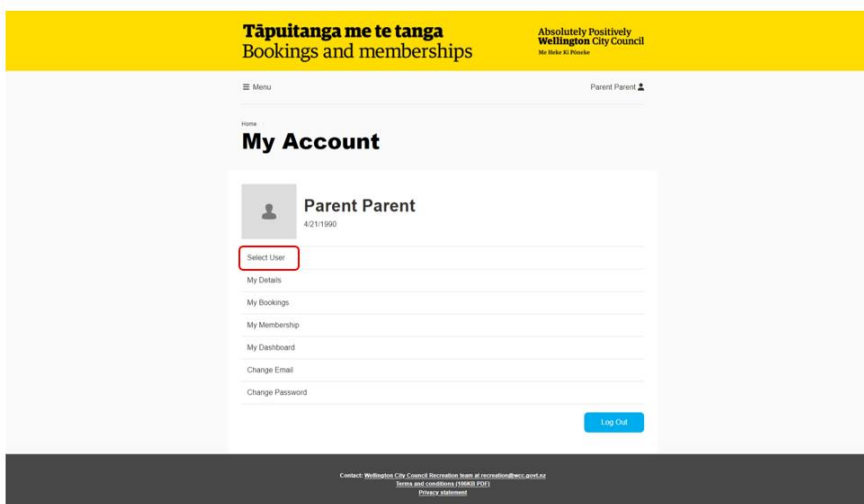
Click on your name top right corner:



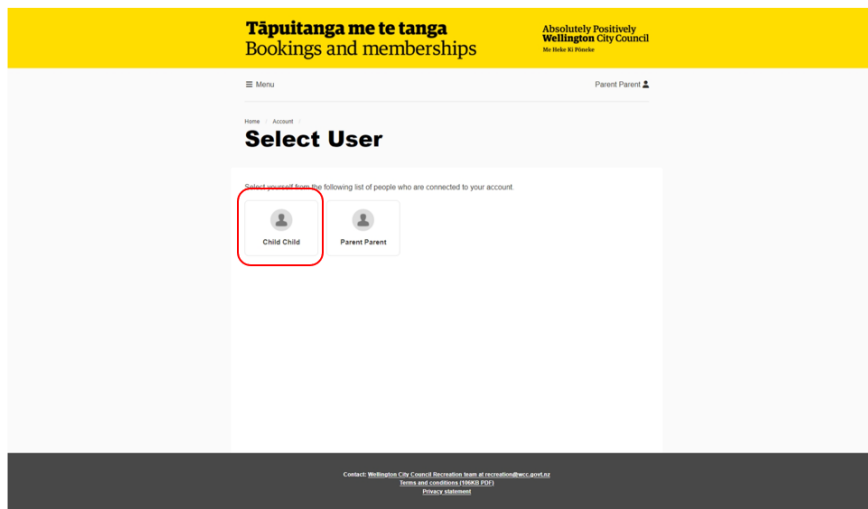
Click on **My Account**:



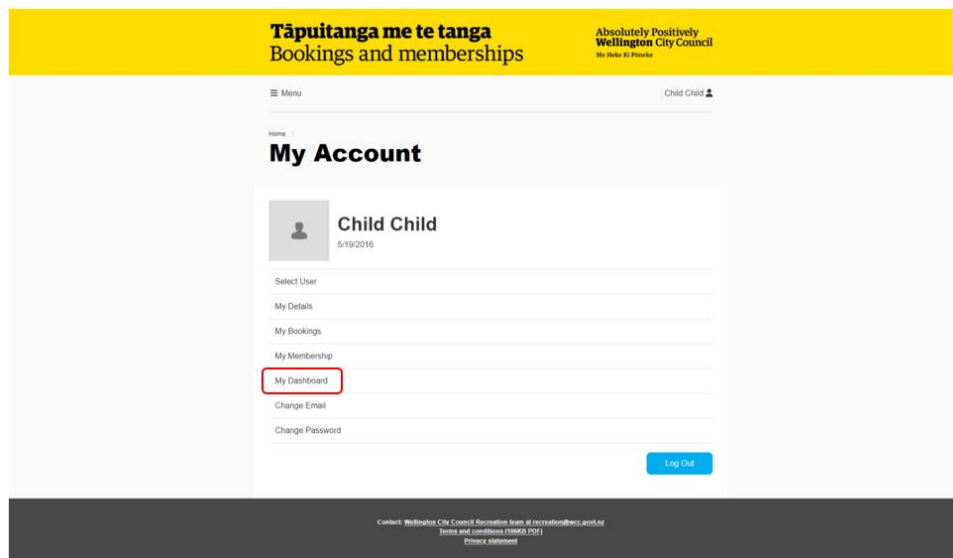
Click on **Select User**:



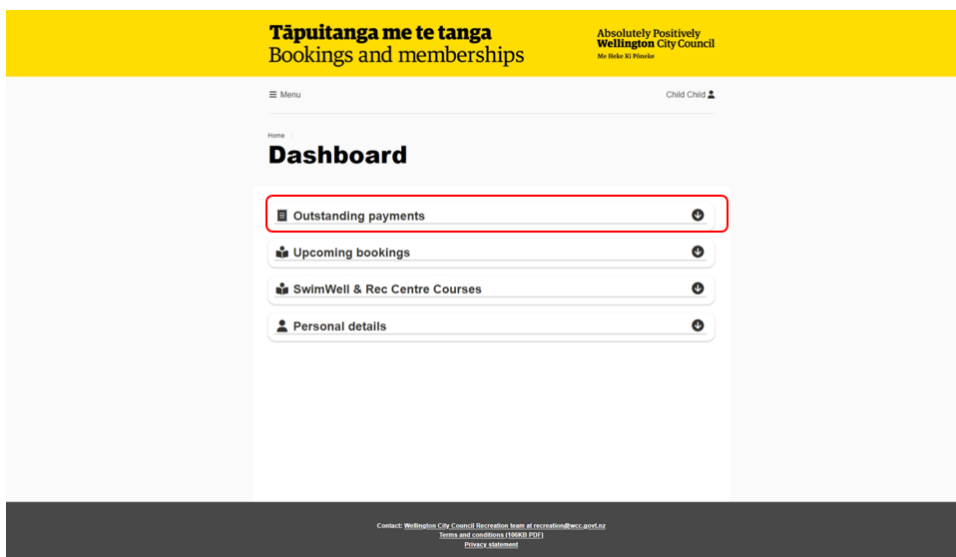
Click on **Child's Name**:



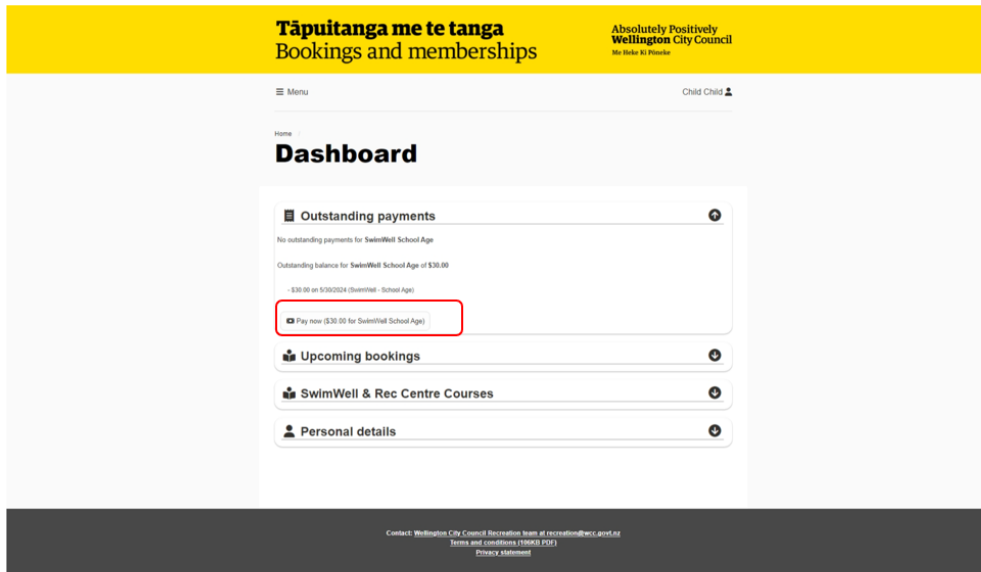
Click on **My Dashboard**:



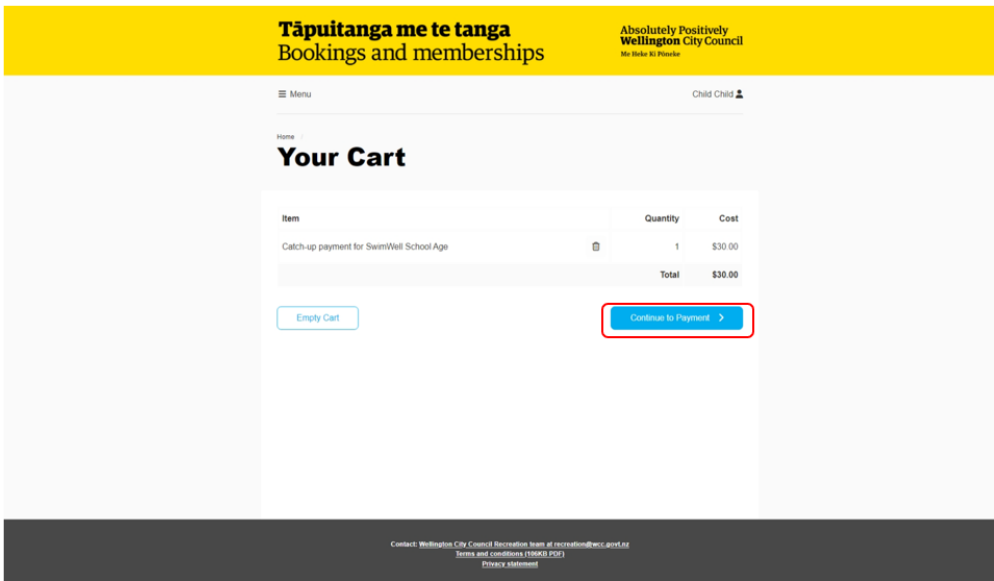
Click on **Outstanding Payments**:



Click on **Pay Now**:



Click on **Continue to Payment**:



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

