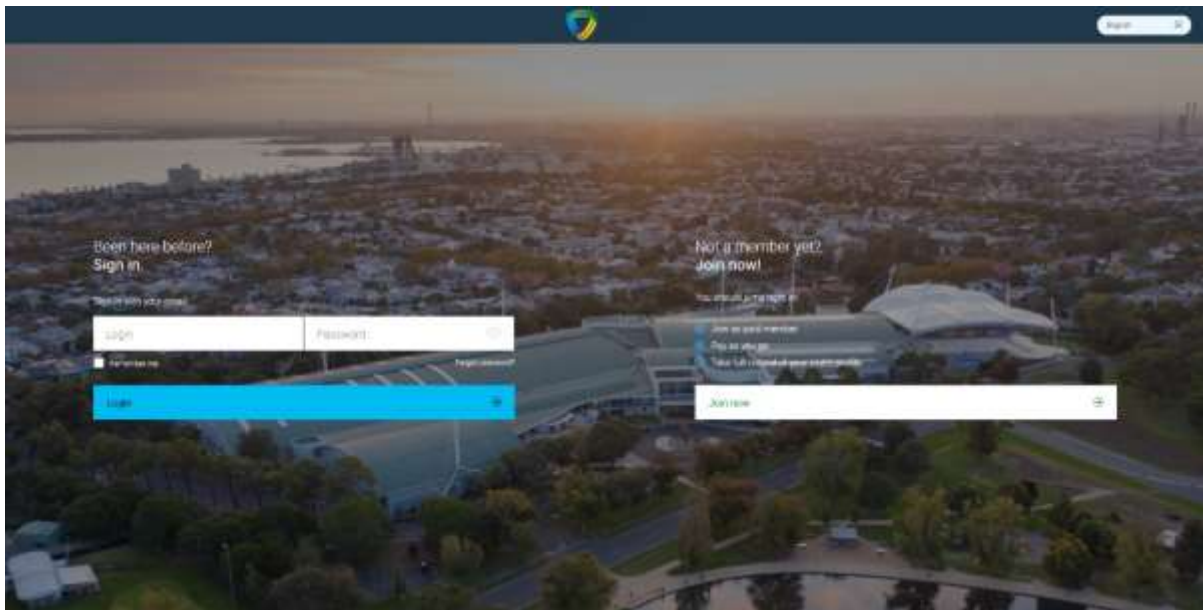


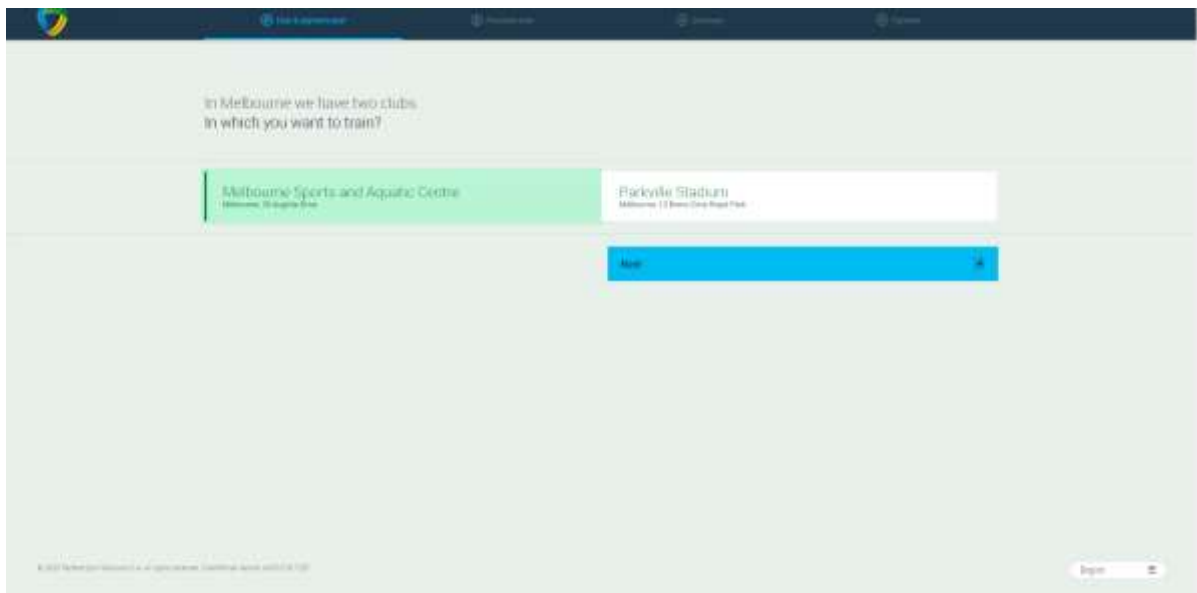
Creating a Client Portal account for Swim School

Step 1: Click on [this link](#).

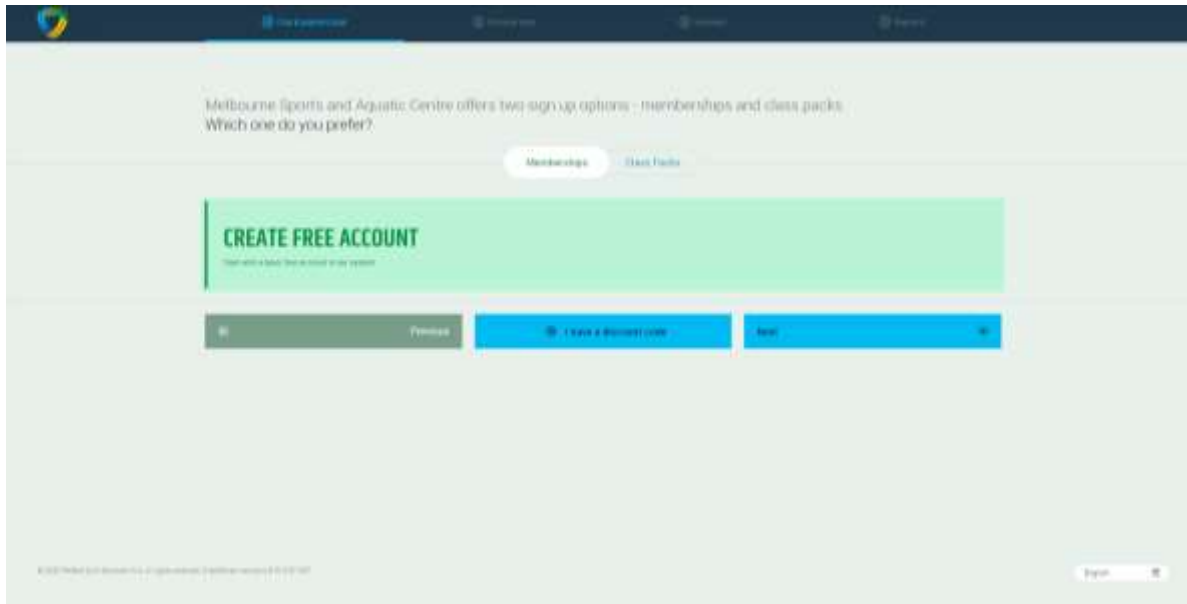
Step 2: Select 'Join Now' and create an account by filling in required details.



Step 3: Select 'Melbourne Sports and Aquatic Centre' and then 'Next'.



Step 4: Select 'Create Free Account' and then 'Next'.



Melbourne Sports and Aquatic Centre offers two sign up options - memberships and class packs.
Which one do you prefer?

Memberships Class Packs

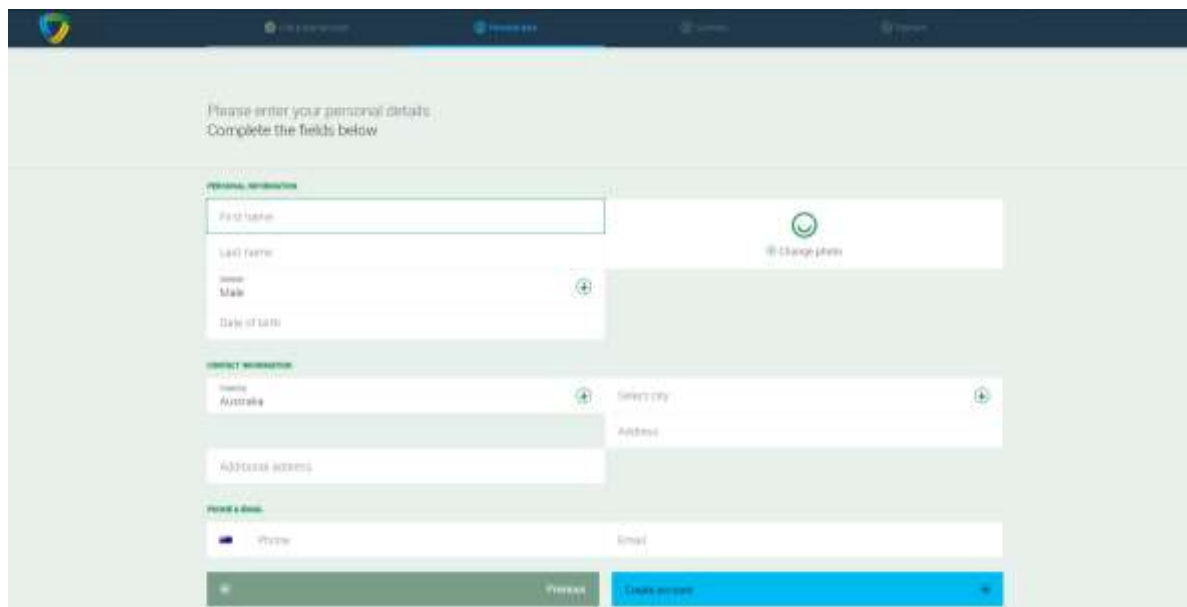
CREATE FREE ACCOUNT
This will create a basic free account in our system.

Previous **Create a free account** Next

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Sign in

Step 5: Fill in your details, then click 'Create Account'.



Please enter your personal details.
Complete the fields below.

PERSONAL INFORMATION

First name
Last name
Sex
State
Date of birth

CONTACT INFORMATION

Country
Australia
Select City
Address
Address address

PHONE & EMAIL

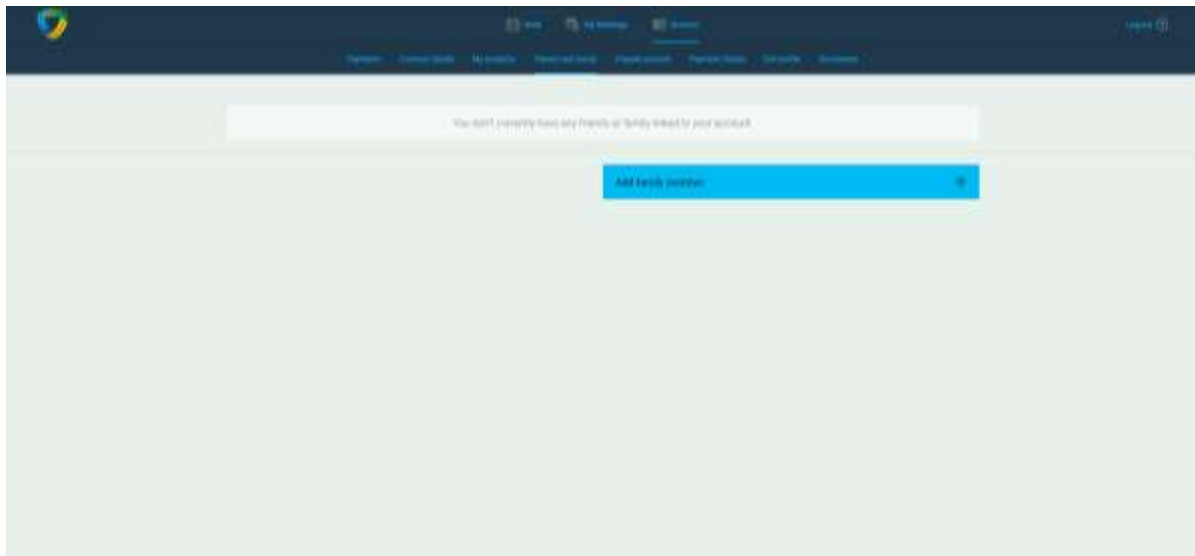
Phone
Email

Previous **Create account** Next

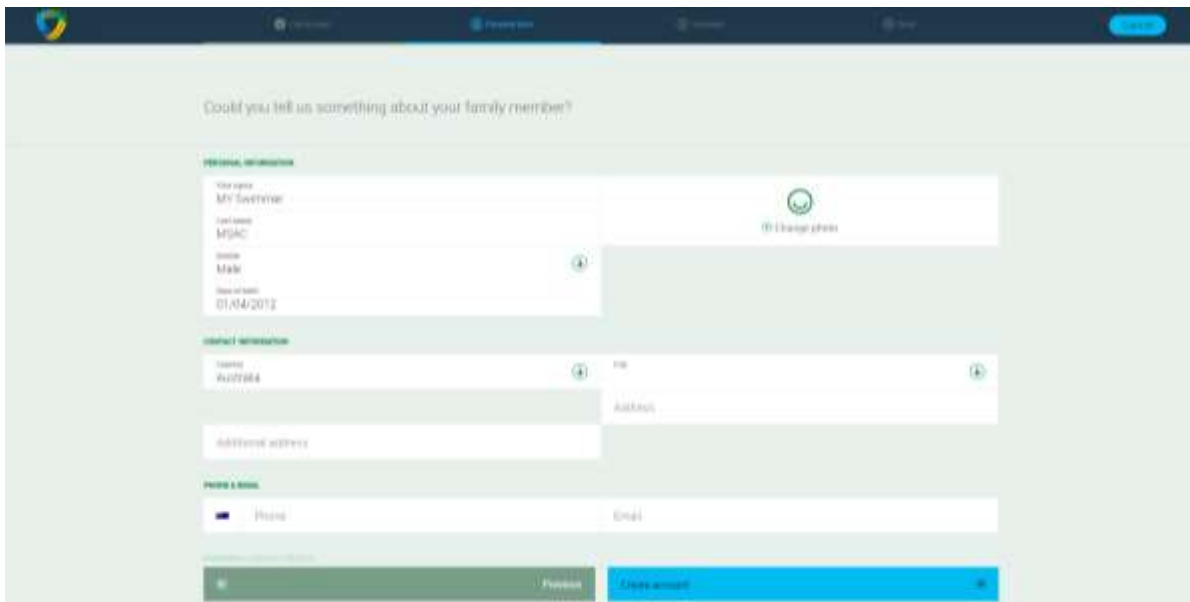
Step 6: Once your account is created, click 'Account' at the top of the screen, then click 'Family and Friends'.



Step 7: Select 'Add Family Member'. You will need to do this multiple times if you have more than one child.



Step 8: Fill in your Child's details.



Could you tell us something about your family member?

PERSONAL INFORMATION

Your name
MY Sweeney

Last name
MSAC

Gender
Male

Date of birth
01/04/2012

CONTACT INFORMATION

Phone
927284

Mobile
927284

Address
ADDRESS

PHOTO & AVATAR

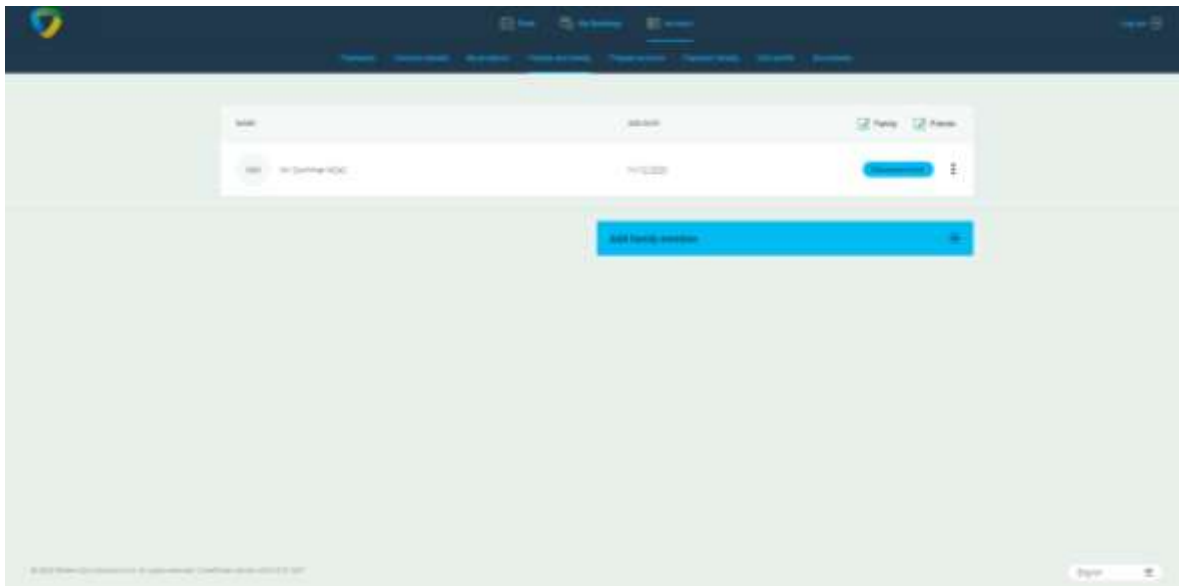
Photo

Email

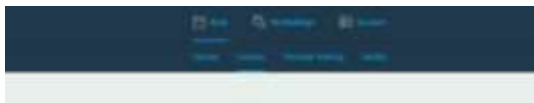
Profile

Create account

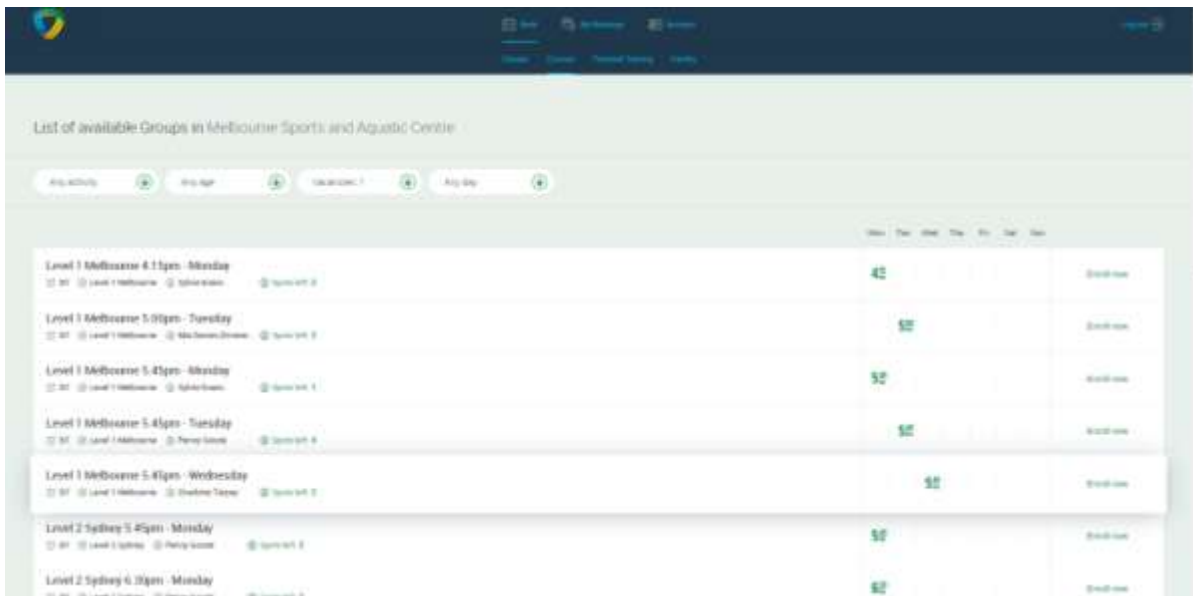
Step 9: Family Members will now be shown in your account.



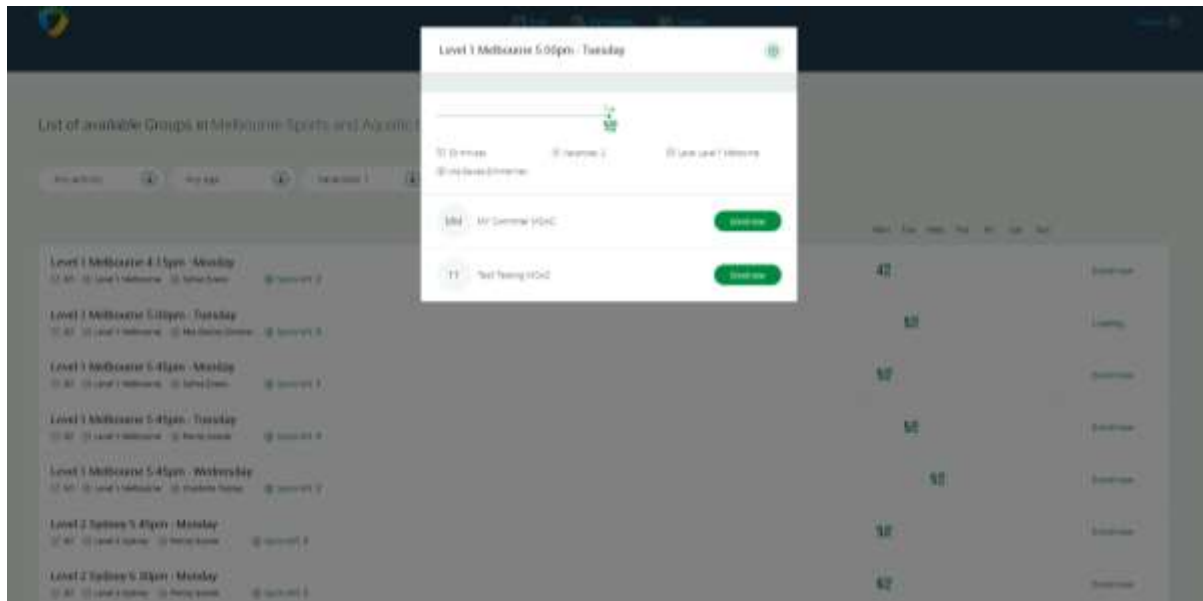
Step 9: To find classes, at the top of the screen select 'Book' and then 'Courses'.



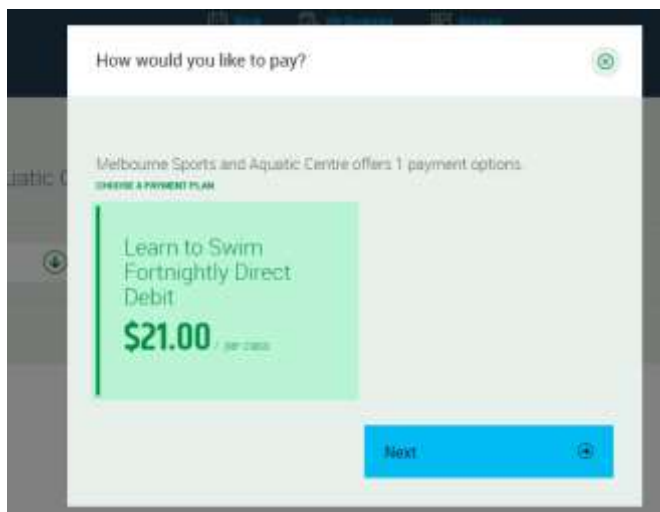
Step 10: Here you can filter for Activity (class type) and Levels.



Step 11: when you locate a class click 'Enrol Now'.



Step 12: Select 'Direct Debit Fortnightly Payment'. Note: Enrolments are perpetual, not term by term.



Step 13:

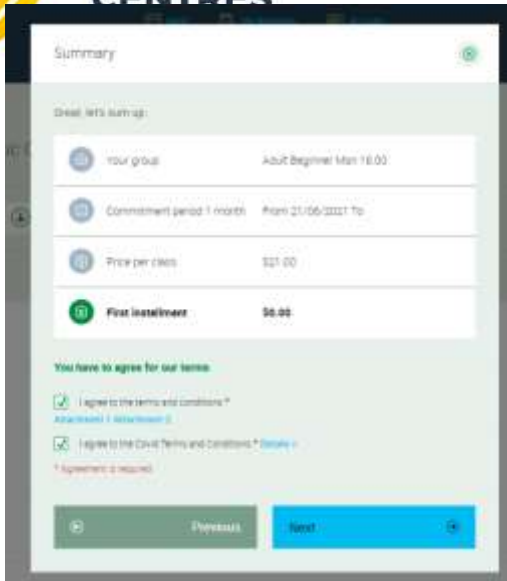
Agree to Terms and Conditions.

All Swim School and Squad enrolments are paid fortnightly by direct debit instalments in advance. Your MSC Swim School/Squad enrolment will be on going until you request to cancel. Cancellations must be in writing via email to: Swim@melbournesportscentres.com.au and require to weeks noticed.

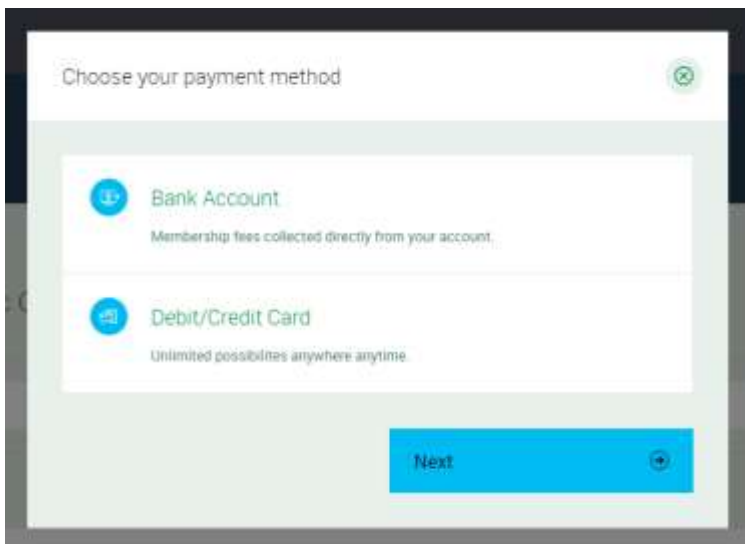
Your commitment period will start from the day you sign up. Your first direct debit will occur on the first direct debit date after your enrolment.



MELBOURNE SPORTS CENTRES



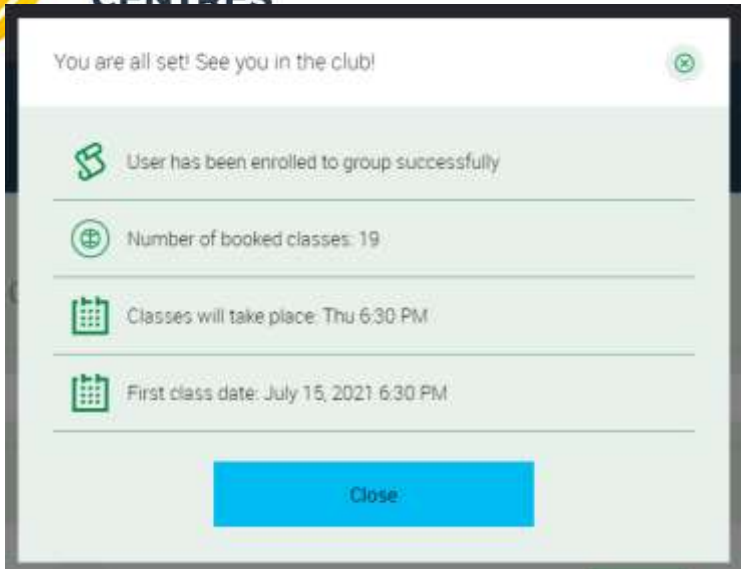
Step 14: Select Payment method and enter your nominated bank account or Credit Card details.



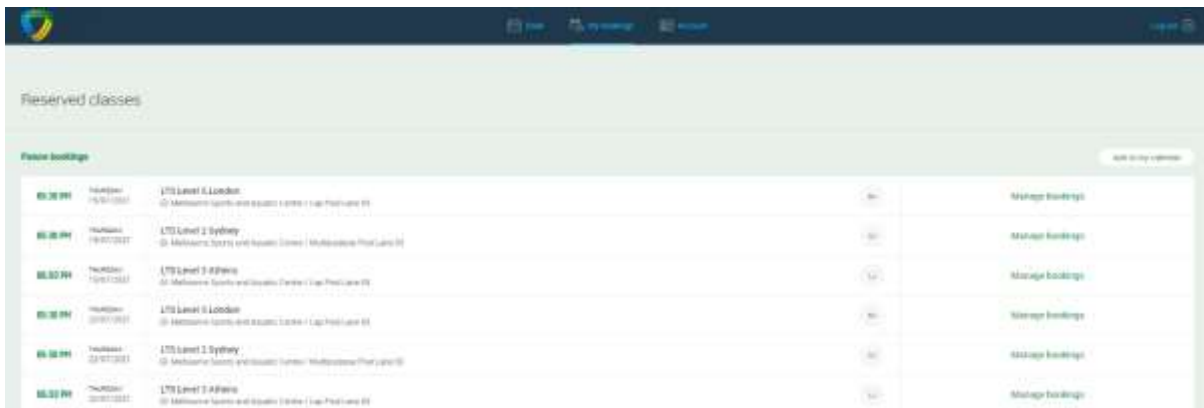
Step 15: You are now enrolled.



**MELBOURNE
SPORTS
CENTRES**

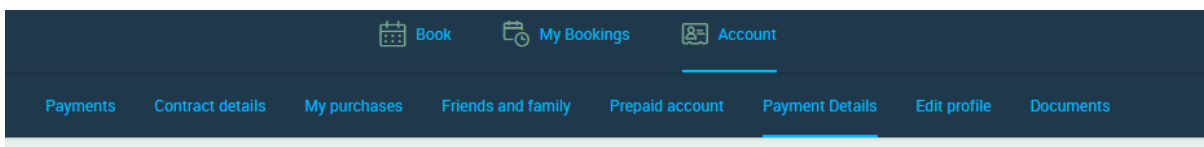


Manage Bookings: Your booking has now been made this can be viewed, as well as all other bookings you have made under the “My Bookings” tab at the top of the screen.



Direct Debit Information

You can update your direct details in your Client Portal at any time. Go to ‘Account’ > ‘Payment Details’ > ‘Add new payment method’.



You can also make payment towards your scheduled direct debits in advance. Go to ‘Account’ > ‘Payments’.

If your Direct Debit is declined and remains unpaid MSC will attempt to withdraw accrued outstanding amounts on your next scheduled instalment.



MELBOURNE SPORTS CENTRES

Invoice #	Invoice Date	Invoice Amount	Invoice Due Date
<input type="checkbox"/> Initial payment (2 payments)	18/05/2021	\$42.00	
<input type="checkbox"/> Initial payment (2 payments)	23/06/2021	\$42.00	
<input type="checkbox"/> Initial payment (2 payments)	18/07/2021	\$42.00	
<input type="checkbox"/> Initial payment (2 payments)	27/07/2021	\$42.00	
<input type="checkbox"/> Initial payment (2 payments)	30/08/2021	\$42.00	
<input type="checkbox"/> Initial payment (2 payments)	24/09/2021	\$42.00	
<input type="checkbox"/> Initial payment (2 payments)	27/09/2021	\$42.00	
<input type="checkbox"/> Initial payment (2 payments)	21/10/2021	\$42.00	
<input type="checkbox"/> Initial payment (2 payments)	05/10/2021	\$42.00	
<input type="checkbox"/> Initial payment (2 payments)	18/10/2021	\$42.00	
<input type="checkbox"/> Initial payment (2 payments)	02/11/2021	\$42.00	
<input type="checkbox"/> T807 - automation 13 LTV Level 1 Melbourne Wednesday 17 November 2021	Peter Treciok	18/11/2021	\$21.00

Total amount: 50.00 **Pay**